

COMPANY HUB

User Guide for Company Account Administrators



LeisurUp[®]
by mapic

28-30 November 2023
Palais des Festivals Cannes

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- ❖ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❖ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❖ **Emperia on-site lead capture** : Emperia app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- ❖ **Primary administrator** : The main contact in your company to prepare the market who has access to the company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

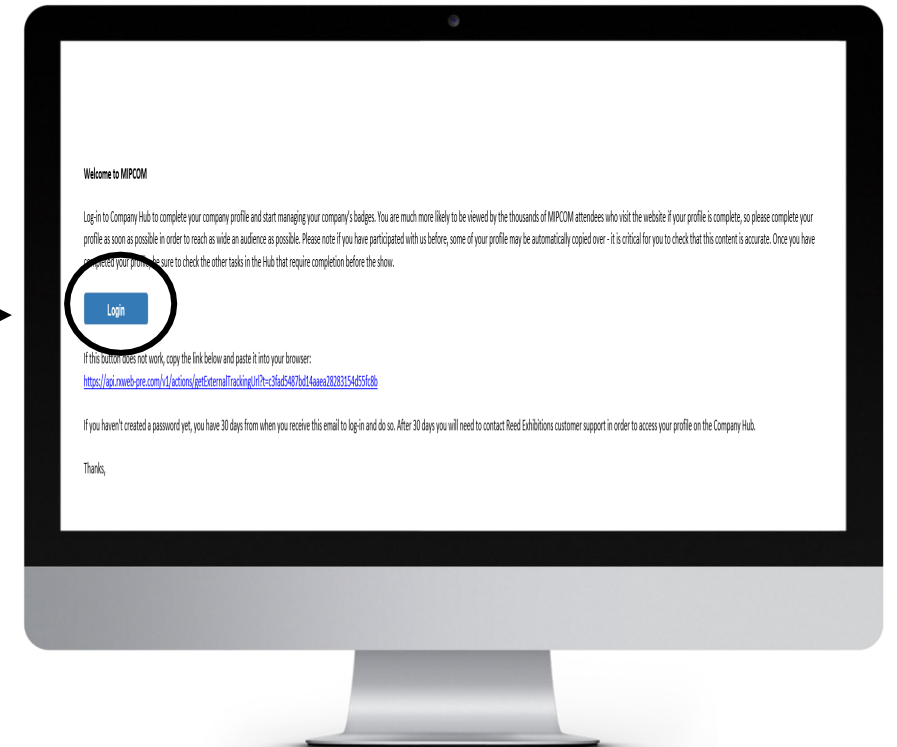
HOW TO LOG IN TO YOUR COMPANY SPACE ?

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Once your participation is confirmed, you will receive an email from RX Global : no-reply@rxglobal.com
If you have not received it, please contact the [Help Desk](#)

Click on the link received
by email and personalize
your password



HOMEPAGE OF YOUR COMPANY HUB

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Here you will find the name of your company

Company Name

Digital offering

Here you will find the name of your package type

Here are the details of each section of your Company Hub


Edit Profile Page

This information will appear in the show website.

 Emperia
Lead Capture Services

A consolidated list of leads.
(Total: 0, New: 0)


Upgrade your package

Get more out of your digital profile


Invite Manager

Manage invites for attendees and your staff


Badges and participants

Add & manage badges and participants.

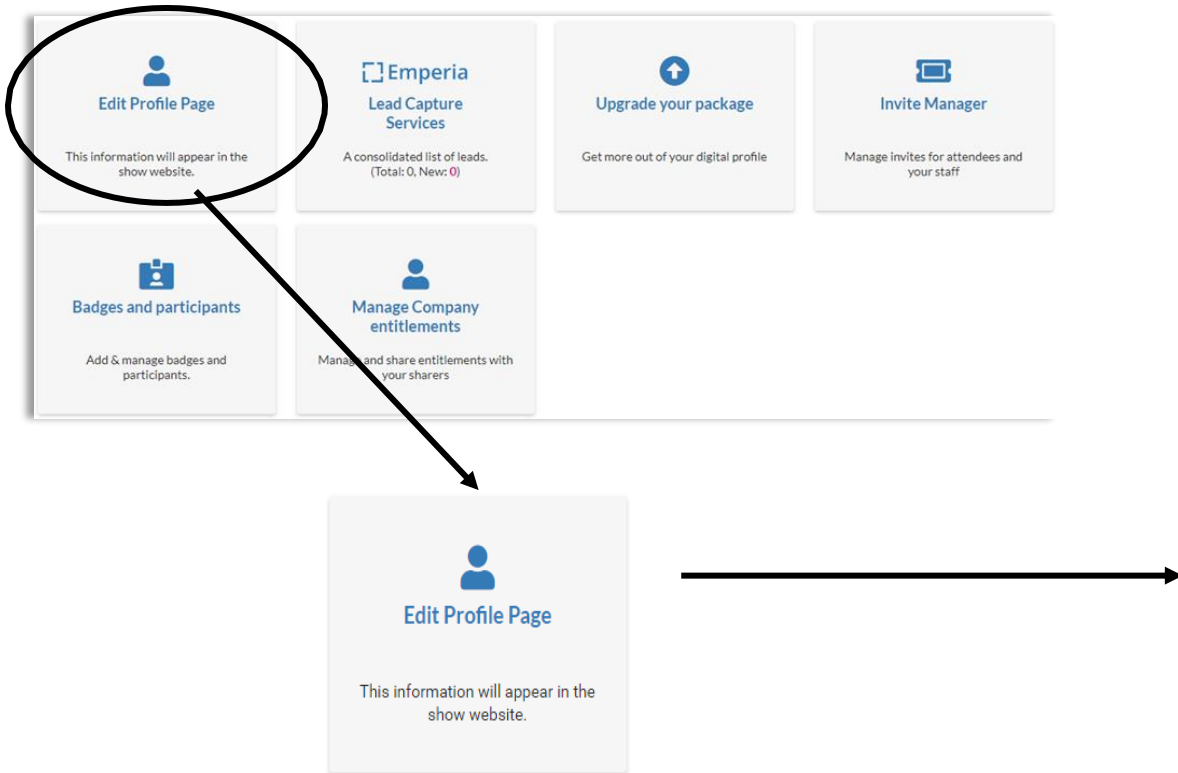

Manage Company entitlements

Manage and share entitlements with your sharers

EDIT MY PROFILE



The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.



Here you will be able to navigate between both parts

Exhibitor Profile

Currently your profile is 26% complete.
Visitors to a higher completed profile are 50%-60% more likely to engage with exhibitors at the show.

YOUR PROFILE


Profile completeness: 26%

Translations: Default Language (English)

Profile | Company Administrators

EDIT MY PROFILE - PROFILE TAB




Edit Profile Page

This information will appear in the show website.




Profile Company Administrators

Please **complete your company profile** with as many details as possible !
Logo, description, cover image... **Boost your business opportunities!**



EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB




Edit Profile Page
This information will appear in the show website.






Please add any of your colleagues who should have access to the company page full set up. They will receive an activation email.

Profile **Company Administrators**

Profile **Company Administrators**

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

+Add Company Administrator

	First name	Last name	Email address	Login roles	
<input type="checkbox"/>	Test	SEPC Position	test@mapicposition.com	Primary Administrator	
<input type="checkbox"/>	EMMANUELLE	GRICE	emmanuelle.grice@reglobal.com	Secondary Administrator	 
<input type="checkbox"/>	Thomas	BONNER	thomas.bonner-weg@reglobal.com	Secondary Administrator	 

Select the Administrators to whom you want to resend the activation email.

Resend activation email

Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime

EMPERIA : THE LEAD GENERATION SOLUTION



The dashboard grid contains the following items:

- Edit Profile Page**: This information will appear in the show website.
- Emperia Lead Capture Services**: A consolidated list of leads. (Total: 0, New: 0)
- Upgrade your package**: Get more out of your digital profile
- Invite Manager**: Manage invites for attendees and your staff
- Badges and participants**: Add & manage badges and participants.
- Manage Company entitlements**: Manage and share entitlements with your sharers

Emperia
Lead Capture Services

A consolidated list of leads.
(Total: 0, New: 0)

DOWNLOAD LEAD REPORT
Download your consolidated leads in the format of your choice

Total Leads 0 New Leads 0

[.CSV](#) [.XLSX](#)

GETTING STARTED

MIPCOM is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Emperia Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Emperia" to get you started and answer some commonly asked questions about the Emperia lead scanning tool.

Available on app store and play store

[Download on the App Store](#)

[GET IT ON Google Play](#)

LOGIN DETAILS
Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code
RQVR6NA2

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS
Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)
Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

EMPERIA : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge at the market



Download the Emperia Mobile app from the App Store or Google Play

Customize your account by indicating your company access code

Upload up to 3 documents about your company sent to the visitors you scan at the market

Add qualification questions that will be asked to the visitors you scan, in order to better know them

GETTING STARTED

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Available on the App Store and Google Play

LOGIN DETAILS

Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code
XXXXXX

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS

Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)

Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

EMPERIA : THE LEAD GENERATION SOLUTION

Download your leads

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EMPERIA

DOWNLOAD LEAD REPORT

Download your consolidated leads in the format of your choice

Total Leads 0 New Leads 0

↓ .CSV

↓ .XLSX

Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota



Dashboard overview with the following options:

- Edit Profile Page**: This information will appear in the show website.
- Emperia Lead Capture Services**: A consolidated list of leads. (Total: 0, New: 0)
- Upgrade your package**: Get more out of your digital profile.
- Invite Manager**: Manage invites for attendees and your staff.
- Badges and participants** (circled in red): Add & manage badges and participants.
- Manage Company entitlements**: Manage and share entitlements with your sharers.

Badges and participants
Add & manage badges and participants.

Allocate badges | **Your company badges**

Click here if you want to create a **single badge**

Company Badges Help

Upload Multiple Badges | **Create Single Badge** | Invite Your Colleagues

Select Badge Type

Delegate Badge (40 Badges Remaining) | **Download template**

Select the badge type that you want to allocate. You can only allocate one badge type at a time.

Privacy Notice

Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our [Privacy Policy](#). [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]

File upload:

Select a file (Excel) | **Browse**

5mb maximum file size. Emails must be unique for each badge holder

Use this template to **upload multiple delegates** at the same time

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota

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Badge manager





View your badges and allocate them to your staff

Allocate badges

Your company badges (2)

Company Badges: 2/0 Allocated To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status
All

Name	Badge Status	Job Title	Badge Product	Payment Status	
Mark P...	Active	Sales	Exhibitor Badge	Free Badge	 
George M...	Active	CDP	Exhibitor Badge	Free Badge	 

Here you can find the exhibitor badges you have uploaded

Here you can find the payment status of the badge

Badges are available for download and printing 15 days before the market. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Don't forget to add a photo for your badge (MANDATORY)

MANAGE YOUR COMPANY BADGES

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Badge manager

View your badges and allocate them to your staff

Allocate badges

Your company badges (2)



Company Badges: 2/0 Allocated

To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status

All

Name	Badge Status	Job Title	Badge Product	Payment Status	
------	--------------	-----------	---------------	----------------	--

Mark Paine	Active	Sales	Exhibitor Badge	Free Badge	 
------------	--------	-------	-----------------	------------	---

Charles Hill	Active	CDP	Exhibitor Badge	Free Badge	 
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You can modify them (with the exception of the email address). If you modify the badge, you will **need to re-print** as the previous one will no longer be valid.

 Check a badge is edited, a new version will be created. The previous badge will be distributed

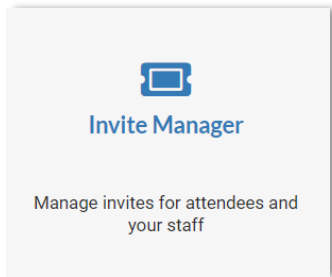
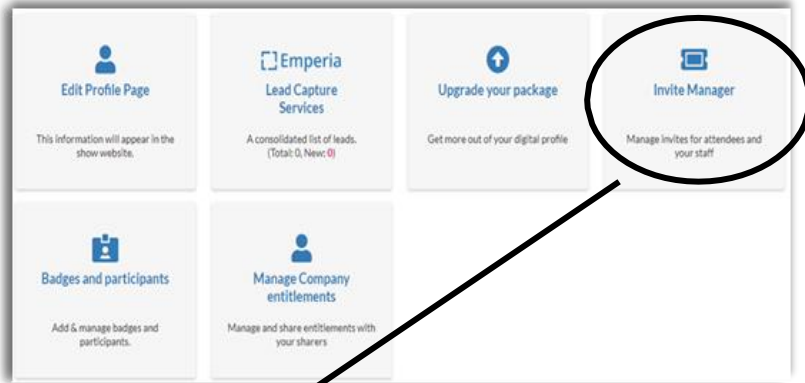
First name	Job title
<input type="text" value="Steven"/>	<input type="text" value="Tester"/>
Surname	Email
<input type="text" value="Building Email"/>	<input type="text" value="steven@company.com"/>

INVITE MANAGER

Managing delegates and affiliates' registrations



In this section, you will find the **registration links to be sent to the delegates of your stand quota and affiliates**



Active	Affiliate Badge quota ⓘ https://www.mapic.com/e... Copy	Links Available 9996/9999	Link Views 9	Buy More Links
View completed registrations				
Active	Exhibitor Badges ⓘ https://www.mapic.com/e... Copy	Links Available 3/6	Link Views 2	Buy More Links
View completed registrations				

IMPORTANT :
Stand holder must use only Affiliate links (mandatory)

INVITE MANAGER

Managing paying affiliates' registrations and your quota

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Active Affiliate Badge quota <https://www.mapic.com/e...> Copy

Links Available 9996/9999 Link Views 9 Buy More Links

View completed registrations


Active Exhibitor Badges <https://www.mapic.com/e...> Copy


Links Available 3/6 Link Views 2 Buy More Links

View completed registrations

Indicates the number of registrations available.

Indicates the number of people who have clicked on the link but **have not** completed the registration.

Copy Affiliate link using the button 
Send this link to your paying affiliates to register

Copy the Exhibitor Link using the button 
Send this link to affiliates who benefit from your quota to register

You can find the list of people who **registered with your personalized link** just below

Name	Website de profile	Société	Email
Not registered	Not registered	Not registered	Not registered@gmail.com

View all results

YOUR DELEGATES VIEW AND ACTIONS

What does your delegates access on the company hub ?

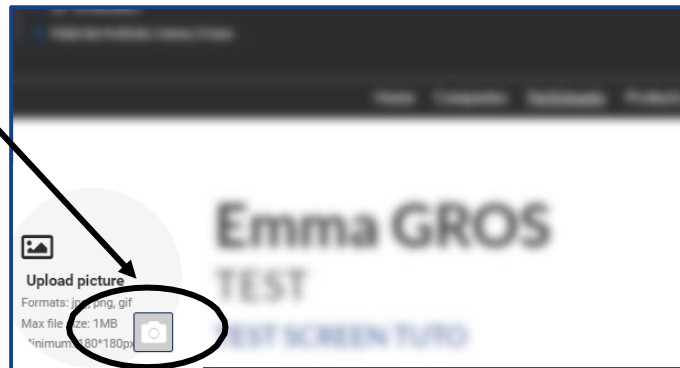


Log-in to Company Hub to complete your company profile and start managing your company's badges. You are much more likely to be viewed by the thousands of attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have participated with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

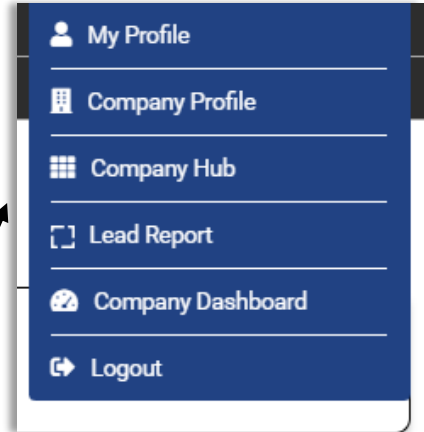


As soon as they are registered the delegate will receive an automatic e-mail to connect to their profile

Delegate will connect to their profile and will have access to **upload their picture to receive the badge** (available 2 weeks before the event)

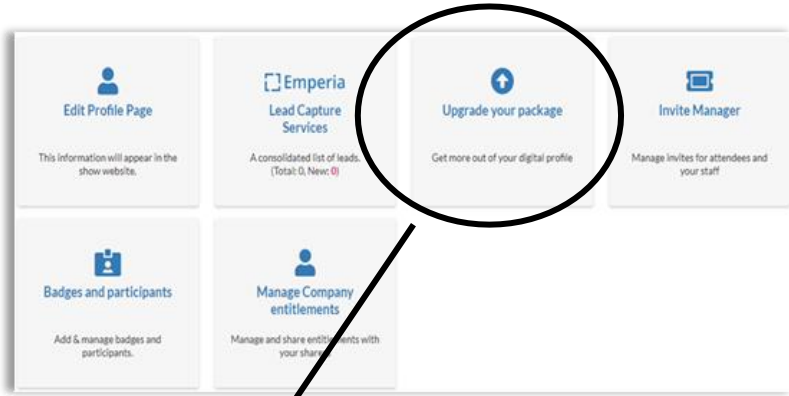


This section, located at the top right of the screen, allows them to **navigate between their company profile and their personal profile.**

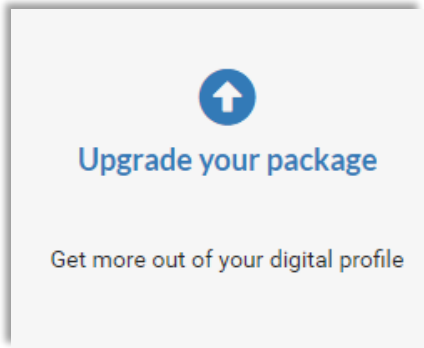


UPGRADE YOUR PACKAGE


Increase your visibility



On the left, you will find all the explanations about the various options available

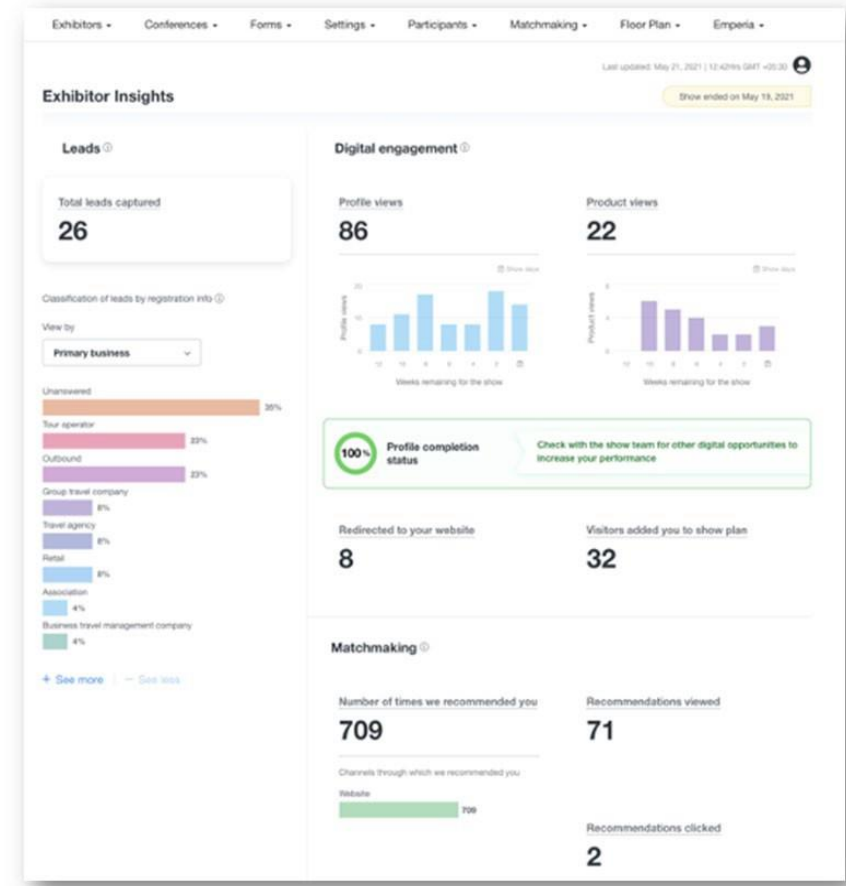


Get more visibility by upgrading your digital package. Get your company page promoted on top of everyone else with the **GOLD PACKAGE**.
With this package, get the feature “Sponsored Filter Category” (activity such as “Retailers”, or country...) improve drastically your visibility.

Feature title	Gold Premium
Pricing	 <input type="button" value="Select"/>
Basic Directory Listing Your name, description and a logo.	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	✓
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	✓
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	✓



This page only becomes accessible 90 days before the market.

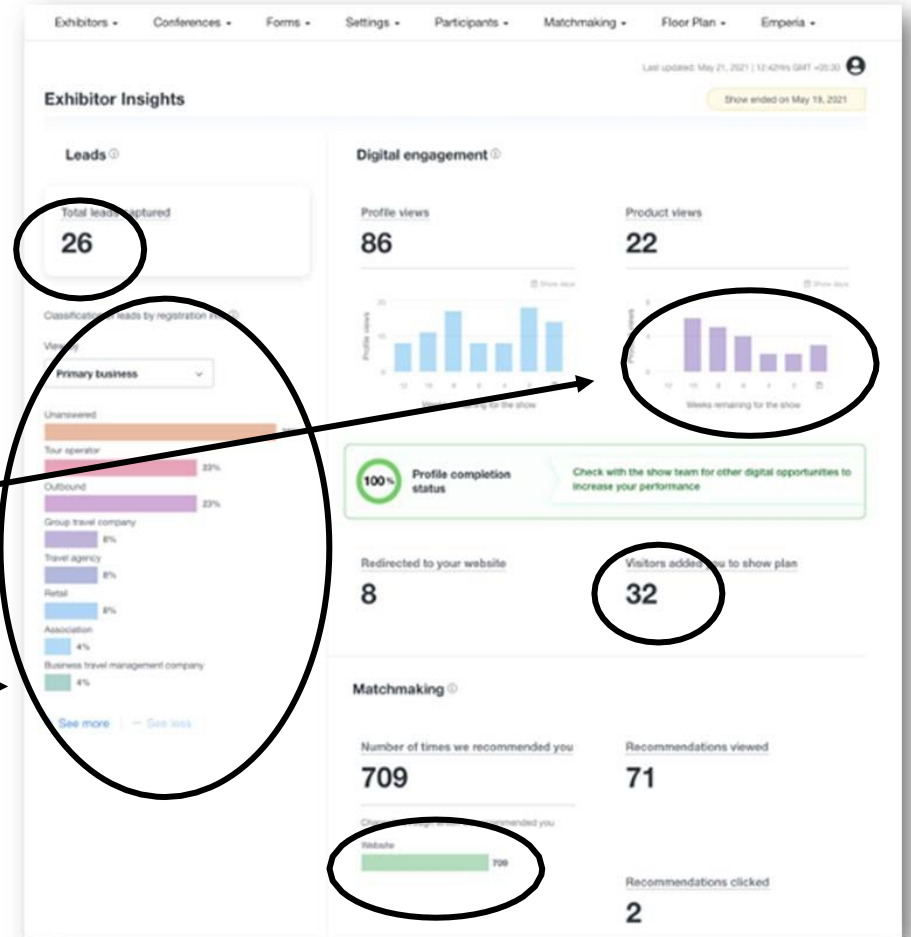


COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to access a wealth of data regarding your performance at the exhibition. This dashboard synthesizes your leads generated via your screening library and your scans during the market (with Emperia app).

Its pro version also allows you to compare yourself with your competitors.

A large amount of data is available to help you understand the typology of your leads, your strengths, and areas for improvement for your next exhibition.



Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 65 00.

Our telephone service is open from Monday to Friday, 9am to 6pm CET.

[By form](#)

[Read the FAQ](#)