



## On-Line Directory Instructions

1. Log-in to the Exhibitor Directory [click here](#). Enter your company's **Exhibitor ID** and **Password**. **NOTE:** The password is **both** font-style and case sensitive. For easiest use, copy/paste the **Password** from your confirmation email to gain access to **Maintain Exhibitor Listing** page.
2. Review the company information and make any changes needed. **\*\*Asterisks\*\*** denote required fields.
3. **Display link for users to request customer passes? Check Yes/No** This option allows you to decide if you want the link for Customer Passes to be shared with the general public (check Yes) or use internally only (check No). **\*\*The email address you submit will receive the pass requests. This person will need access to the Directory (the Exhibitor ID and Password) in order to approve/reject the passes by clicking Maintain Customer Pass on the left side of the directory screen to monitor the passes.**
4. **Contact email for customer pass requests:** Please enter the email address of the person who will receive and screen the pass requests and approve/reject them as needed.
5. The **Maintain Customer Pass** and **View Exhibitor Pass** link (on the left side) will help you track your passes
6. **Guest invitation link:** Copy/paste the unique link into an email and share it with your guests for complimentary passes.
7. **Do you want to *exclude* your company name from the Online Exhibitor Directory?** Check Yes/No  
Clicking *Yes* will hide your company name.
8. **Do you want to *exclude* your booth or suite number from the Online Exhibitor Directory?** Check Yes/No  
Clicking *Yes* will hide your company booth number.
9. **Enter company web address.** This will be printed in the event guide.
10. Enter **Email for person to receive booth/exhibitor planning information.** This is for **internal use only** and will not be published.
11. **Submit your Company/Product Profile for both the 50 and 150 Word Maximum boxes.** The 50 word profile will be printed in the Event Guide and the 150 word submission is for the web view only.
12. **Upload Company logo or image:** For display on the web. Acceptable image formats: GIF, JPG, or PNG. Maximum image pixels 105h x 275L Pixels. Any images exceeding either the height or width will be resized appropriately.
13. Click on Submit. SAE may require up to 24 hours to review the information and approve it. During this time, you will not be able to access your listing in the Online Exhibitor Directory.