MyEasyfairs introduction – A step by step guide
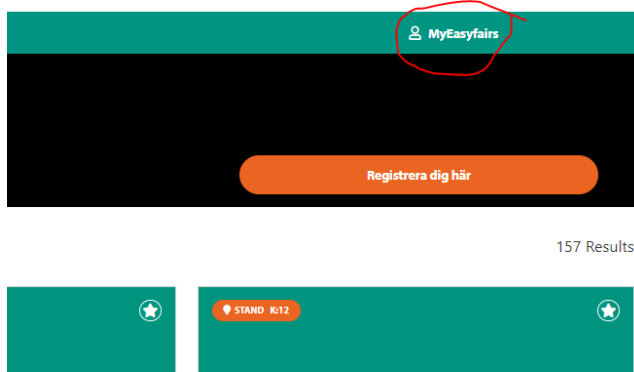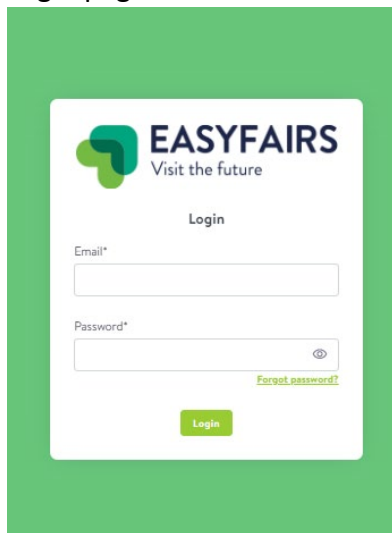
1.   MyEasyfairs is the platform where you upload content that will be visible in the exhibitor list on our website: https://www.settdagarna.se/sv/exhibitor/. At MyEasyfairs you can also find information about SETT and your participation.

2.   To log in to MyEasyfairs, please click on "MyEasyfairs" at the top right on www.settdagarna.se or log in via this link.



3.   Login page:

4.   Good to know is that all updates made in MyEasyfairs can take up to an hour before they are seen live on the web.

5.   As the stand manager, you have received a login. If you have been an exhibitor previously, click on "Forgot password" to reset passwords if necessary.

6.   Once you have logged in, you will see your digital stands. Under "Events & Stands" you can see which fairs you have participated at and which fairs you booked to participate in.
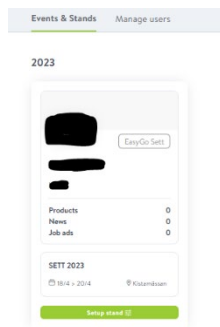
7.   By clicking "Manage users" you can see all users from your company that can manage your online profile. You can invite new users by clicking "Invite user". The person will receive an email. This may take a little while. Ask your colleague to check the trash folder.
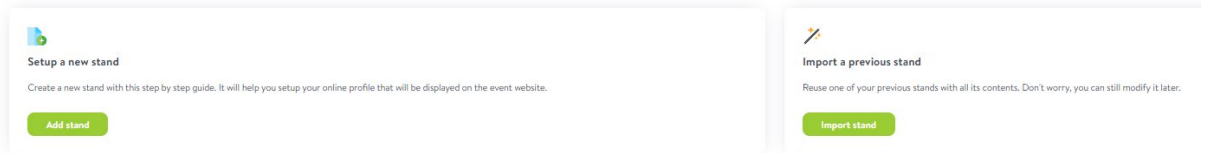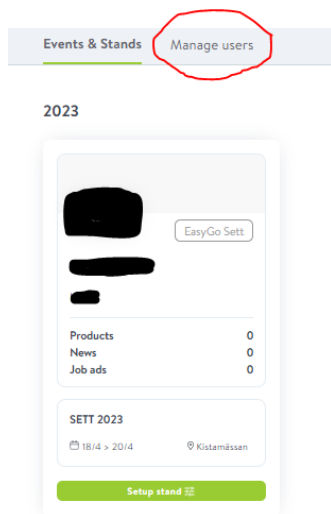

8.   The first time you log in to MyEasyfairs, you will need to do a setup for your digital stand.
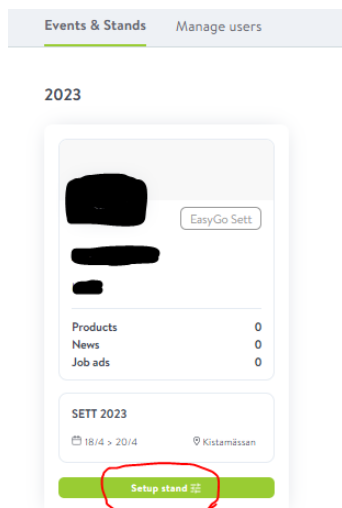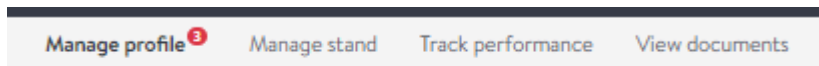
9. You will have two choices. 1) "Setup a new stand" or 2) "Import a previous stand". If you choose option 2, you can easily copy previous editions' content to your digital stand. Whichever option you choose, you can modify the information later.
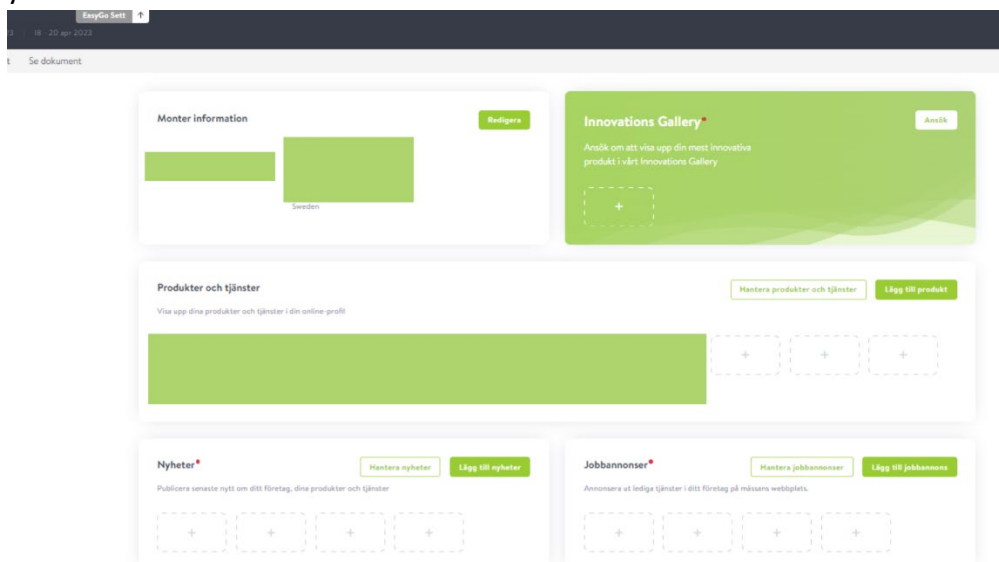

10. In the menu you will find 4 tabs: Manage profile, Manage stand, Track performance and View documents.
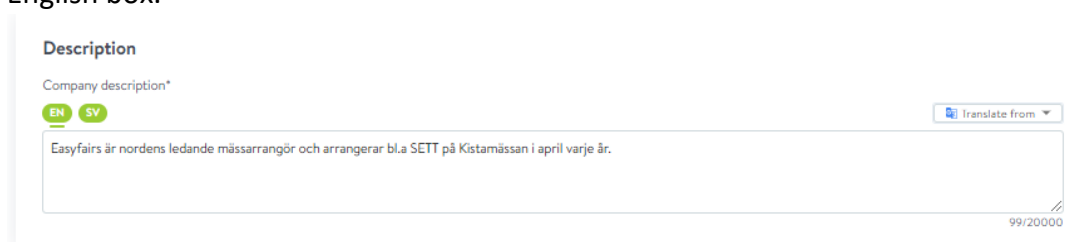

11. **Manage profile tab:** When you have done your setup/when you login to your page, you will come to this view:

You have the option to update company information, add products and services, news and job ads.

12. In several places you'll find that you need to post both English and Swedish texts (see screenshot below). It is only what you write in the box for Swedish that is visible on our website. However, you need to enter something in the English box for the system to approve it. It is possible to enter the same swedish text in both the Swedish and English box.

13. **Manage stand tab:** Here you can see what is included in your stand. Questions about specifications for your stand? Contact Sales Executive christina.olsson@easyfairs.com

14. **Track performance tab:** See your page views from the event website

15. **View documents tab:** Here you will find marketing material, such as your individual banner and SETT logos if you want to make your own marketing material. There are also other important documents with information about opening hours, address, cargo handling and much more.

Questions?

You will find a lot of answers and information here!

If you don't find the answer - please contact us at sett@easyfairs.com