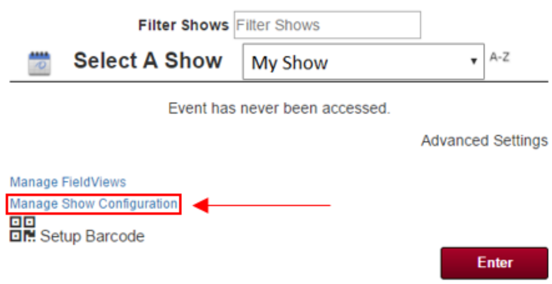
Upload/Manage Session List

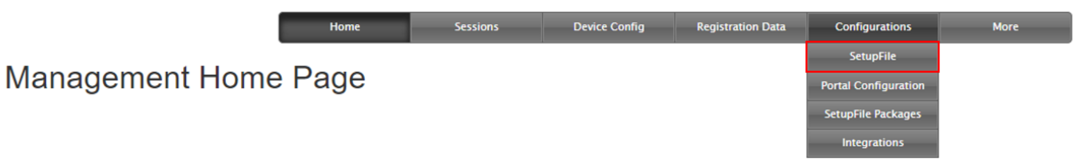
How to upload a session list and make changes to it

1. Sign into your account on the [main page]() and enter the exhibitor portal.

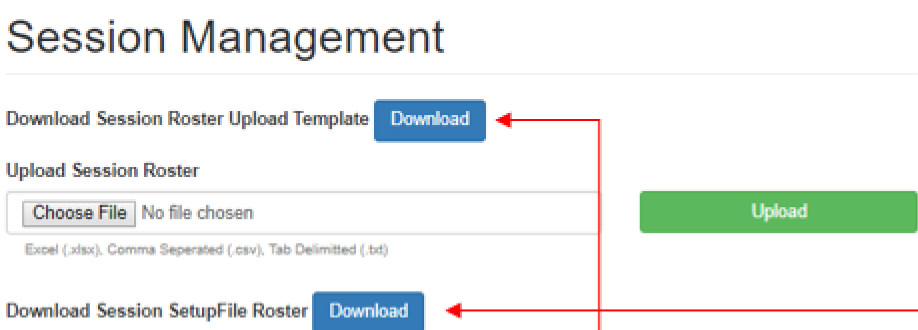
2. Select the show you would like to access using the dropdown and click *Manage Show Configuration*.



3. Hover over *Configurations* and select *SetupFile* from the dropdown.



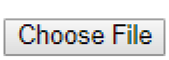
4. Scroll down to the session management section (if you are editing an existing roster, jump to step 10).



5. Download the session roster upload template.

6. Following the headers, enter data into the correct columns within the session roster upload template.

7. Save as an Excel sheet (.xlsx)

8. Click  and select the file you just saved.

9. Click  .

10. To edit the roster again, download the *Session SetupFile Roster*, make your changes, save, and re-upload.