HOW TO UPLOAD SHAREE COMPANIES TO YOUR PAVILION DASHBOARD

1. Login to your Pavilion Dashboard

Welcome to the 2020 BIO International Convention exhibitor section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

Exhibitor Sign-In

Exhibitor ID: [ ]
Password: [ ]
Your Name: [ ]

Login
Forgot ID or password?
2. Click on the “Registration” tile:
3. Click on the “Manage Sharee Companies” tile. This will allow pavilion organizers to upload and manage sharee companies.

4. Review the allotment of badges in the first blue box. You will assign these badges to your sharee companies. To learn about each badge type, you can reference our BIO 2020 Registration Page or contact our Customer Service team at exhibit@bio.org or (202) 312-9264.
5. To begin uploading sharee companies, type the sharee company name or sharee website into the bottom blue box and click ‘Search.’

6. If the sharee company has participated in a previous BIO International Convention, their name will appear in the search results for you to select. If they are a new company, you will select the final option “Add New Sharee.”

**Pavilion Name**

**Booth Sharers**

Welcome to the Pavilion Exhibitor Tool. To begin uploading Sharee Companies that will be exhibiting with your Pavilion please review the Instructions on how to do so here or begin by jumping to the “Search for Sharee” blue box at the bottom.

We recommend you review how many of each type of badges you would like to assign to each company PRIOR to uploading them. Please allow 72 hours for an uploaded Sharee to be approved by BIO Staff. There is a $250 USD fee for each additional partnering account (max. of four), please email our team at exhibit@bio.org. If you need assistance with this process or have questions, please email exhibit@bio.org or call +1-202-312-9264.

**Search for Sharee**

Enter the company name or website of the company you would like to add as a sharee.

Sharee Name: ABC Company

Or

Sharee Website:

Search

**Search Results**

<table>
<thead>
<tr>
<th>Name</th>
<th>Existing Sharee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abc Company (00126000000e5fAAA)</td>
<td>No</td>
</tr>
<tr>
<td>Not Found/Add Other</td>
<td>Add New Sharee</td>
</tr>
</tbody>
</table>
7. On the following page, you will be required to input contact information for the sharee company and, if you would like, allot them badges.
   a. The individual that you input as the point of contact for this sharee company will receive an email (much like the one you received for the Pavilion Dashboard), welcoming them to login and manage their Sharee Dashboard.
   b. If you would like this company to participate in Exhibitor Booth Partnering, check the box for "Partnering Company Account." Once this sharee company has been approved by BIO staff, you may **not** edit their Partnering Company Account allocation. Therefore, it is in your best interest to assign a Partnering Company Account to only those companies you are certain will be participating in Exhibitor Booth Partnering. (Please contact BIO at exhibit@bio.org or call +1 (202) 312-9264 if you need to re-allocate a Partnering Company Account for an approved sharee company).

   **Pavilion Name**

   **Booth Sharers**

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   ![Add New Booth Sharee Form](image-url)
8. After clicking “Add Sharee” in the upload form, you will notice that your sharee company is now listed in the “Pending Booth Sharees” queue, awaiting BIO staff approval. At this juncture, you can still freely edit the contact information and badge allocations for this company. You are also welcome to click “Cancel” to remove the sharee company. If you select “Cancel,” the sharee company will be listed in the “In-Active Booth Sharees” queue where you can re-activate them if necessary.

9. Please allow **72 business hours** for BIO staff to approve your Pending Booth sharees. Once approved, they will be moved to “Active Booth Sharees,” and you can no longer edit their information or their badge allocations. You may delete them or click “Launch Full Profile” to review the form that you submitted for their upload.

You have now successfully completed uploading a sharee company!
FAQs

1. I have additional questions, who can I contact for help?

   Should you have any questions or concerns, we would be more than happy to assist you. Please reach out to us at exhibit@bio.org or call +1 (202) 312-9264. You will also be assigned a Customer Success Associate in March 2020 who will be your primary point of contact and BIO expert to assist you with any questions.

2. I would like to purchase an additional Partnering Company Account, how do I do so?

   If you would like to purchase additional Partnering Company Accounts ($250 per account and maximum of four additional accounts), please email exhibit@bio.org indicating the additional number you would like to purchase. Once the request is received, the Sales & Sponsorship Team will allot them to you and provide you with an updated invoice.

   *Please note that a sharee company can only receive one Partnering Company Account. By purchasing additional accounts, you are not able to add them to an existing partnering company.

3. Will my sharee companies be able to immediately begin registering their badges?

   No, your sharee companies will not be able to immediately begin registering their badges. Exhibitor Badge Registration will open to sharees and all exhibitors alike March 2020. They will though, immediately after being approved, have access to their Sharee Dashboard.

4. As a Pavilion Organizer, can I register myself through my Pavilion Dashboard?

   No, your Pavilion Dashboard only allows you to upload sharee companies; you cannot register badges in your Pavilion Dashboard. You must upload your company as a sharee through the Pavilion Dashboard and assign your company badges.