



2024 Convention & Trade Show Event Portal User Guide

Q. How do I access the Convention & Trade Show portal?

You can access the vent portal site here: <https://24convention.vhca.org>

Q. What is my login?

Your username and password are the email address you used when you registered for the event.

Q. How do I edit my user profile, include changing my password?

You can edit your user profile, including the option to add: your LinkedIn profile URL, a profile picture, and a bio. You can also change your password. <https://24convention.vhca.org/user-edit/>

As a vendor contact, how do I update my vendor profile page?

Once you have logged in, click “Vendor Partners”: <https://24convention.vhca.org/vendor-partners/>
Scroll or search for your company and click “View Profile”.

Scroll down and you will see an “**Edit**” button in the lower left corner of the page. Click that button.

On the next screen, you will see that you can:

- Add/edit your company bio
- Update your address, website, phone and contact email
- Upload product images along with a title for each
- Upload supporting product brochures or documents
- Links to product or company videos (Note: the videos must already be uploaded to YouTube or Vimeo)
- Giveaways: Add information on any product giveaways or specials you’d like to entice visitors.

Q. What is the fastest way to connect with other attendees?

To quickly find and connect with other attendees, click “Make a Connection”:
<https://24convention.vhca.org/make-a-connection/>

Search and/or sort by attendee type and find the person you would like to connect with.

Next, click “Make a Connection” button. This will open a new email with suggested wording that will start your conversation. Add a question or something you’d like to discuss; include your preferred contact method, such as phone, email or Zoom.

Q. I need help logging in or accessing parts of the event portal. Who can I contact?

Please contact Kathy Robertson at kathy.robertson@vhca.org for assistance.