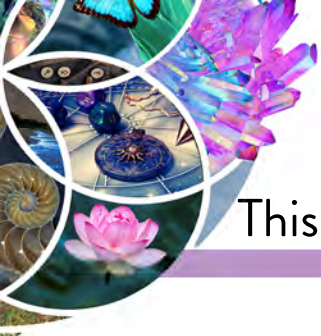




# Create Your Profile

- 1 LOG IN at [bmse.net](http://bmse.net) with your email address and password
  - 2 Fill in all of the fields; click the  question mark next to any field to learn more about it. (Or see Page 2 for details)  
NOTE: Your logo must be properly sized at exactly 315 x 120 pixels
  - 3 Click SAVE! **\*\*Giving a presentation? Continue on to step 4**
  - 4 To add your lecture details, click the PRESENTATIONS tab at the top of your admin space
  - 5 Add your name, title and a description for your talk. (See Page 2 for details) Note that ALL descriptions will be edited for tone and consistency
  - 6 Add your headshot. This should be a close-up photo featuring your face, not your surroundings. NOTE: Your photo must be sized at exactly 375 x 500 pixels.
  - 7 Click SAVE!
- Need to select a presentation time? Click the BOOTHS tab at the top of your admin space! Then:**
- 8 Locate the booth and click 'SELECT' under Give Presentation
  - 9 Follow steps 5-7 above to add your details, then select your preferred speaking time and room from the drop-down
  - 10 Click SAVE!



# Detailed Profile Specs

This page contains detailed specs for your company profile & lectures

## Company Profile

**Facebook Type and URL:** It is important to select the proper 'Type'.

PAGE is a page that you created, dedicated to your business;

PROFILE is your personal Facebook profile.

**Booth Short Description:** A very short, 4-word description of what you do; i.e. 'Candle maker' or 'Psychic medium/animal communicator'

**Booth Description:** A longer description of what you do. Give some history, details about your company or your specialty.

**Online Coupon:** A coupon displayed online at bmse.net only

**Booth Sign:** If you wish something OTHER than your Company Name to be displayed above your booth, enter it here. If left blank, your Company Name will be printed.

## Presentation / Lecture Profile

Before entering lecture information, please note that we require presentations to be written in an active voice, use proper grammar & to be concise. For example: 'Learn Tarot with Julez! Join Julez for this incredible look at the history and purpose of Tarot....' ALL descriptions will be edited.

**Presentation Short Description:** You may leave this blank

**Presentation Description:** The full details for your presentation, in an active voice as noted above. Explain what attendees will experience and make it engaging!

**Presenter's Photo:** A headshot for whomever is giving the presentation; this should be a close-up photo of your/their face - not your/their surroundings or interests. The photo should be sized at exactly 375 x 500 pixels.

Logo / Photo  
Specs

Save as:

- .jpg file format
- RGB color
- Highest quality, 72 DPI minimum



Not sure what pixels are or how to resize a picture? Try free editing tools at [www.pixlr.com](http://www.pixlr.com) or [www.fotor.com](http://www.fotor.com)  
(We are NOT affiliated with either).

Still need help? Send your details, including photos and logos, to us at [believe@bmse.net](mailto:believe@bmse.net)!