YOUR ICFF DIRECTORY ONBOARDING CHEAT SHEET

STEP ONE ⊘ GENERAL INFO
Contact and Brand information

💡 Your Brand Name is displayed on your online profile and in the event app, be sure to use your consumer-facing name.

STEP TWO ⊘ BRAND PROFILE
Profile image, Description, and Details

💡 The on-boarding wizard only requires standard information during setup. To make your profile more robust, head to the dashboard, with this guide, to add more details.

STEP THREE ⊘ UPLOAD YOUR PRODUCTS
With one of the following options.

• **SHOPIFY**

Ignore the option to upload via Shopify, this is for the wholesale marketplace. Contact support@bulletin.co

• **BUILD WITH OUR TEAM**

Share with your line sheet, google sheet, or website containing your product details and our team will craft your brand page.

💡 It may take up to two weeks to get you fully set up.
For more insights on this complimentary feature.

• **CVS FILE**

Fill out the Bulletin Product Template with your products detail for an easy upload.

💡 Your file will not upload if it is not in the format of a CVS file.
Check out htis guide for a step-by-step

WANT TO BOOST YOUR BRAND'S VISIBILITY EVEN MORE?

Upgrade to Amplify and get:
Priority placement at the top of the online directory and a featured label to help you stand out.

Ask Janice or Christie about the **Amplify Upgrade**.