

## HOW TO ACCESS GOEXPO THROUGH YOUR AOPA CONNECTION ACCOUNT!

After your initial Assembly exhibit space booking, you will need to access to your *GoExpo* exhibit portal directly through your *AOPA Connection* membership account. All AOPA members/employees have their own individual login and password within *AOPA Connection*. Please follow these 4 easy steps below.

**Step 1:** Sign into your *AOPA Connection* Membership Account. Go to [www.aopanet.org](http://www.aopanet.org) and click Members, then Member Log In.

**Step 2.** Provide your email (login) and password. If you don't know your password, click the "Forgot your password" link and you will automatically receive an email with instructions to reset your password (be sure to check your spam/junk as it may end up there). If you have problems accessing your account, please contact 571-431-0876 or [assembly@aopanet.org](mailto:assembly@aopanet.org).

If your organization is currently not a member of AOPA, you will need to create a non-member *AOPA Connection* account for your company. Click "Not a registered user yet?" and follow the instructions to setup an account.

**Step 3:** Once you have logged into your account, you will want to look under the “My Account Links” and select My Exhibits Central/GoExpo. This will take you directly to your *GoExpo* exhibit account. There will be no need to sign in again, as we have created a SSO (Single Sign On) process to make access easily accessible.

The screenshot shows the AOPA website with a navigation bar at the top. The 'My Account' button is highlighted in green. The main content area displays a profile for 'Mr. John Doe, CPO' from 'Mystery O&P'. The sidebar on the right is titled 'My Account Links' and lists various account management options, with 'My Exhibits Central GoExpo' highlighted in a black box.

**Step 4:** You should now be in your *GoExpo* account. You can easily go back and forth to your *AOPA Connection* account. As exhibitor information becomes available leading up to the Assembly it will be posted in the portal and accessible 24/7. After logging in, you can:

The screenshot shows the GoExpo portal for the AOPA 2022 National Assembly. The header includes links for Home, Profile, Resources & Store, Floor Plan, Exhibitors, and Booth Configuration Guidelines. The main content area features the AOPA logo and event details: 'SEPTEMBER 28-OCTOBER 1 SAN ANTONIO, TEXAS'. Below this, a message encourages users to update their profile. Three buttons are provided: 'Edit Profile' (with a person icon), 'Preview Profile' (with a document icon), and 'Return to AOPA Connection' (with a tag icon). A sidebar on the right displays 'Dashboard Links' with statistics: 'Profile Visits: 13' and 'Planner Adds: 0'.

- *Update your company's contact information & description*
- *Purchase Manufacturers' Workshops, Product Preview Theater Presentations (PPT) and Sponsorship Opportunities.*
- *Access the Freeman Exhibitor Service Kit*
- *Access Exhibitor Newsletters*
- *Upload your company logo, show specials, and PDF versions of your brochure/catalog*
- *Select up to 6 product categories, which will allow for attendees to search for exhibitors either by company name or search for a specific product category on the Online Exhibitor Directory.*