Remo 201

Lesson 9: Updating a Profile Outside of an Event

Guests who wish to set or update their profile do not need to be inside an event to do it.

Once you have your URL ready, and your guest has your landing page, they can click save me a spot, and then log in with their username and their password (or create one if it is their first time in Remo). And once they've registered for the event, they can add it to their calendar, but more importantly, they now have a logo in the upper right-hand corner of the screen.

For this demo, it is a blue circle with M because the login name that I used is titled Michelle. The default logo uses the first initial. To edit my profile, I click on that avatar, and then "my profile" and I can edit.

I can upload a profile picture here. We recommend 480 by 480 pixels. But notice that is a square and this is a circle. So if you have an organization where you'd like to use a logo, you want to make sure that it is centered inside that 480x480 square so that when it cuts down to a circle, then it will be centered and not cut off.

Then you can add your full name, a headline, and the company name. There is a space for the job title, but once inside the event, the job title does not display on the business card. So I often put my job title in the Headline.

The rest of the profile card is where contact information can be added - like a LinkedIn profile url, a Facebook profile url, a meeting scheduling link, like Calendly, for booking meetings. If you are with our Japanese market, we have the Eight Sansan virtual business card and for all markets, a website of your choosing.

Once this is populated, click save changes, and close. This profile is now tied to the username and password that was used to log in. Every time that email & password is entered into a Remo event, this profile will then be attached. Profiles can be updated inside the event in the exact same way we demonstrated here.