

**BANFF**Xchange

**How to set up your profile**

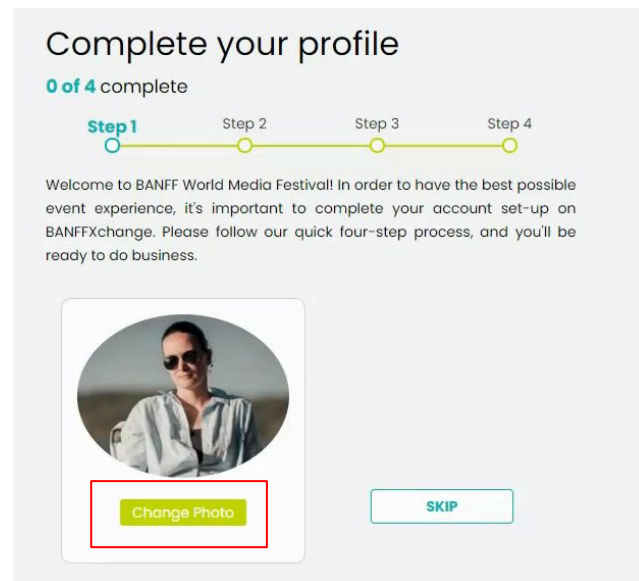
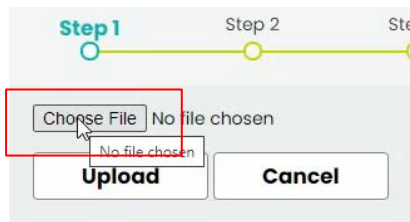


## SET UP YOUR PROFILE

When you first login to BANFFXchange, you'll be prompted to complete your profile.

### Step 1: Upload a photo

Click on **Change Photo**, select a photo from your computer, crop accordingly, and click **Upload**.



## SET UP YOUR PROFILE

### Step 2: Select your interests

This will allow delegates with similar business interests to find you.

- Click on your interests
- Once you have finished your selections, click **Update My Interests**

Complete your profile

2 of 4 complete

Step 1 Step 2 Step 3 Step 4

Identify your goals and interests so you can connect with other like-minded and potential partners.  
We've made it easy: just select as many interests as you like below.

<input type="checkbox"/> Actors	<input type="checkbox"/> International co-production
<input type="checkbox"/> AR & VR	<input type="checkbox"/> International Distribution
<input type="checkbox"/> Audience engagement	<input type="checkbox"/> International presales
<input type="checkbox"/> Black, African American/BAME programming	<input type="checkbox"/> Kids programmes
<input type="checkbox"/> Branded Content	<input type="checkbox"/> Locations
<input type="checkbox"/> Business Development	<input type="checkbox"/> Marketing & Promotion
<input type="checkbox"/> Finished programmes	<input type="checkbox"/> Sports
<input type="checkbox"/> Francophone programmes	<input type="checkbox"/> Strategic partnerships
<input type="checkbox"/> Gaming	<input type="checkbox"/> Studio space
<input type="checkbox"/> Indigenous programmes	<input type="checkbox"/> Unscripted programmes
<input type="checkbox"/> Interactive/web content	

**Update My Interests** Next Step

## SET UP YOUR PROFILE

### Step 3: Sync your calendar

You can sync your BANFFXchange calendar to a personal calendar such as Outlook or Gmail.

- Click **Set Up Now**
- Choose your external calendar and follow the prompts

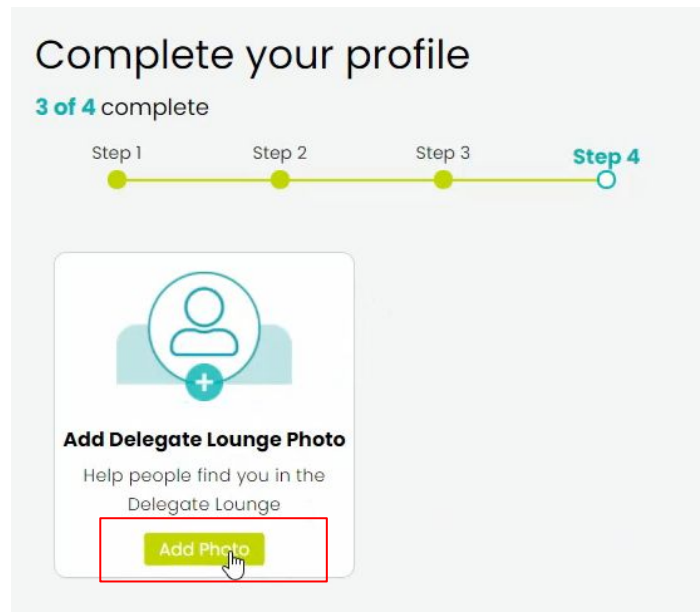
The screenshot shows a profile completion interface with a progress bar at the top indicating '2 of 4 complete'. The progress bar has four steps: Step 1, Step 2, Step 3 (highlighted in blue), and Step 4. Below the progress bar is a card for 'Sync Your Calendar'. The card features a calendar icon with a refresh symbol. The text on the card reads: 'Sync Your Calendar', 'Access scheduled meetings from your own calendar', and a yellow 'Set Up Now' button. A red box highlights the 'Set Up Now' button. To the right of the card is a 'SKIP' button. A mouse cursor is visible near the 'SKIP' button.

## SET UP YOUR PROFILE

### Step 4: Add a Delegate Lounge photo

Adding a Delegate Lounge photo will help other delegates find you in that environment. To maintain consistency, we recommend you use the same photo as in your profile on BANFFXchange.

- Click **Add Photo**
- This will open the Delegate Lounge platform, which is called Airmeeet



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For more information, please visit our [FAQ page](#).