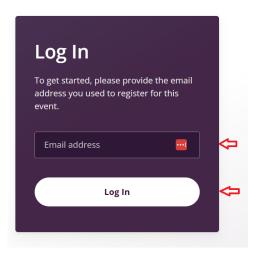
Speaker Portal Upload Instructions

Step 1. Use the generic link URL to access the portal: https://events.rdmobile.com/Events/Enter/19158

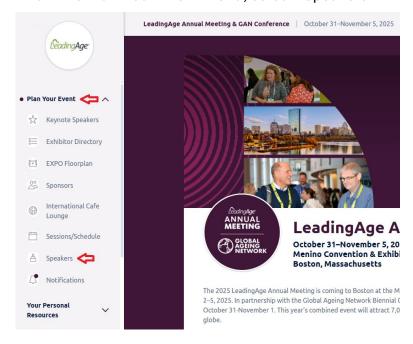
Step 2. "Log in" using the email address provided in your registration confirmation.



Step 3. Check your inbox (and spam) for an email from LeadingAge; use the Login Link provided to "enter the event."

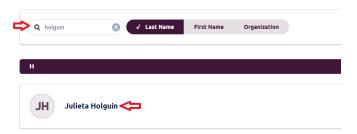


- Step 4. From the Plan Your Event menu, select "Speakers."



Step 5. Search for your name within the list of speakers.

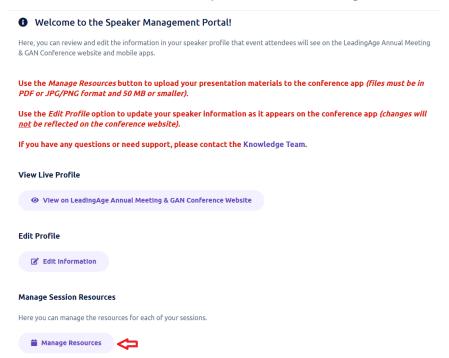
Speakers



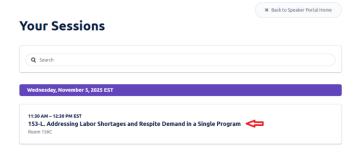
Step 6. Click "Edit" below your name.



Step 7. Read all instructions carefully, then select "Manage Resources."



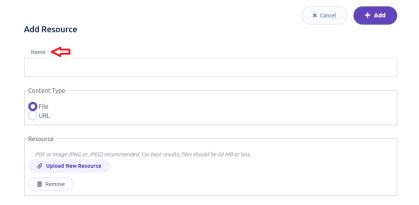
Step 8. Click your session title to open the session details page. (If you have multiple sessions, each will be listed separately.)



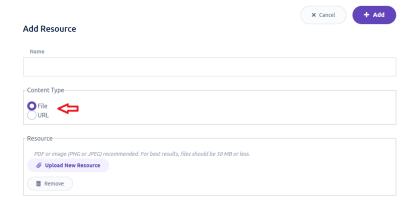
Step 9. Click "+ Add" to upload your session materials.



Step 10. Add a clear, descriptive name for each file (e.g., Session Title_Speaker Name.pdf).



Step 11. Select the appropriate upload type: File (for PDF, JPG, or PNG up to 50 MB) or URL (if sharing a link).



Step 12. Select your file and confirm upload.

