



AVIATION WEEK 

Marketplace

Marketplace User guide

Get started with AWN Marketplace,
the all-in-one platform for aerospace professionals



AVIATION WEEK
NETWORK

Know. Predict. Connect.

By Informa Markets

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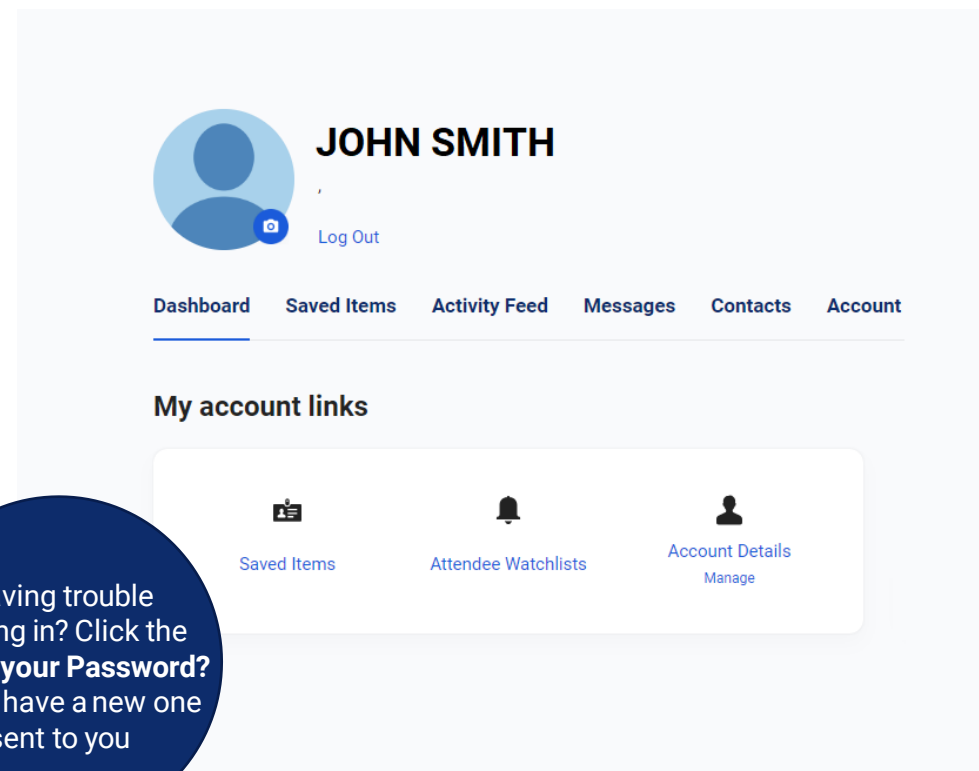
Logging in

To start managing your profile, [log in](#) to the website with your email address and password.

If you already have an account on www.aviationweek.com, your login will work on our Marketplace.

If you do not already have an account on the website, please create one [here](#).

Once you have logged in, visit **My Account** to edit and manage your details.



Having trouble signing in? Click the **Forgot your Password?** link to have a new one sent to you

Claiming your company profile

Marketplace

SUPPLIERS PRODUCTS SERVICES EVENTS GROW YOUR BUSINESS

My Account

Claim your Supplier Account today and unlock the power of targeted advertising and expanded reach. [Claim Supplier Account](#)

JOHN SMITH

Log Out

Claim Supplier Profile

Dashboard Saved Items Activity Feed Messages Contacts Account

My account links

Saved Items Attendee Watchlists Account Details Manage

Claim Your Supplier Account

Interested in advertising your aviation business? Claim your Supplier Account now or add your existing account to elevate your advertising potential! Contact Aviation Week today and elevate your brand presence.

Company Name *

Company Email *

john@johnaero.com

Reason For Contacting

Register for a new account Claim an existing account

Message

How can we help?

Cancel Submit

If you'd like to start managing your company profile, click on **Claim Supplier Account** link in the green strip or the button on your User Profile.

This will open a short form where you can list your company name and your company email.

If your organization is not yet featured on our Marketplace choose **Register for a new account**. Otherwise, check **Claim an existing account**.

Add a note if you'd like and send the request. The approval can take up to 24 hours and you will be notified when your profile is ready.

Company details

Make it easier for potential business partners to reach out to you directly by providing the most relevant and up-to-date contact details on the Company tab.

- **Basic Details:** Include your company details.
- **Categories:** Choose categories that fit your business best. Make sure to fill out all sections: **Aviation Markets, Aircraft Categories** and **Product Categories**
- **Contact Details:** Provide your organization's primary contact details including email address, website URL, telephone number and address.

After you have filled in your organization's details, click **Update** to ensure your changes are saved.

Manage Your Company Profile

Company Details

Company Branding

Profile Overview

Profile Content

Profile Charts

Products

News Articles

User Management

Upgrade to Premium Plus

Unlock features including unlimited news posts, enhanced brand exposure, and much more.

Company Details

View Profile

Basic Details

If you need to change the title, IATA or ICAO of your organisation, or if you have moved to a different company, please submit your request to marketplace@aviationweek.com.

Title: *

Alternative Title:

Country/Region: *

IATA:

ICAO:

VAT Number:

If your organisation is also known by a different name.

Profile overview

Help potential industry partners understand your organization's mission, purpose, values and more by providing a summary on **Profile Overview**.

- **Introduction:** This will be the first touchpoint for anyone visiting your profile. Try to keep this section concise, and ensure main points are at the top.
- **Featured Video: Available to Premium Plus Suppliers** Copy and paste the URL from an existing video hosted on YouTube, Facebook, or Vimeo.
- **Add your social media profiles:** Encourage visitors to engage further with your organization. Add your social links and the corresponding icon will display on your profile.

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[Find out more](#)

Profile Overview

[View Overview](#)

Introduction

Paragraph

B *I* ~~X~~         

Featured Video

Premium Plus Members Only

Adding Products

Show your offering by adding a product to your company profile. This is currently reserved for our **Premium** and **Premium Plus** suppliers. Contact us to upgrade.

If you are a Premium or Premium Plus supplier, click on the **Products** tab under your **Company Profile** and choose to **Add a product**.

Fill out the fields to best present your product, add a description and images, and choose appropriate categories.

Once you are happy with your entry, click on Publish and you will be able to see your product live on the Marketplace.

Manage Your Company Profile

Company Details

Products

Company Branding

+ Add a product

Profile Overview

Profile Content

Profile Charts

Products

News Articles

User Manager

Manage Your Company Profile

Company Details

Company Branding

Profile Overview

Profile Content

Profile Charts

Products

News Articles

User Management

Help Center

Learn how to leverage your Aviation Week Marketplace membership with our user

Product Draft

Product Details

Product Type: *

Product Service

Title: *

Summary:

Product Content

Format Edit Insert Table

Paragraph **B** *I*      

Uploading news articles

Effectively communicate your organization's announcements, achievements and initiatives or press releases with unlimited news articles.

On the **News Articles** tab, click **+ Add an article**. Once you have uploaded an image to support your post, click **Publish** or **Save as Draft** to edit at a later time.

Use the **Publish From** date picker to schedule when news articles are published.


The screenshot displays the 'Manage Your Company Profile' interface. On the left is a sidebar menu with the following items: Company Details, Company Branding, Profile Overview, Profile Content (with a lock icon), Profile Charts (with a lock icon), Products, News Articles (highlighted in dark blue), and User Management. Below the menu is a 'Upgrade to Premium Plus' section with the text 'Unlock features including'. The main content area is titled 'News Article' with a 'Draft' status tag. It is divided into two sections: 'General details' and 'Article content'. The 'General details' section contains a 'Title: *' field with a red asterisk, a text input field, and a note below it: 'Please avoid using all capitals for the headline.' Below the title field is a 'Strapline' text input field. The 'Article content' section features a rich text editor with a toolbar containing options for Format, Edit, Insert, and Table. The 'Format' dropdown is currently set to 'Paragraph'. Other icons in the toolbar include bold (B), italic (I), strikethrough, link, unlink, undo, redo, bulleted list, numbered list, link, and unlink.

Managing users

Provide potential industry partners with a list of key contacts from your organisation, on a single platform.

Ensure that your users have an account and are affiliated with your company.

You can manage your organisation's users on the **User Management** tab.

Click  **Edit** to manage each users' permissions or drag contacts to reorder them by prominence or relevancy.


Ensure users are opted-in to receive email campaigns for latest incentives and Routes 360 benefits.

Manage Your Company Profile

- Company Details
- Company Branding
- Profile Overview
- Profile Content
- Profile Charts
- Products
- News Articles
- User Management**
- Upgrade to Premium

User Management

Any users that require to be removed from your organisation's profile, please submit your request to marketplace@aviationweek.com.

Name	Job Title	Actions
Elizabeth Sisk	n/a	 Edit

Shadow Users

Shadow users are users attached your organisation who don't have a publicly visible profile, but can interact and use Aviation Week Marketplace like a standard user. You can control the permissions of each shadow user using the Edit button.

Any users that require to be removed from your organisation's profile, please submit your request to marketplace@aviationweek.com.

If you wish to remove a user entirely, please contact your account manager

Thank you for being a part of
Aviation Week's Marketplace

For any questions, please email
marketplace@aviationweek.com