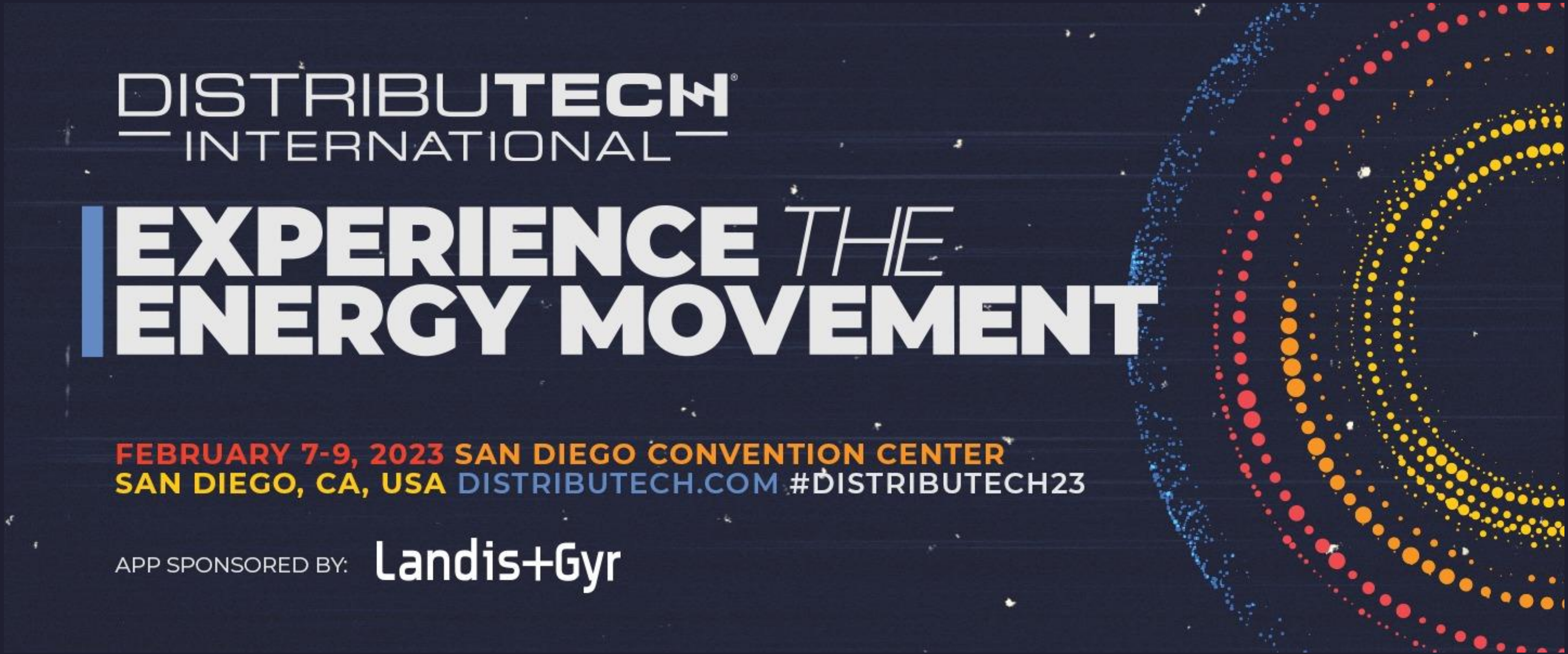


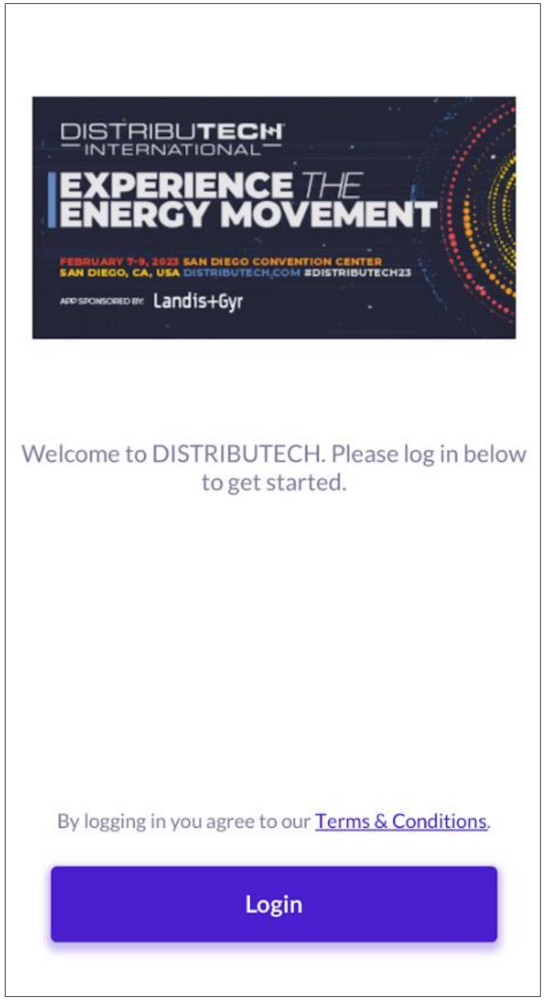
Mobile App Guide

DTECH 2023

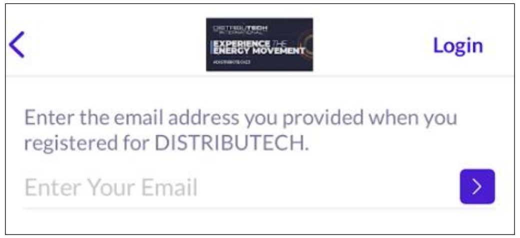
SUMMARY

LOGIN

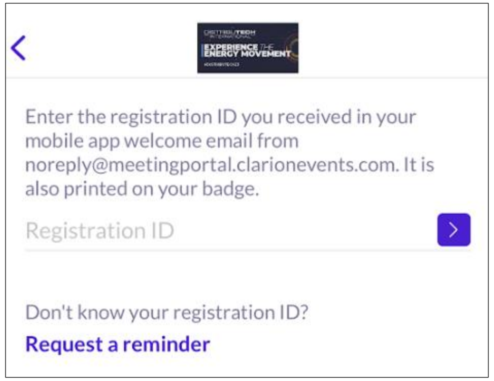
- Navigate to the mobile app and click “**Login**” to access the mobile app.



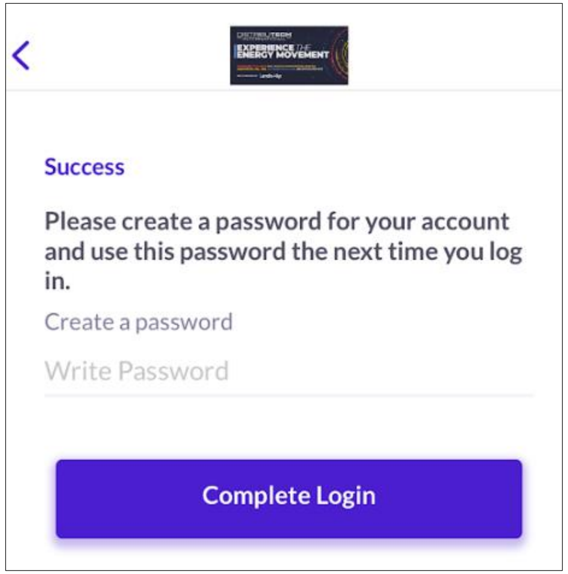
STEP 1
Add your email address



STEP 2
Enter your registration ID

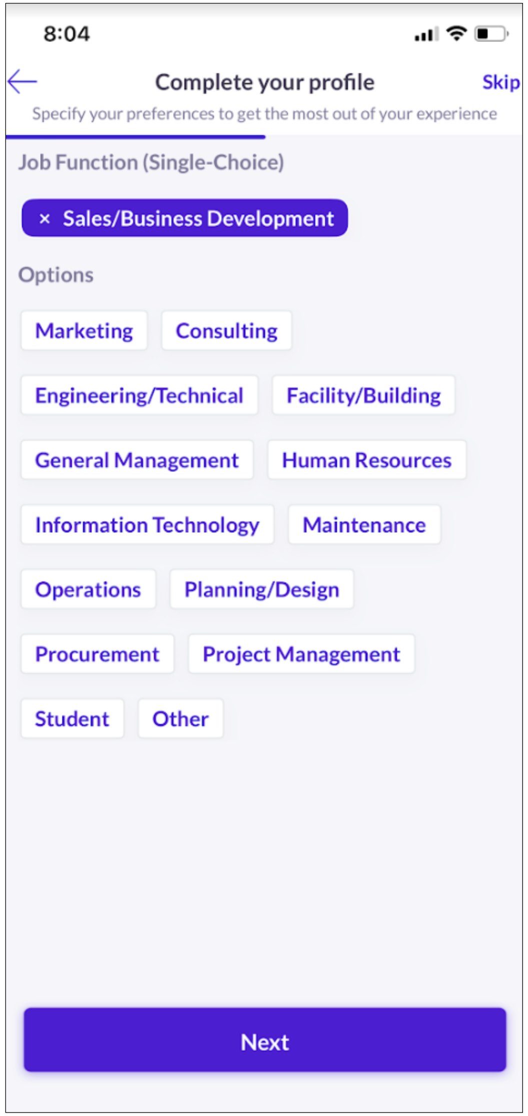


STEP 3
Create a password



- *Please use the email you used to register for the event with. The email must be unique*
- *If you have already claimed your account via your computer on the web version, you will just need your email address and password to access the mobile app.*

CONFIRM YOUR PROFILE



- When you first login, please confirm or adjust your registration information to help the platform generate recommendations.
- Please click “next” when you are ready to move on and confirm the next question

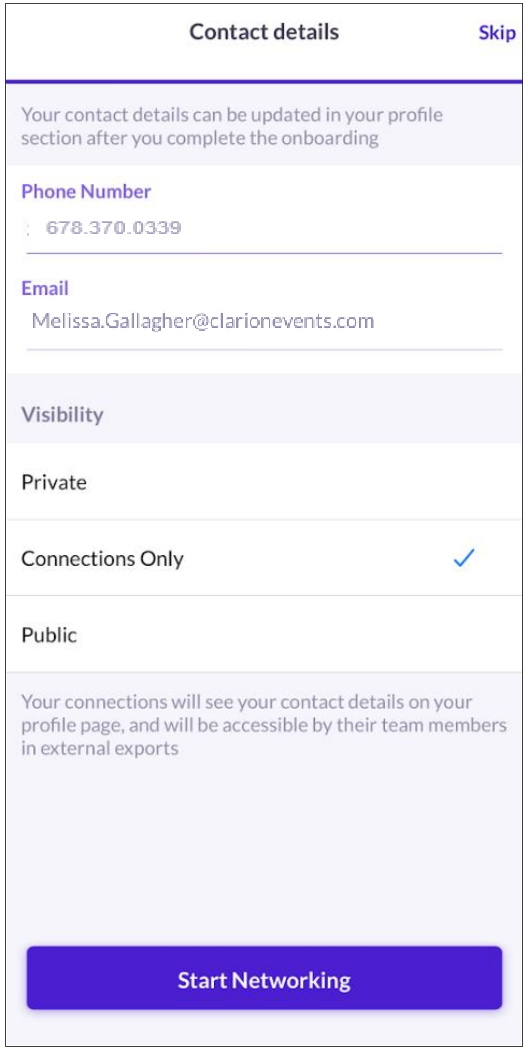
CONTACT SHARING

- Confirm how you would like your contact information to appear in the platform. **The platform will default to "Connections Only"**. You can edit your selection at any time by “editing your profile”.

PRIVATE
Users cannot your contact details

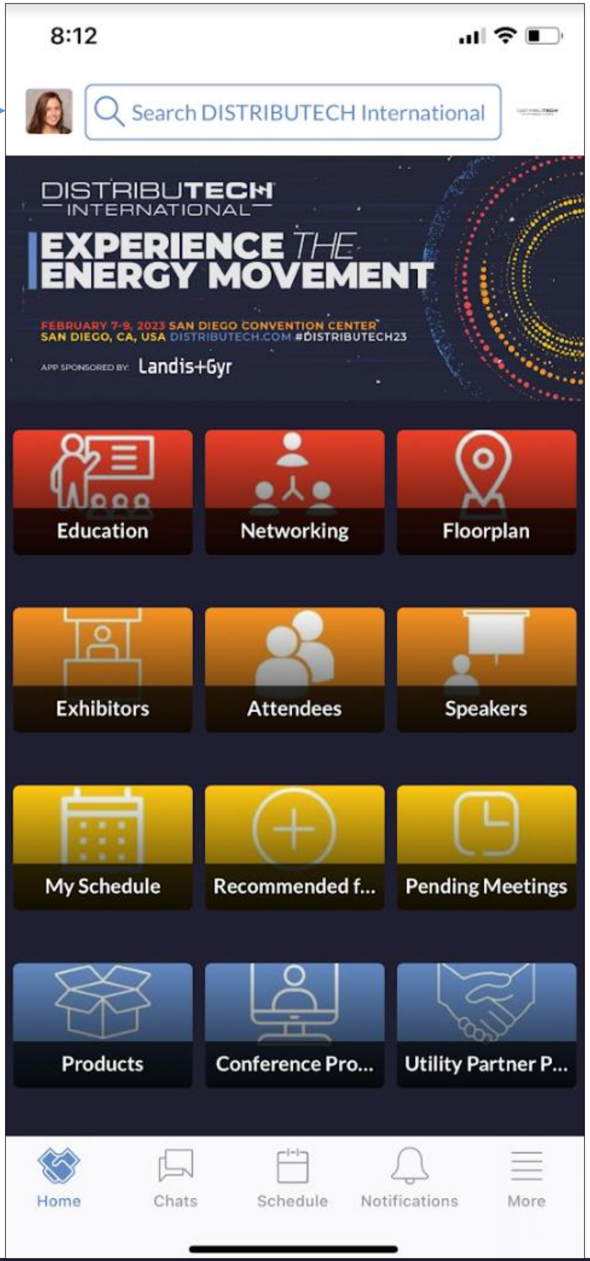
CONNECTIONS ONLY
Users with connections will be able to see your contact details on your profile page, as well as in external exports from the platform

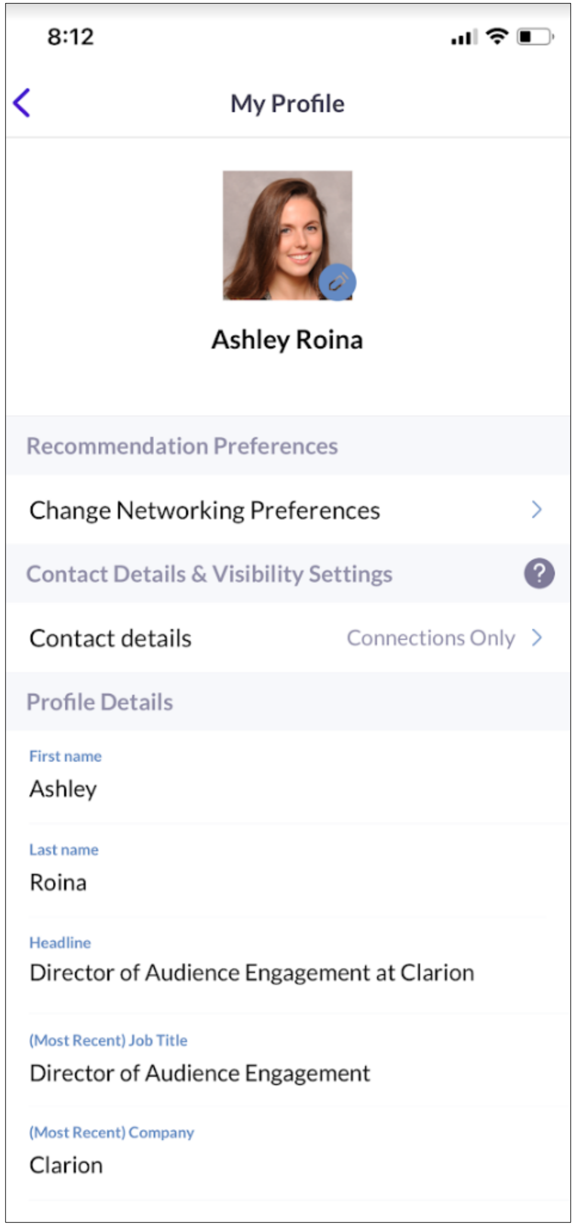
PUBLIC
Contact Details will be displayed on your profile page and available in exports for everyone at the event.



EDIT YOUR PROFILE

- You can edit your profile at any point while the mobile app is active.
- Click the icon on the TOP LEFT of the home page to edit your profile

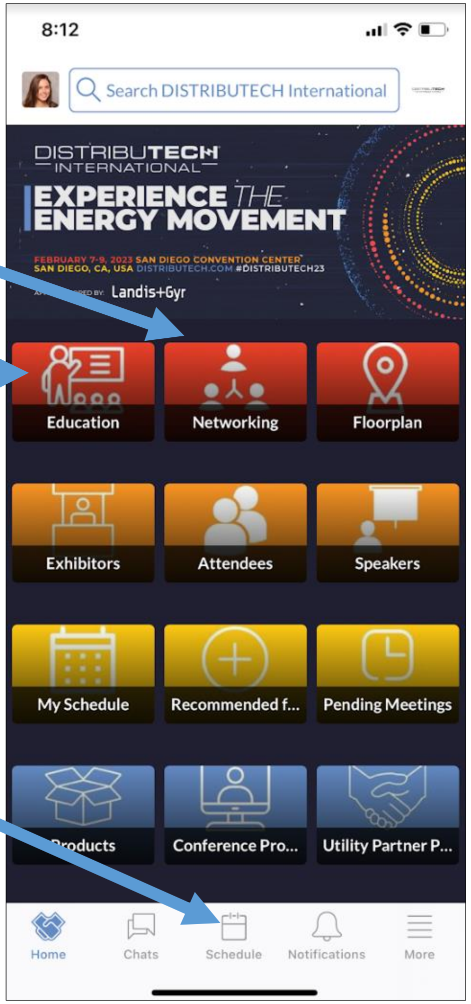


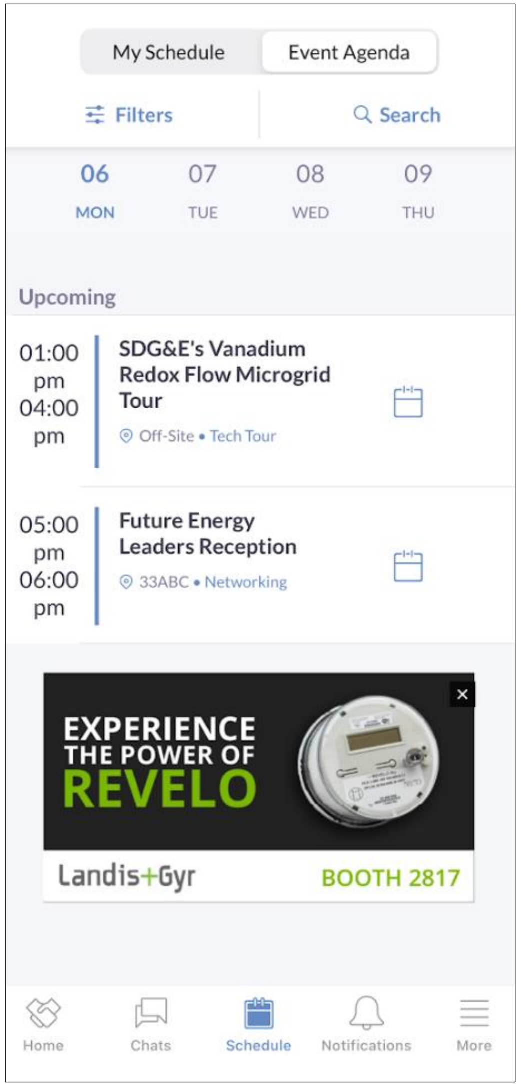


EVENT/CONFERENCE AGENDA

- The “Education” block on the homepage is filtered on all education sessions
- The “Networking” block on the homepage is filtered on any networking components of the event
- To look at the full agenda, please click the “Schedule” button on the bottom middle of the app homepage

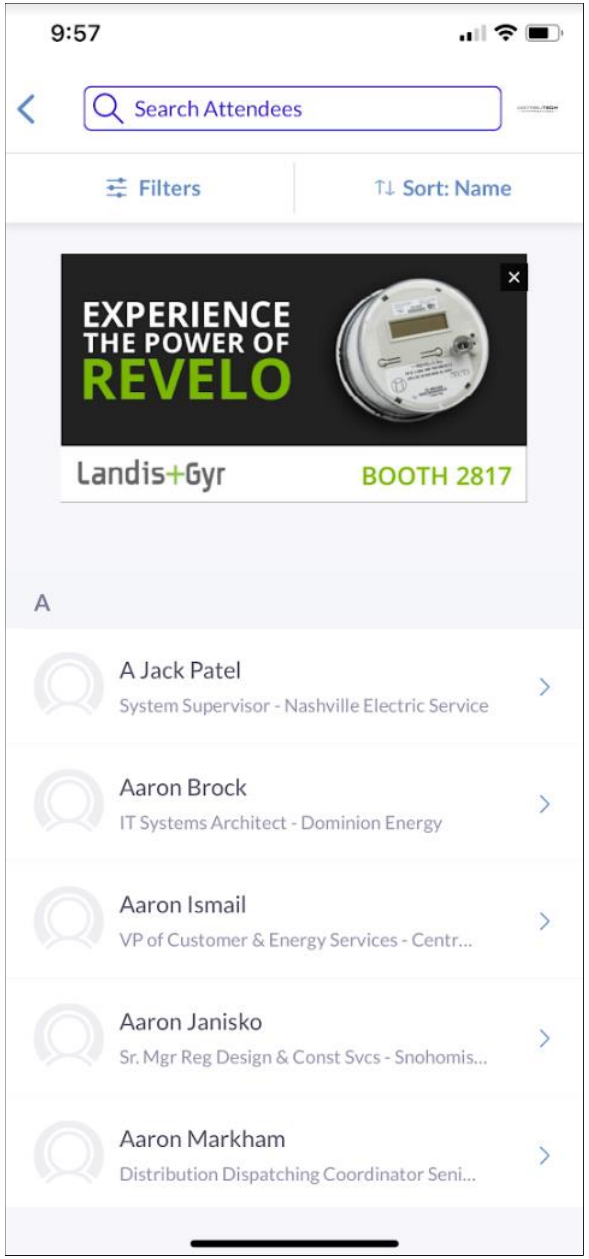
- On all the items above you can build out your schedule by additional filtering
- Click the calendar icon next to the session to add to your personal agenda!

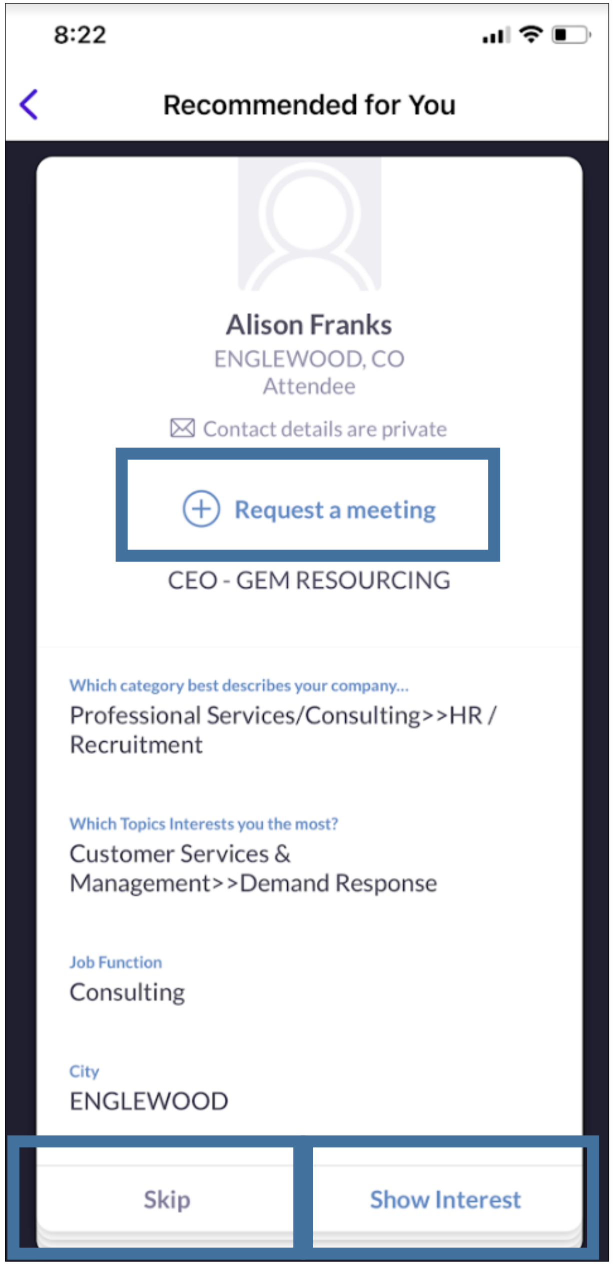




HOW TO INTERACT

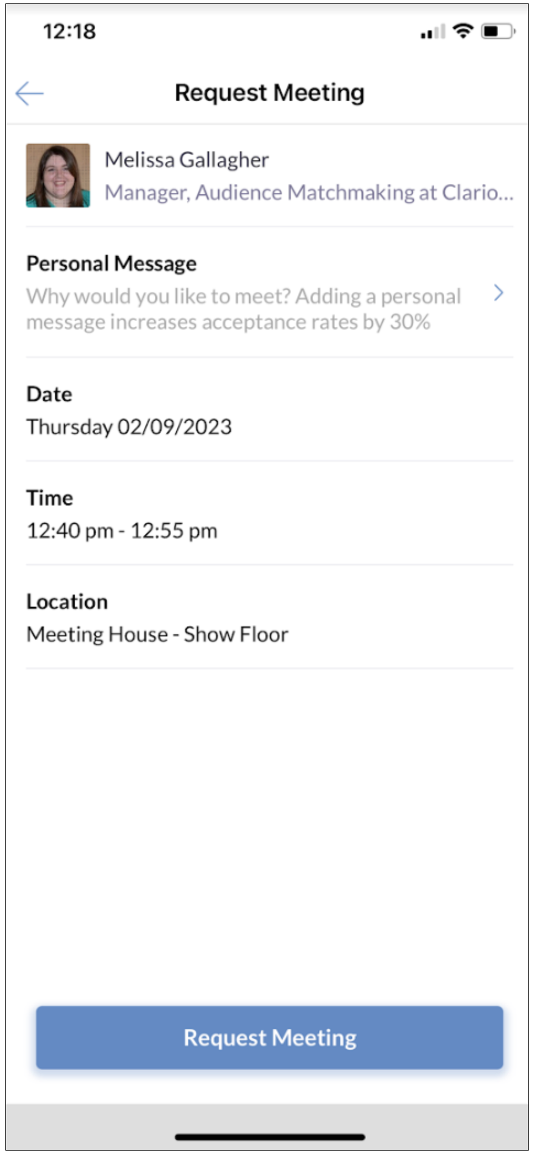
- There are multiple ways you can interact with others in the app:
    - Show an "interest"
    - "Skip" if you aren't interested
    - Schedule a meeting
- There are different ways to interest and schedule meetings with other users. Those can be accessed from the homepage via the following blocks
    - Exhibitors, attendees, and speaker list – click into each to see who's attending the show and use the filters to narrow your search!
    - Recommendations – the technology will read your profile and the profile of others to make recommendations for you! It will also take into account the actions you take in the app and will continue to generate recommendations for you.

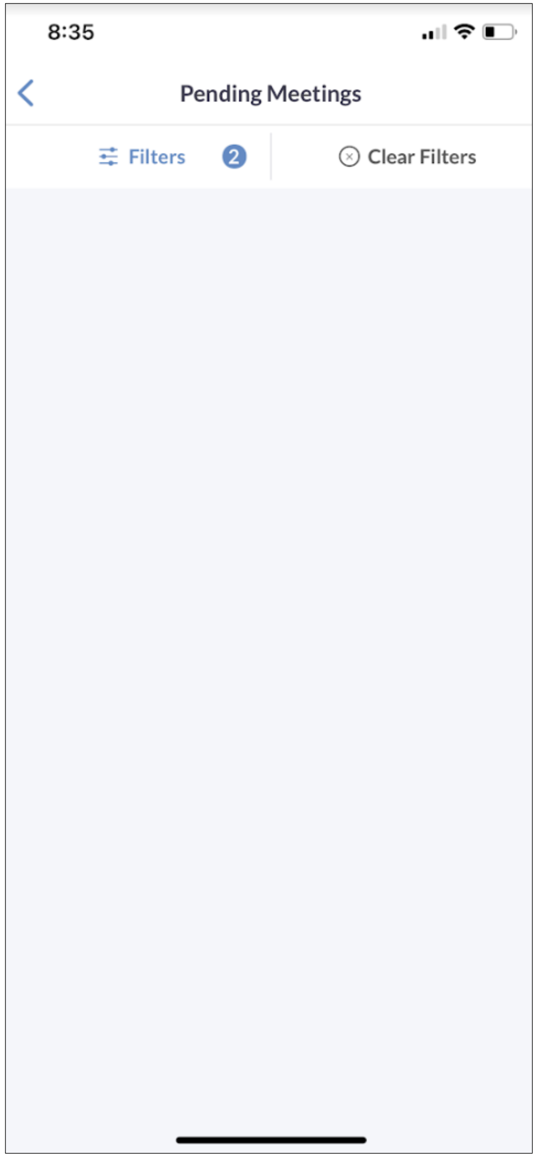




MEETINGS

- Once you find someone you would like to meet with, click "**Request Meeting**" next to their name. Add the date/time and location, as well as a personal message, then click "Request Meeting". They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you will receive a notification.
- If someone sends you a meeting request, you will receive an email/push notification with the meeting details. You can confirm via the "Accept Meeting" in the email or via the app.
- To view your list of pending received or sent meetings, please click the "Pending Meetings" block on the homepage.





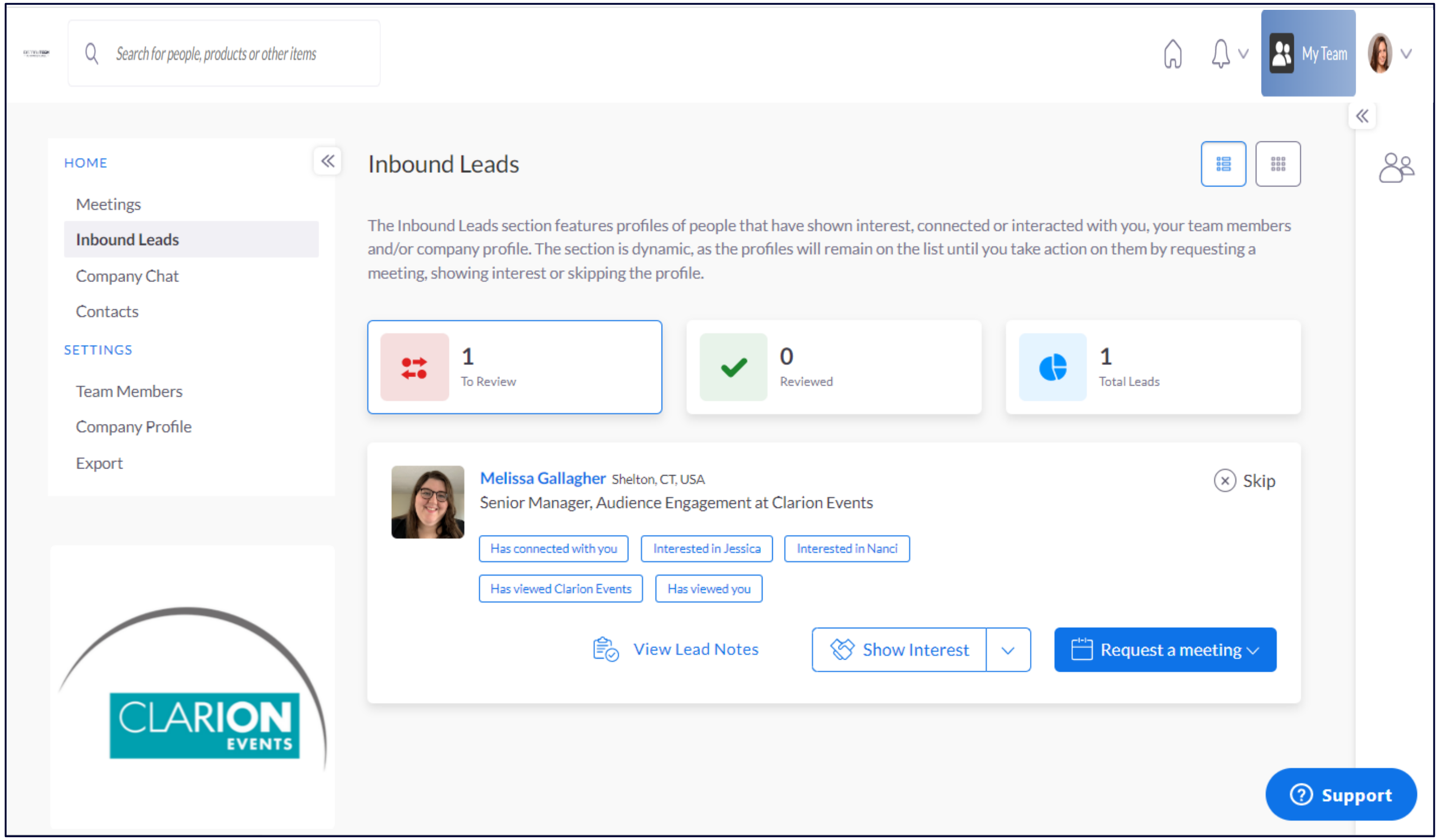
MY TEAM | *Web Platform only*

- As a an exhibiting company, you and your team have access to a dashboard accessible via the web platform (top-right). From here, you can manage meetings for your Team Members, view your Inbound Leads, and Export the Contacts for your entire Team.
- The first person to sign in via the web platform will create your Team and become the Admin for the Team.
- Each team member must have a unique email in order to access the mobile app – if the email is not unique, it must be updated in registration for them to gain access.
- Please create your Team prior to arriving on-site to ensure all contacts will be included on your Team Export.

INBOUND LEADS | *Web Platform only*

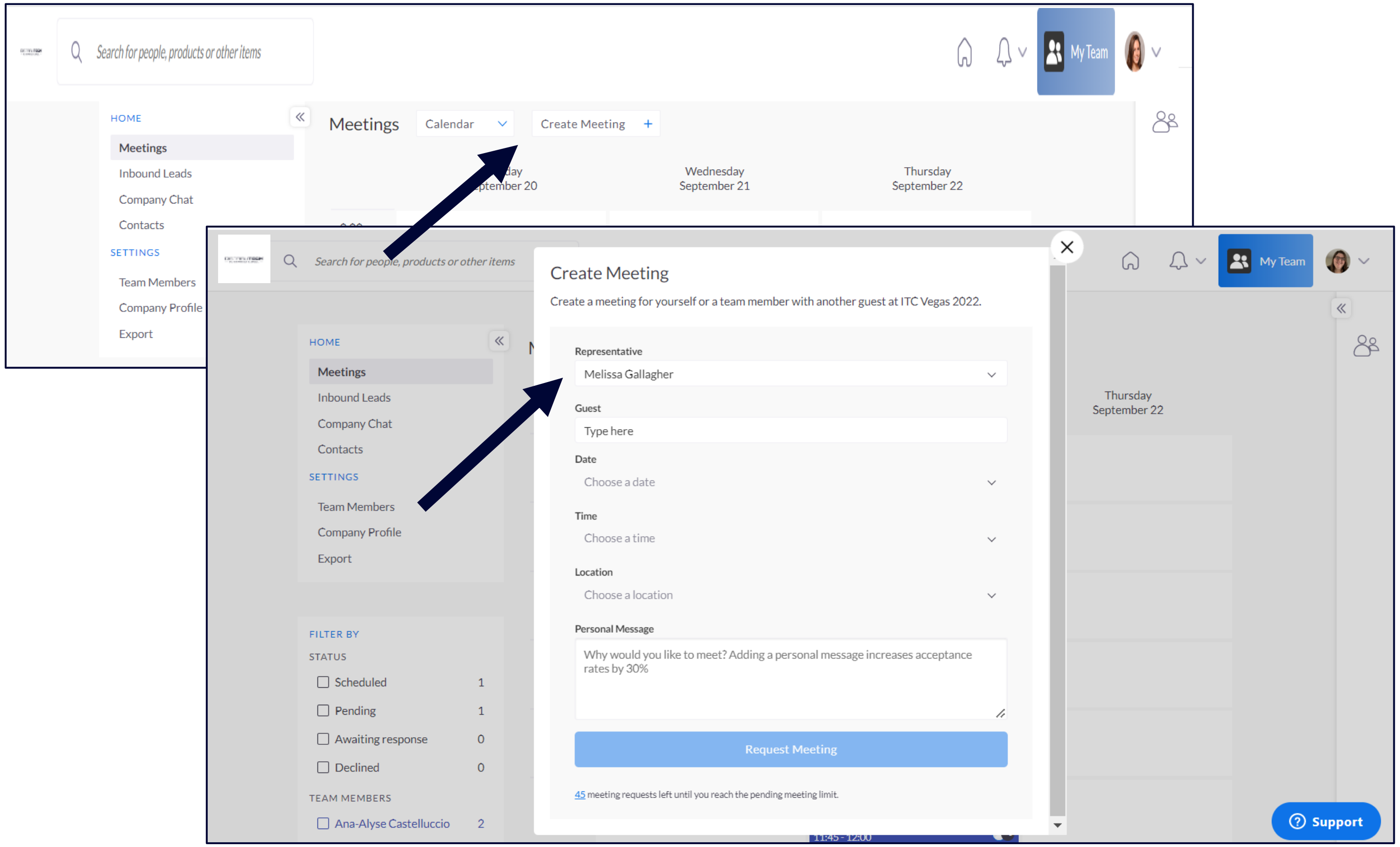
- As an exhibiting company, you can view interactions event attendees have made with you, your company, or your team members. Click "**My Team**" at the top right of the home page, and then "**Inbound Leads**".

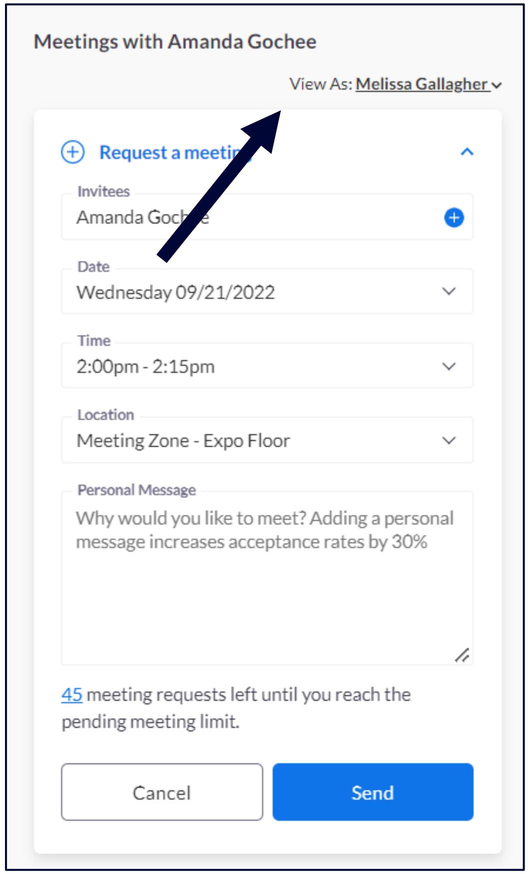
- Event Participants that interact with you, your company, or your team members will appear in your "**Inbound Leads**". This includes:
  - Profile Views
  - Connections/Interests
  - Meetings
- You can add "**Lead Notes**" for visibility across your team.
- **Connections** for your entire team can be exported via "**Export**". <u>If they allowed contact sharing, their contact details will appear in this export</u>.



MEETINGS | *Requesting on behalf of a Team Member* | *Web Platform only*

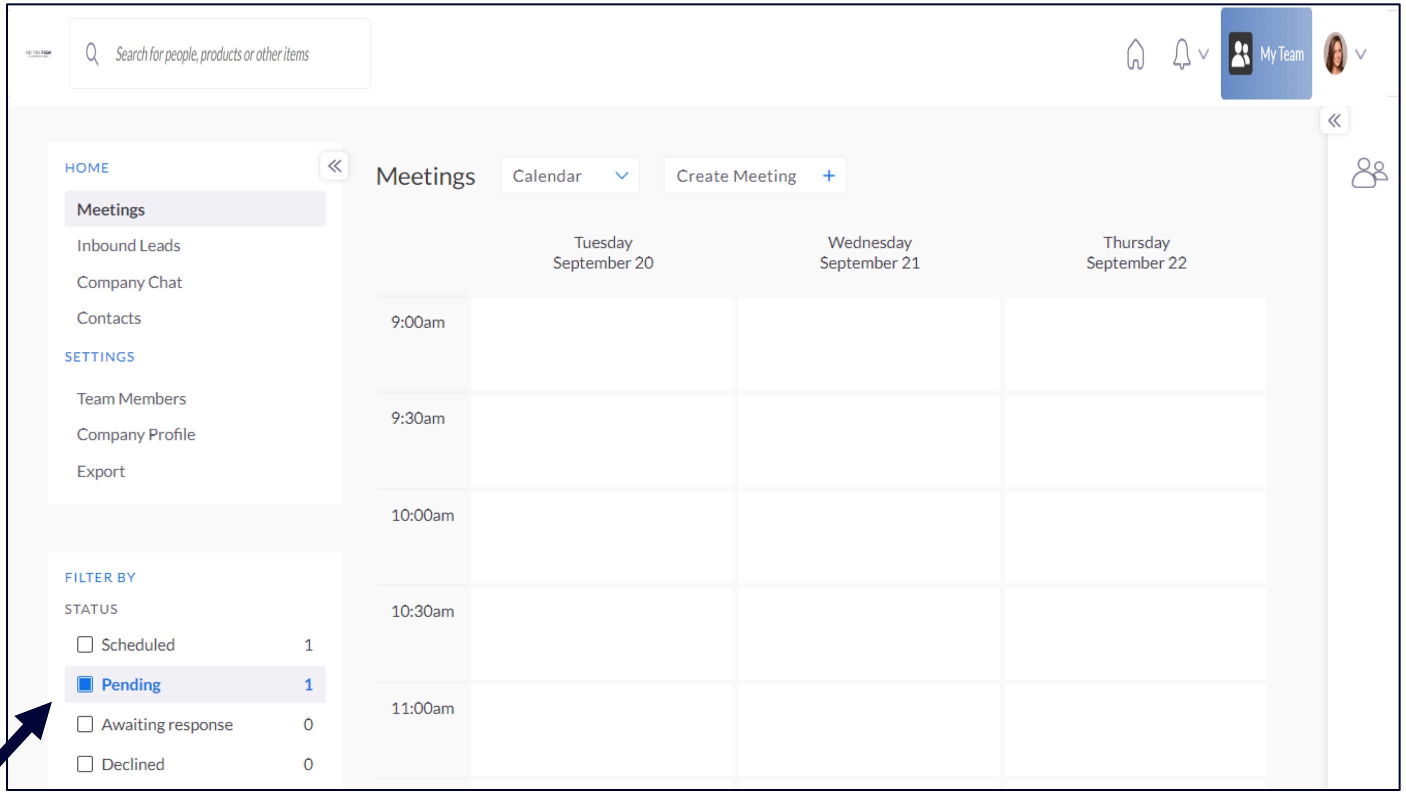
- To request a meeting on behalf of one of your Team Members, navigate to "My Team" at the top right of the home page. Then click "Create a Meeting". Then indicate the Team Member to request the meeting on their behalf. You can also navigate to the profile of who will receive the meeting request and click "View As" to change the person requesting the meeting to a Team Member.

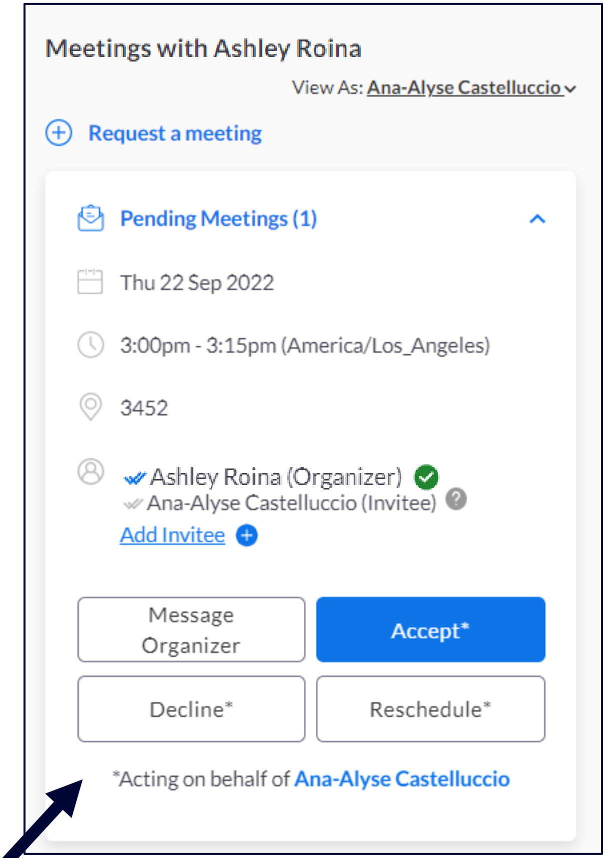




MEETINGS | *Accepting on behalf of a Team Member* | *Web Platform only*

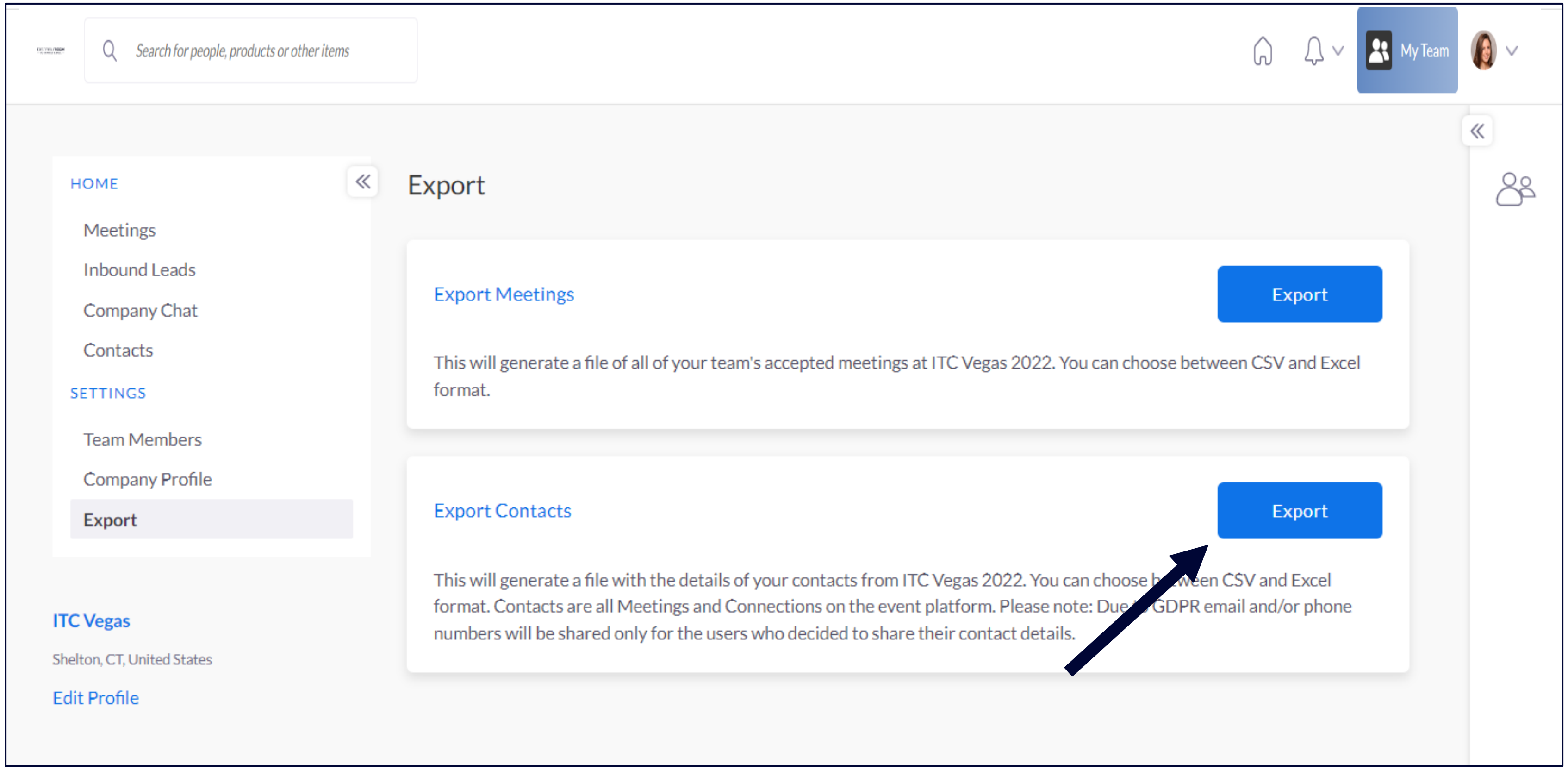
- To accept a meeting on behalf of one of your Team Members, navigate to "My Team" at the top right of the home page. Then click "Pending" under "Filter By" on the left. After clicking on the Meeting, you'll be directed to the organizers profile. Then click "Accept". Both parties will receive an email confirmation of the meeting.





EXPORT CONTACTS | *Web Platform only*

- As an exhibiting company you can export the "Contacts" for your entire team. "Contacts" include connections your or your team has made through:
  - Having a **Meeting**
  - Marking each other as **Interested**



- Included in the export is Name, Title, Company, Lead Notes, and Registration Information.
- **Due to GDPR email and/or phone numbers will be shared only for the users who decided to share their contact details.**