

MY TEAM Dashboard

Available only via the web platform

For exhibitors only

The screenshot shows the MY TEAM Dashboard interface. On the left is a sidebar with the following navigation items: Home (highlighted), Exhibitors, Attendees, Speakers, Networking, Education, Upgrade registration, Floorplan, and My Schedule. The top navigation bar includes a search bar with the placeholder text "Search for people, products or other items", a home icon, a notification bell, and a "My Team" section with a user profile picture and a dropdown arrow. The main content area features a large banner for the event "DESTINATION 2050" with the dates "FEBRUARY 11-13, 2025 DALLAS, TEXAS, USA" and the venue "KAY BAILEY HUTCHISON CONVENTION CENTER". The PowerGen International logo is visible in the bottom left of the banner. On the right side of the banner, there are navigation arrows and a group icon.

MY TEAM

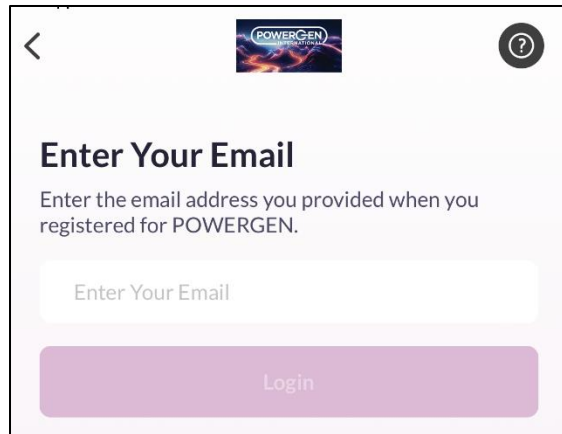
- As an exhibitor, you and your team have access to the “Teams” dashboard accessible via the web platform (top-right). From here, you can manage meetings for your Team Members, edit your company profile, view your Inbound Leads, and Export the Contacts for your entire Team.
- The first person to sign in via the web platform will create your Team and become the Admin for the Team.
- Most, if not all, of your team members will automatically be assigned your team. If someone from your team registered outside of your booth allotment, you will need to manually add them to your team. **Any person who is added to your team will have access to the connections for your entire team.**
- Please create your Team before arriving on-site to ensure all contacts will be included on your Team Export. Any connections made before creating your team, or adding a team member to your team will not appear on your contacts export.
- For issues or questions on creating your team, please contact: mobileapps@clarionevents.com, and we will be happy to help!

LOGIN

- Log into the POWERGEN 2025 web platform and click "**Login**" to access the networking platform.

STEP 1

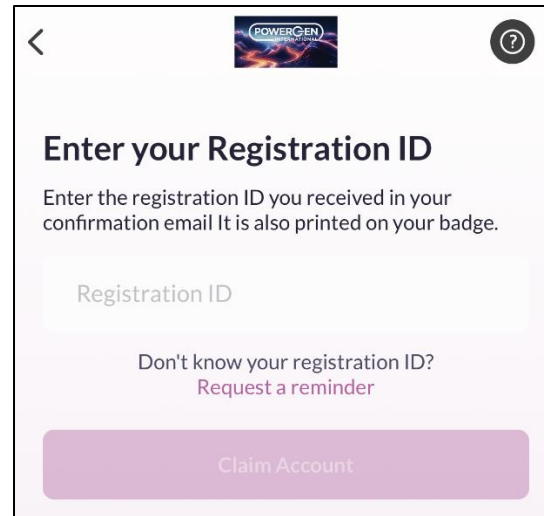
Add your email address



The screenshot shows a mobile app interface for the 'Enter Your Email' step. At the top, there is a back arrow, the POWERGEN logo, and a help icon. The main heading is 'Enter Your Email', followed by the instruction 'Enter the email address you provided when you registered for POWERGEN.' Below this is a text input field with the placeholder 'Enter Your Email'. At the bottom, there is a purple 'Login' button.

STEP 2

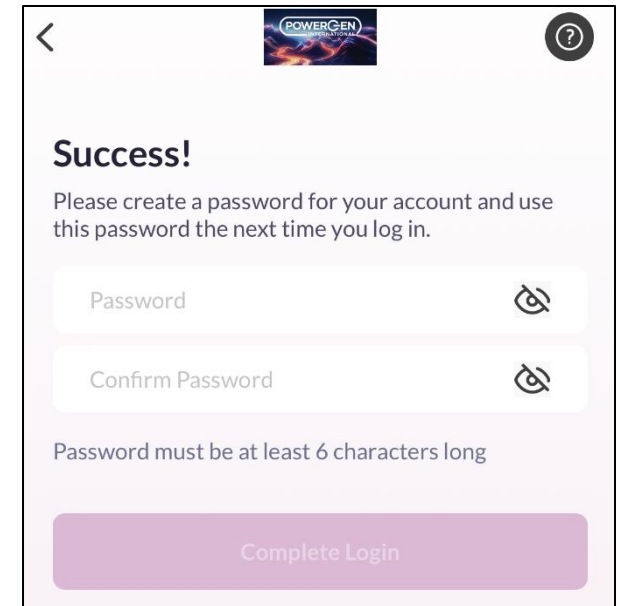
Enter your Badge/Registration ID



The screenshot shows a mobile app interface for the 'Enter your Registration ID' step. At the top, there is a back arrow, the POWERGEN logo, and a help icon. The main heading is 'Enter your Registration ID', followed by the instruction 'Enter the registration ID you received in your confirmation email It is also printed on your badge.' Below this is a text input field with the placeholder 'Registration ID'. Underneath the input field, there is a link that says 'Don't know your registration ID? Request a reminder'. At the bottom, there is a purple 'Claim Account' button.

STEP 3

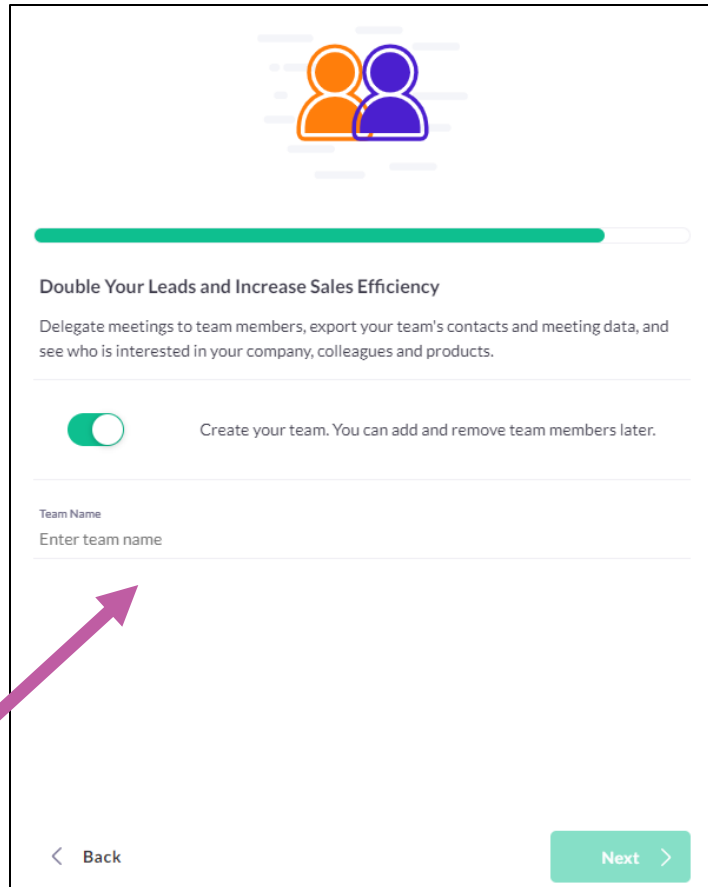
Create a password



The screenshot shows a mobile app interface for the 'Success!' step. At the top, there is a back arrow, the POWERGEN logo, and a help icon. The main heading is 'Success!', followed by the instruction 'Please create a password for your account and use this password the next time you log in.' Below this are two text input fields: 'Password' and 'Confirm Password', both with eye icons to toggle visibility. Below the input fields, there is a note: 'Password must be at least 6 characters long'. At the bottom, there is a purple 'Complete Login' button.

CREATE TEAM

- After confirming your registration details and contact sharing preferences, you should be asked to create your team. Add your company name as your team name, then hit "Next".



Double Your Leads and Increase Sales Efficiency

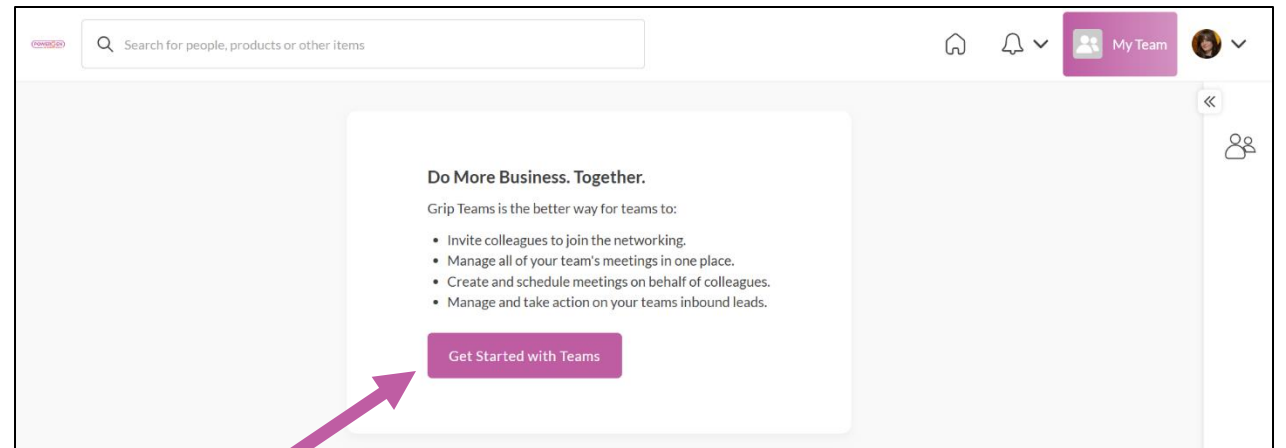
Delegate meetings to team members, export your team's contacts and meeting data, and see who is interested in your company, colleagues and products.

Create your team. You can add and remove team members later.

Team Name
Enter team name

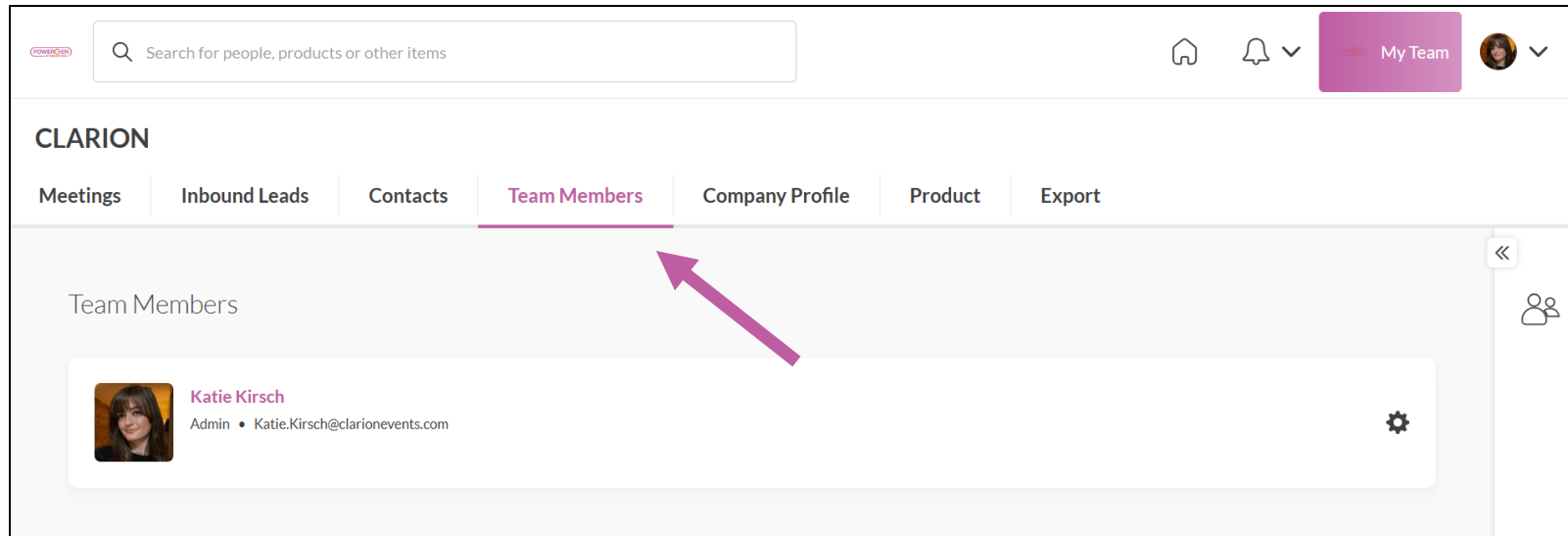
< Back Next >

If you are not prompted to create your team during onboarding, click "My Team" at the top right, then "Get Started with Teams". Then add your company name to create your team.



VIEW TEAM MEMBERS

- To view your team members, click "Team Members". As the first person to login and create your team, you will automatically have "Admin" access. All additional team members will have "Team Member" access. To change a team member to "Admin", click the gear icon next to their name.



ACCESS LEVELS

ADMIN

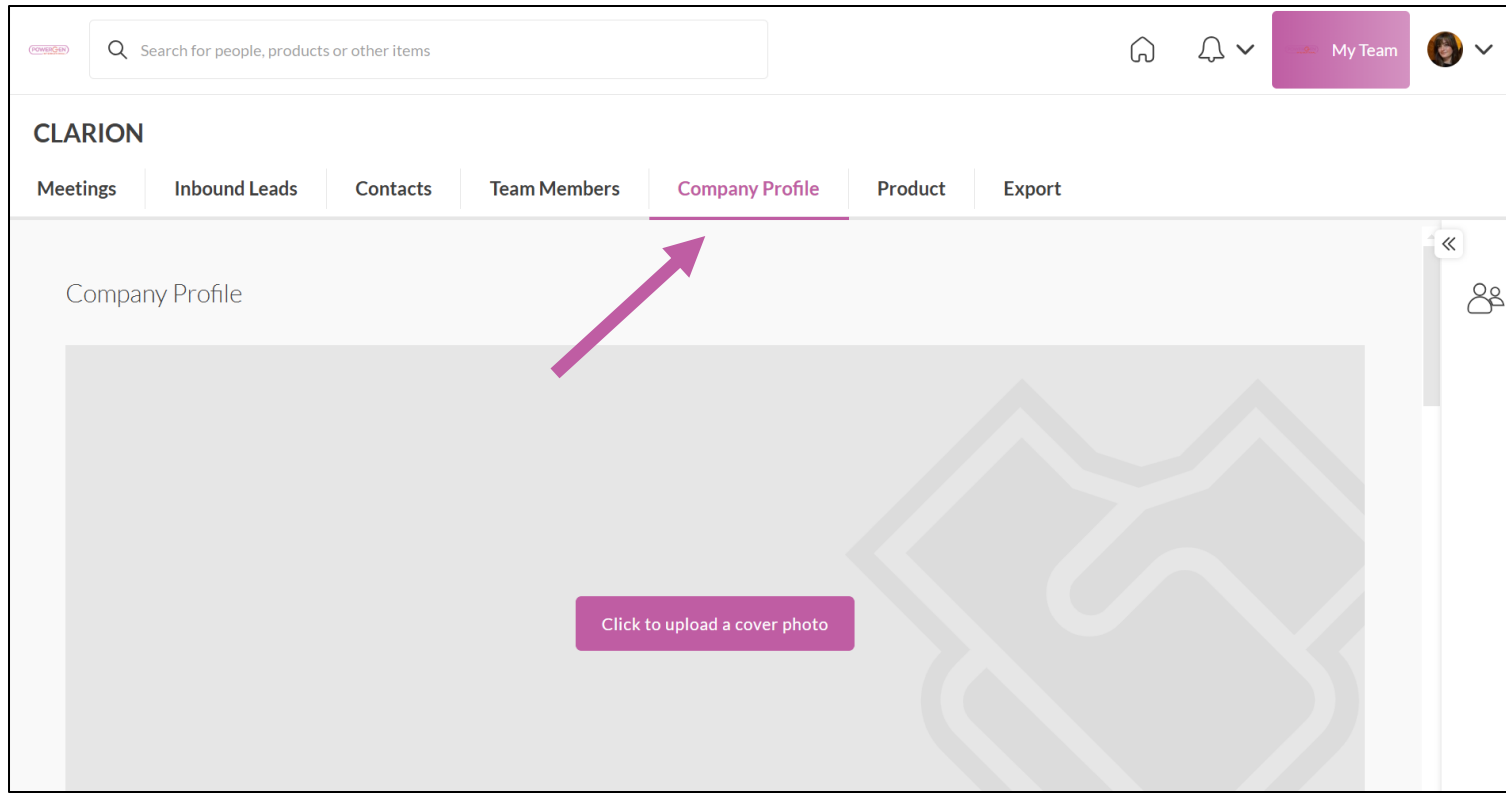
- Edit Company Profile
- Access Inbound Leads
- Export Connections (contacts) for entire team
- Request or Accept Meeting Requests on behalf of other team members
- Edit Team Member Profiles and Manage their Calendar Availability*
- Invite additional Team Members or remove Team Members*

TEAM MEMBER

- Edit Company Profile
- Access Inbound Leads
- Export Connections (contacts) for entire team
- Request or Accept Meeting Requests on behalf of other team members

EDIT COMPANY PROFILE

- Your company profile was pulled from the Exhibitor Hub, however you can edit it directly in the networking platform/app. In “My Team”, click “Company Profile”. Ensuring your profile is filled out completely will help event participants when searching and filtering the Sponsor list. Once complete, click “Update Profile” at the bottom of the page.

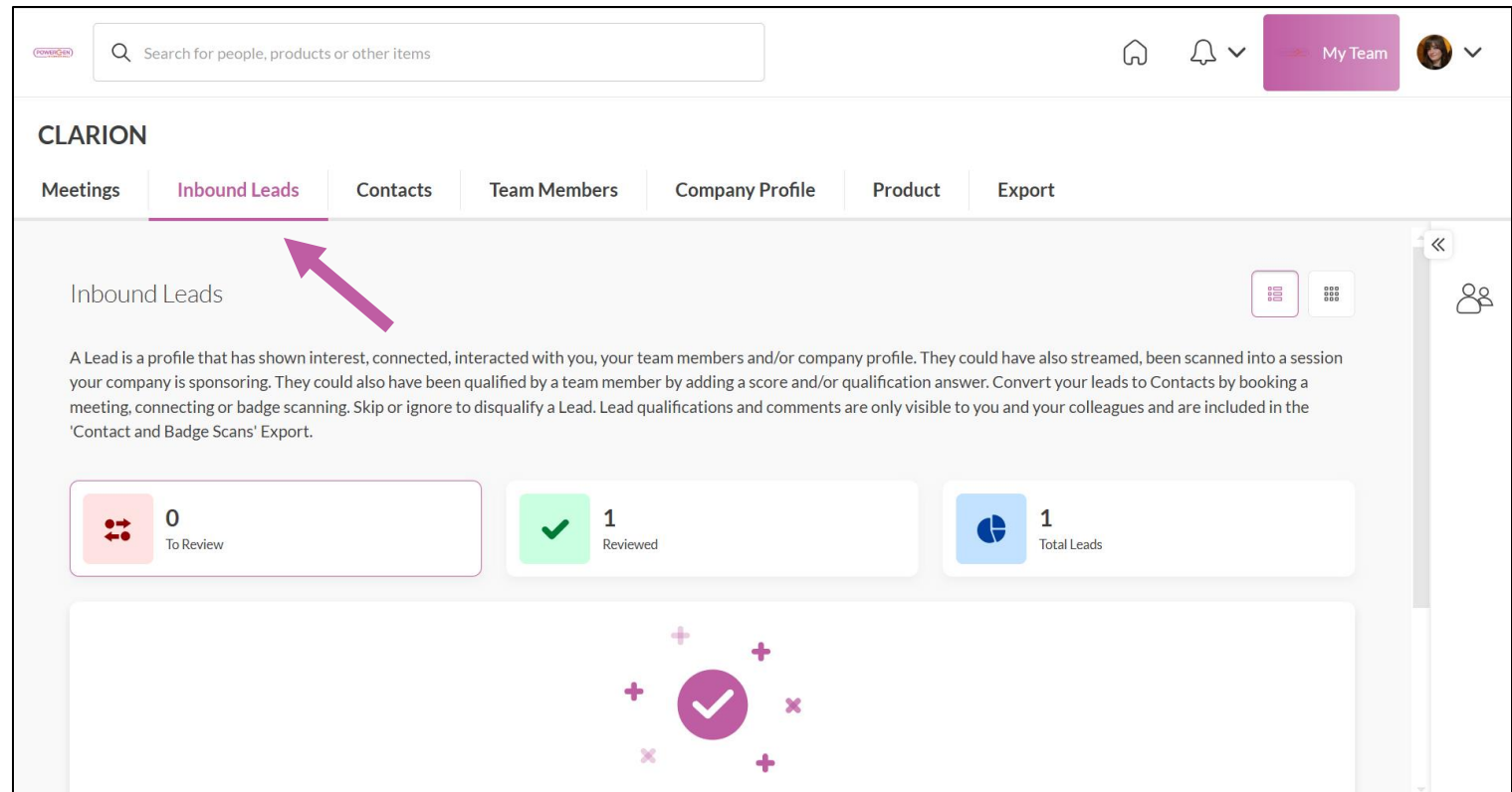


*Note:
Cover photos will not show
on the mobile app.*

INBOUND LEADS

- As a Sponsor, 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
 - Session registrations
- You can add “**Lead Notes**” for visibility across your team.
- Connections** for your entire team can be exported via “**Export**”. If they allowed contact sharing, their contact details will appear in this export.



CLARION

Search for people, products or other items

My Team

Meetings **Inbound Leads** Contacts Team Members Company Profile Product Export

Inbound Leads

A Lead is a profile that has shown interest, connected, interacted with you, your team members and/or company profile. They could have also streamed, been scanned into a session your company is sponsoring. They could also have been qualified by a team member by adding a score and/or qualification answer. Convert your leads to Contacts by booking a meeting, connecting or badge scanning. Skip or ignore to disqualify a Lead. Lead qualifications and comments are only visible to you and your colleagues and are included in the 'Contact and Badge Scans' Export.

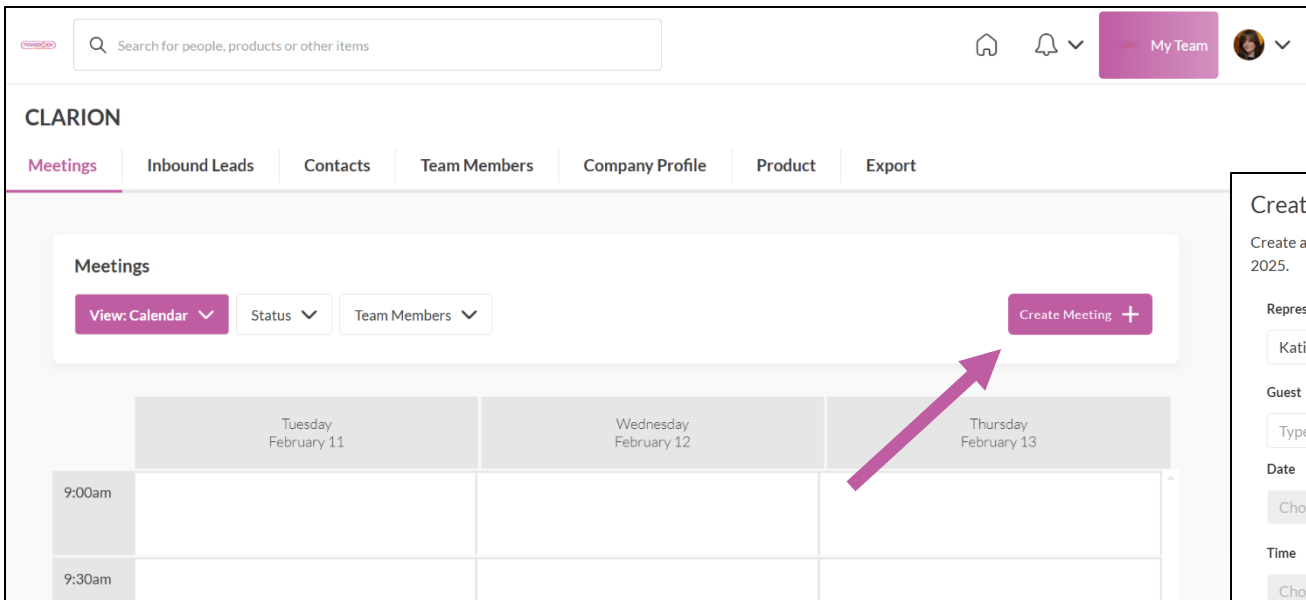
0 To Review

1 Reviewed

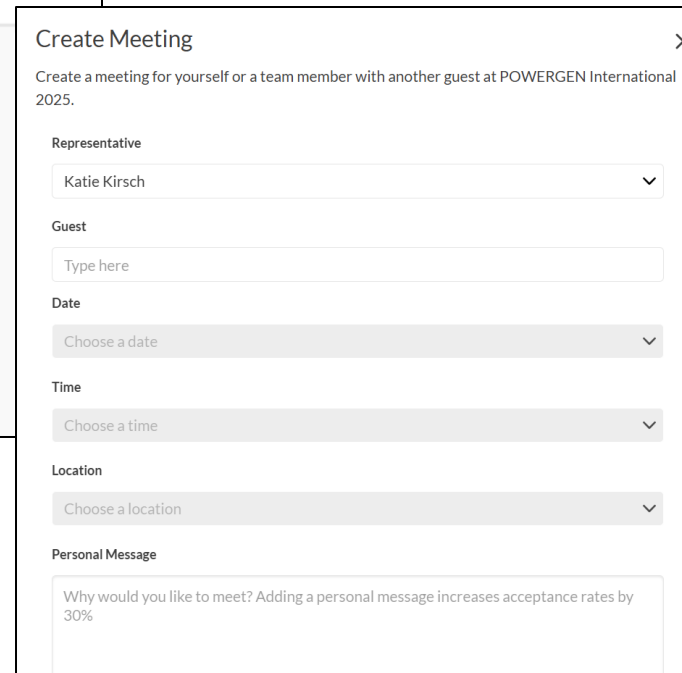
1 Total Leads

MEETINGS | *Requesting on behalf of a Team Member*

- 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.



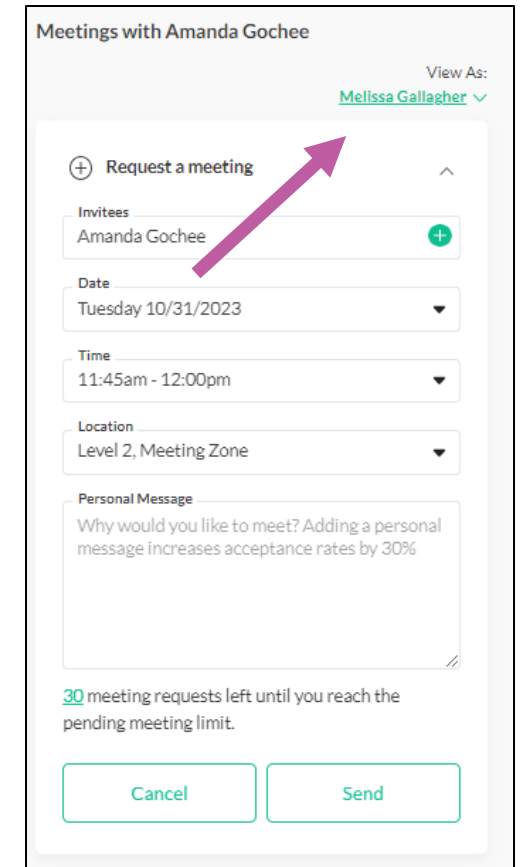
The screenshot shows the CLARION interface. At the top, there is a search bar and navigation icons. Below the search bar, the 'CLARION' logo is visible, followed by a menu with options: Meetings, Inbound Leads, Contacts, Team Members, Company Profile, Product, and Export. The 'Meetings' tab is selected. In the 'Meetings' section, there are filters for 'View: Calendar', 'Status', and 'Team Members'. A pink arrow points to a 'Create Meeting +' button in the top right corner of the calendar area.



The 'Create Meeting' modal form is displayed. It includes the following fields and options:

- Representative:** Katie Kirsch
- Guest:** Type here
- Date:** Choose a date
- Time:** Choose a time
- Location:** Choose a location
- Personal Message:** Why would you like to meet? Adding a personal message increases acceptance rates by 30%

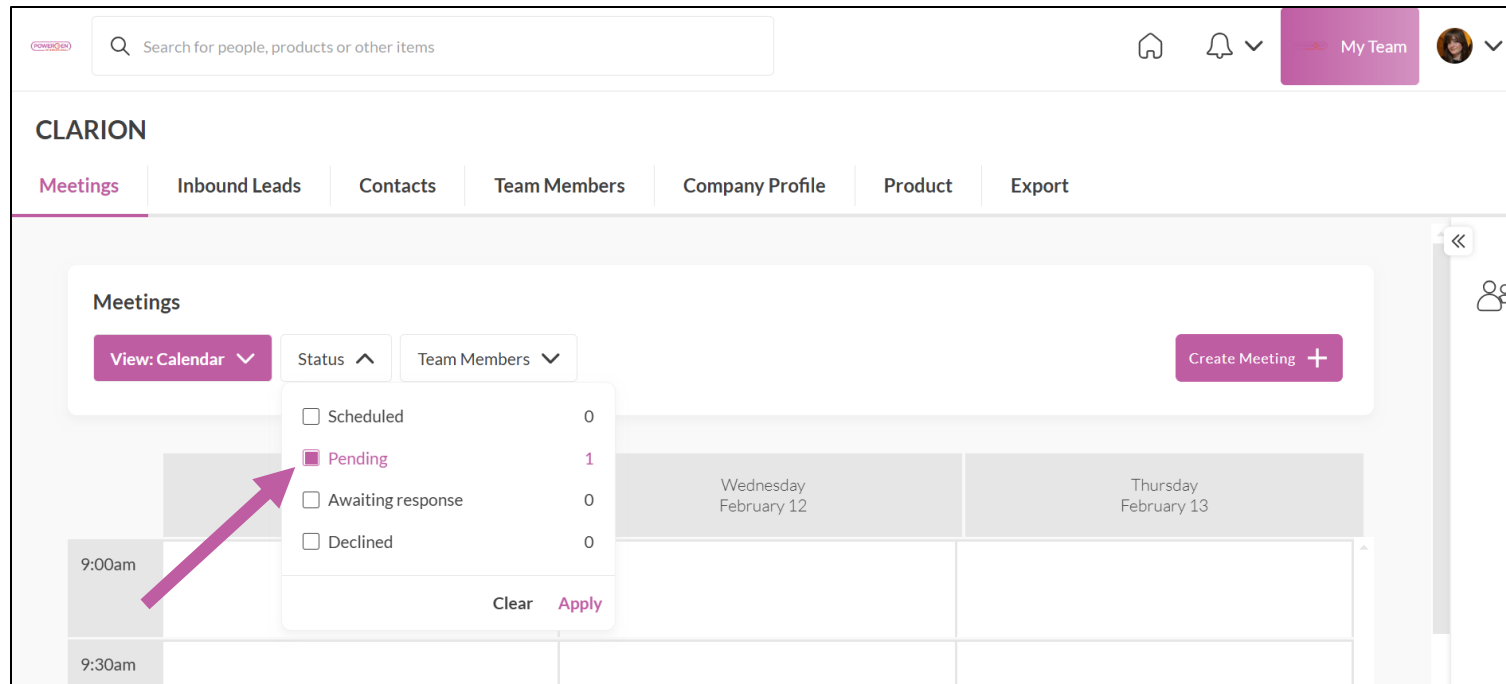
A pink arrow points from the 'Request a meeting' button in the background to the 'Guest' field in this modal.



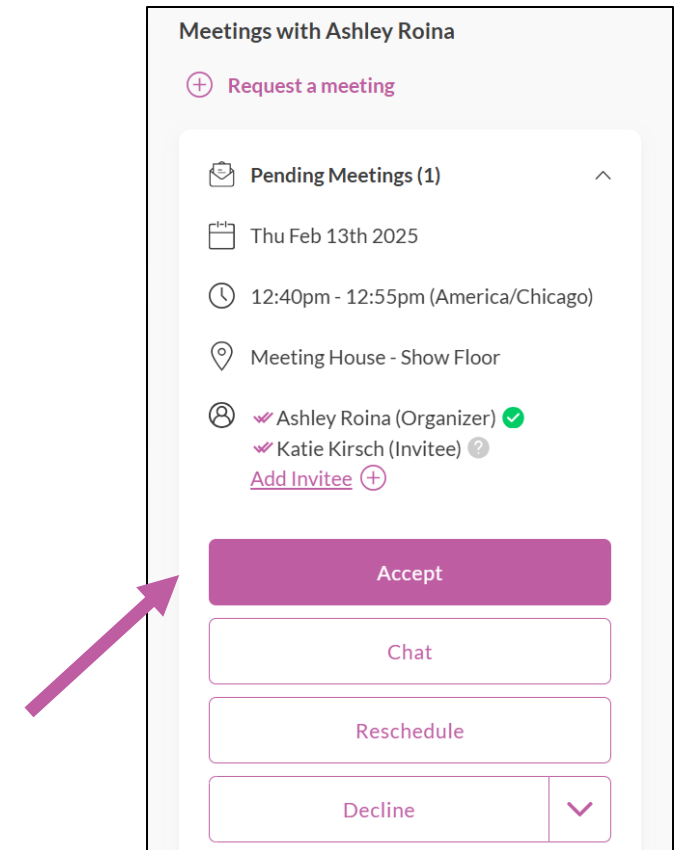
The screenshot shows the 'Meetings with Amanda Gochee' page. At the top right, it says 'View As: Melissa Gallagher'. Below this, there is a '+ Request a meeting' button with an upward arrow. A pink arrow points from this button to the 'Request a meeting' button in the background. Below the button, there are fields for 'Invitees' (Amanda Gochee), 'Date' (Tuesday 10/31/2023), 'Time' (11:45am - 12:00pm), and 'Location' (Level 2, Meeting Zone). There is also a 'Personal Message' field with the text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. At the bottom, there are 'Cancel' and 'Send' buttons. A note at the bottom states: '30 meeting requests left until you reach the pending meeting limit.'

MEETINGS | *Accepting on behalf of a Team Member*

- 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 "Status" at the top. 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.



The screenshot shows the CLARION Meetings page. At the top, there is a search bar and navigation icons. Below the search bar, the "CLARION" logo is visible, followed by a navigation menu with tabs for "Meetings", "Inbound Leads", "Contacts", "Team Members", "Company Profile", "Product", and "Export". The "Meetings" tab is active. Below the navigation, there is a "Meetings" section with a "View: Calendar" dropdown, a "Status" dropdown menu, and a "Team Members" dropdown. The "Status" dropdown menu is open, showing options: "Scheduled" (0), "Pending" (1), "Awaiting response" (0), and "Declined" (0). A pink arrow points to the "Pending" option. At the bottom of the dropdown, there are "Clear" and "Apply" buttons. To the right of the dropdown, there is a "Create Meeting +" button. Below the dropdown, a calendar grid is visible for Wednesday February 12 and Thursday February 13, with time slots for 9:00am and 9:30am.



The screenshot shows a modal titled "Meetings with Ashley Roina". At the top, there is a "+ Request a meeting" button. Below that, there is a "Pending Meetings (1)" section with a calendar icon and the date "Thu Feb 13th 2025". The meeting details include: "12:40pm - 12:55pm (America/Chicago)", "Meeting House - Show Floor", and the organizer "Ashley Roina (Organizer)" with a green checkmark. Below the organizer, there is an invitee "Katie Kirsch (Invitee)" with a question mark icon and an "Add Invitee +" button. At the bottom of the modal, there are four buttons: "Accept", "Chat", "Reschedule", and "Decline" with a dropdown arrow.

EXPORT CONTACTS

- As an exhibitor, you can export the "Contacts" for your entire team into a .csv file. "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.

