

**DISTRIBUTECH<sup>®</sup>**

**MARCH 24-27, 2025 | DALLAS, TEXAS**

# Mobile App Guide



[DISTRIBUTECH 2025](#)

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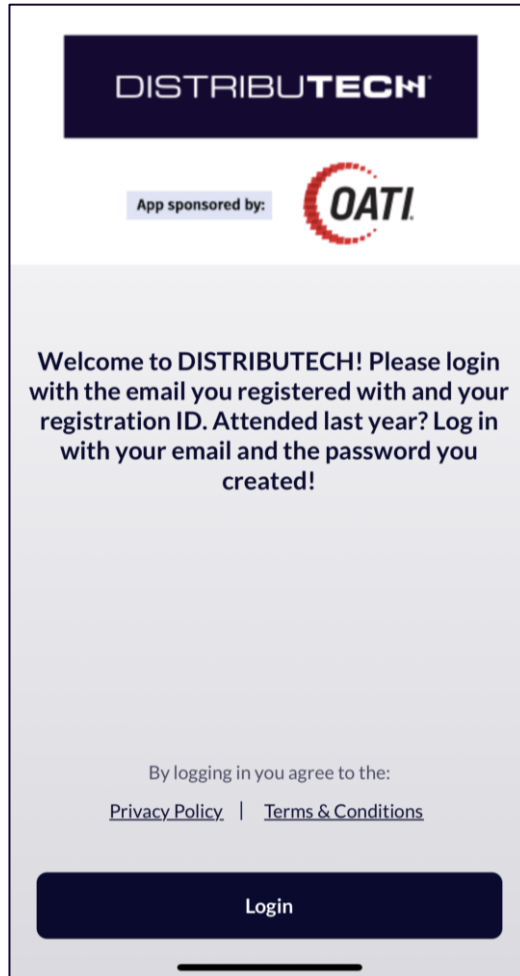
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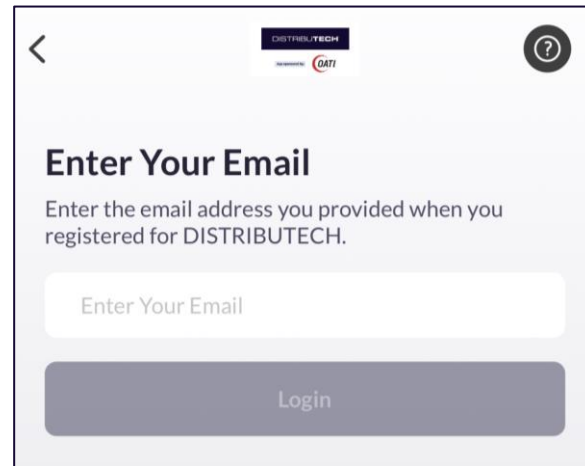
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# LOGIN | *Mobile App*

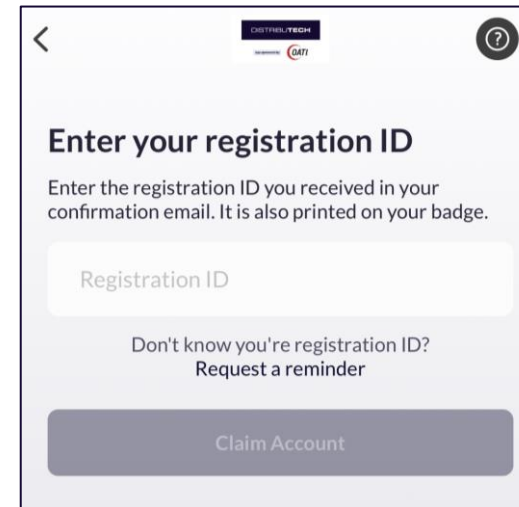
- Open the POWERGEN mobile app and click "**Login**" to access the mobile app.



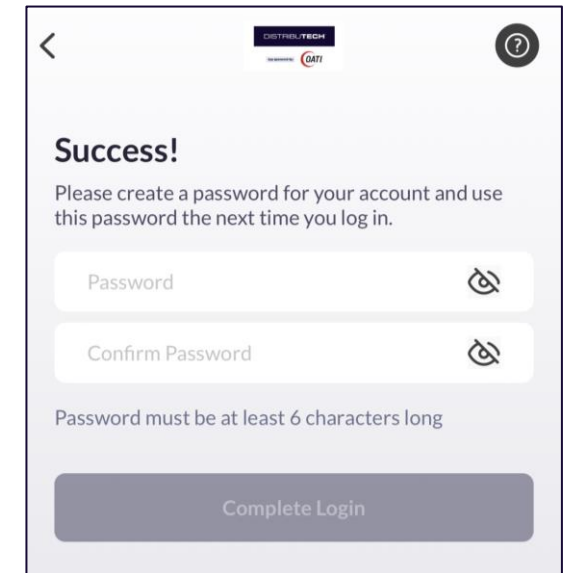
## STEP 1 Add your email address



## STEP 2 Enter your Registration ID



## STEP 3 Create a password



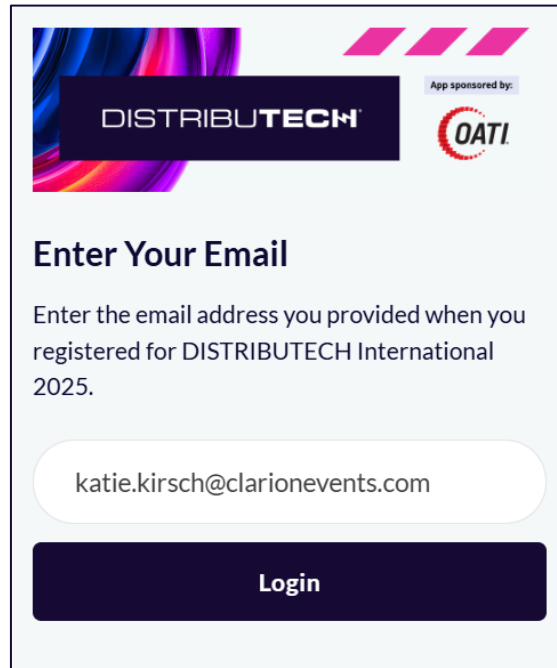
*If you have already logged in via your computer, you will just need your email address and password to access the mobile app. **To reset your password, click "Request a reminder" on the login page.***

# LOGIN | *Web Platform*

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

## STEP 1

Add your email address



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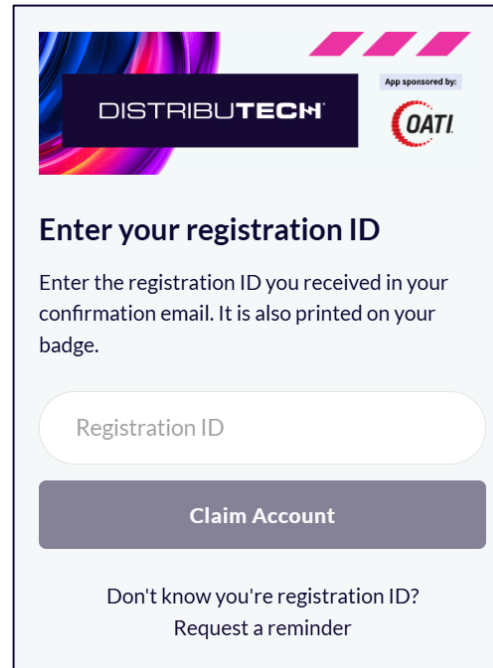
### Enter Your Email

Enter the email address you provided when you registered for DISTRIBUTECH International 2025.

**Login**

## STEP 2

Enter your Registration ID



**DISTRIBUTECH** App sponsored by: **OATI**

### Enter your registration ID

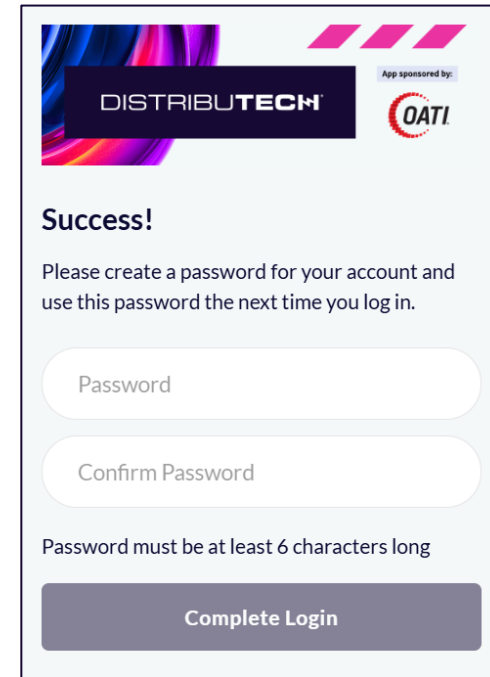
Enter the registration ID you received in your confirmation email. It is also printed on your badge.

**Claim Account**

Don't know you're registration ID?  
Request a reminder

## STEP 3

Create a password



**DISTRIBUTECH** App sponsored by: **OATI**

### Success!

Please create a password for your account and use this password the next time you log in.

Password must be at least 6 characters long

**Complete Login**

*If you have already logged in via your mobile app, you will just need your email address and password to access the web platform. **To reset your password, click "Request a reminder" on the login page.***

# 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".

## MOBILE APP

### PRIVATE

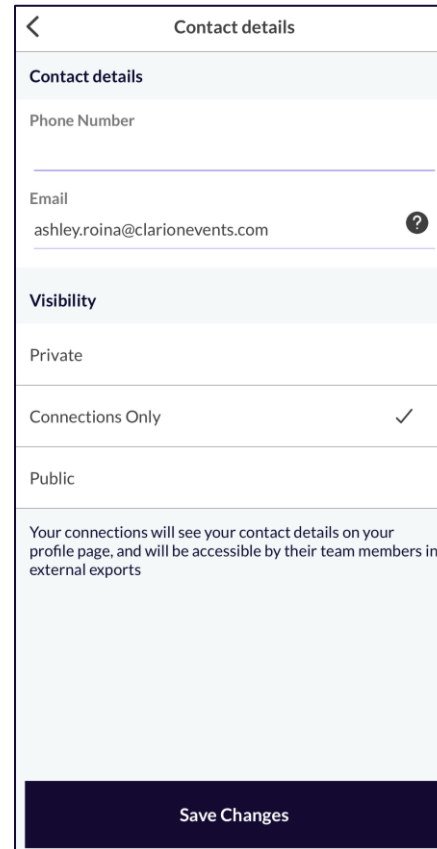
No one can see your contact details

### CONNECTIONS ONLY

Participants you've connected with will be able to see your contact details on your profile page, as well as in external exports from the platform

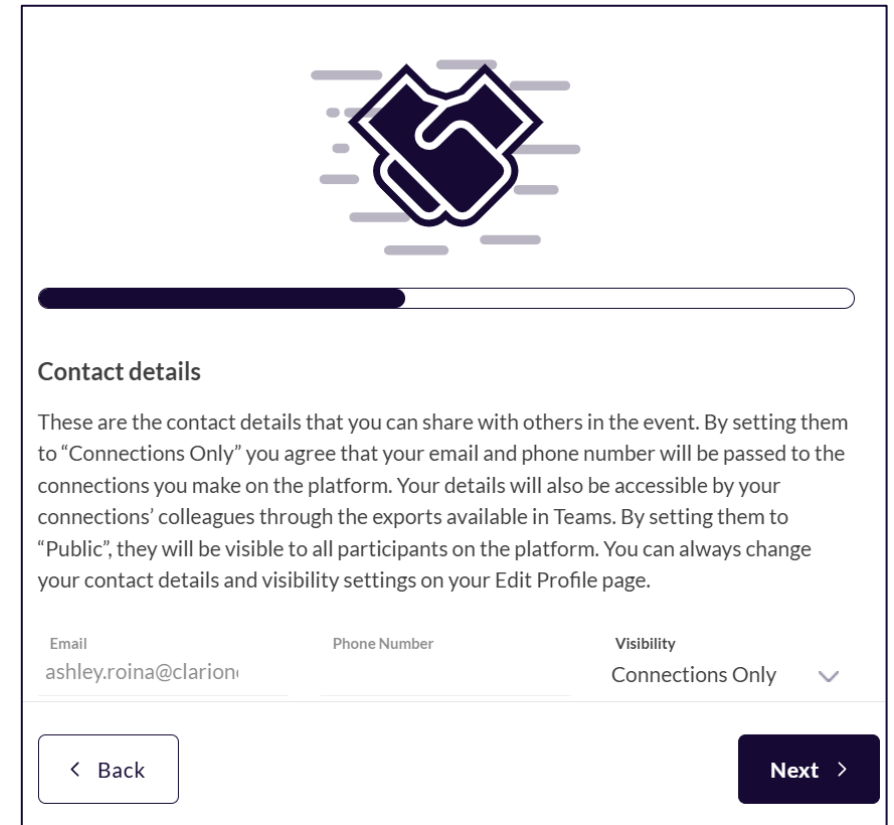
### PUBLIC

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



A screenshot of a mobile app interface titled "Contact details". It shows a form with the following sections: "Contact details" with fields for "Phone Number" and "Email" (filled with "ashley.roina@clarionevents.com"); "Visibility" with three radio button options: "Private", "Connections Only" (which is selected with a checkmark), and "Public". Below the radio buttons is a note: "Your connections will see your contact details on your profile page, and will be accessible by their team members in external exports". At the bottom is a "Save Changes" button.

## WEB PLATFORM



A screenshot of a web platform interface titled "Contact details". It features a large icon of two hands shaking. Below the icon is a progress bar. The "Contact details" section includes a paragraph explaining that these details are shared with connections and are accessible in Teams exports. Below this is a summary table:

Email	Phone Number	Visibility
ashley.roina@clarion		Connections Only

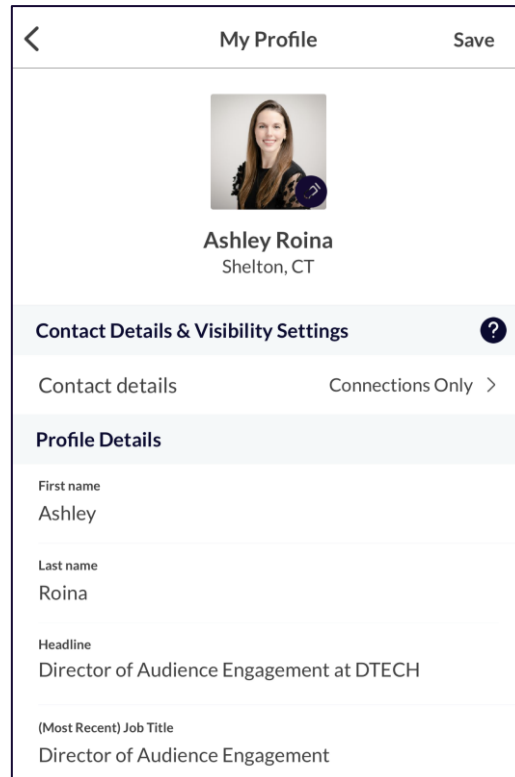
At the bottom are "Back" and "Next" buttons.

# EDIT YOUR PROFILE

- You can edit your profile at any point while the platform is active.

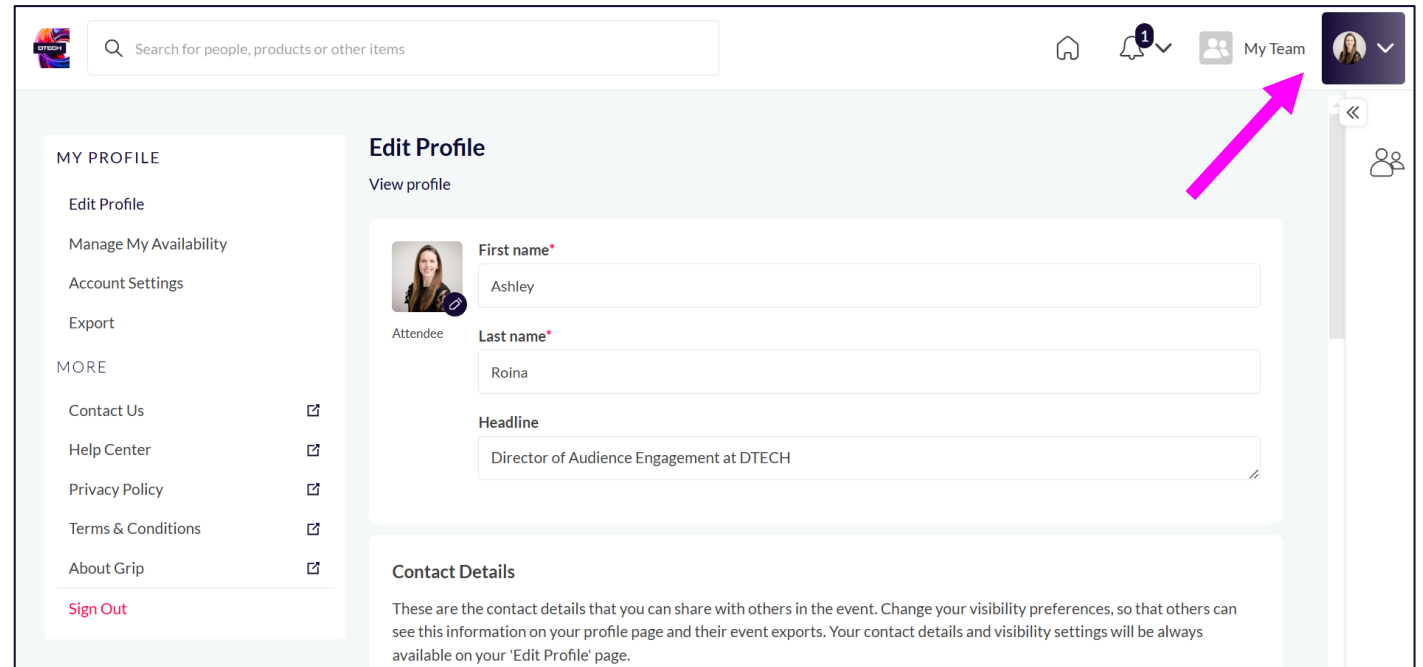
## MOBILE APP

Click the icon on the top left of the home page to edit your profile.



## WEB PLATFORM

Click the icon on the top right of the home page to edit your profile.



# MANAGE CALENDAR AVAILABILITY | *Web Platform only*

- Click “**Profile**”, then “**Manage My Availability**” on the left navigation bar to update the times you’re available to meet.
  - **Range of Daily Availability:** Easily set up a single range of times for all show days.
  - **Event Days:** Change the times you are available for each day.

The screenshot displays the 'Manage My Availability' page in a web application. The left-hand navigation menu includes 'MY PROFILE' (with 'Manage My Availability' selected), 'Account Settings', 'Export', 'MORE' (with links for Contact Us, Help Center, Privacy Policy, Terms & Conditions, and About Grip), and 'MANAGE MEETINGS'. The main content area is titled 'Manage My Availability' and contains the following elements:

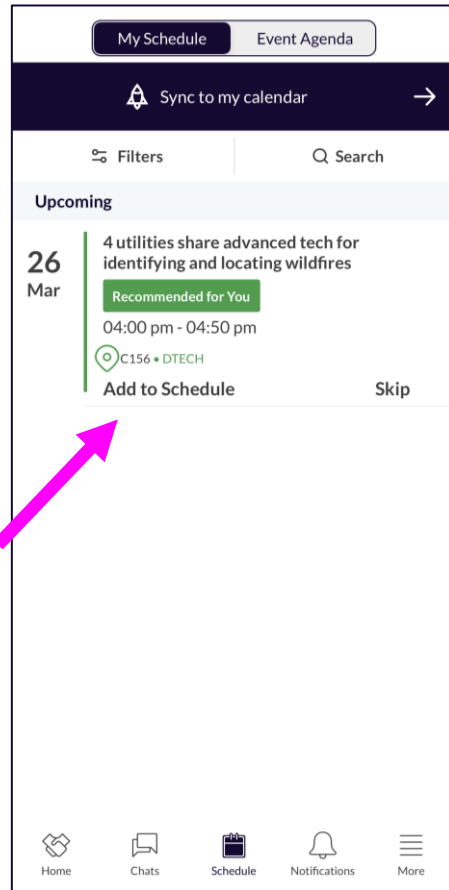
- Introduction:** A paragraph explaining that users can request meetings at set times and that this page allows for personalizing availability.
- Instructions:** A paragraph advising users to pick the earliest and latest times for availability, with a 'Learn more' link.
- Range of daily availability:** A section with a help icon, indicating that all times are shown for America/Chicago. It features a time range selector with '12:00am' and 'Midnight' dropdowns, and a 'Reset availability' link.
- Event Days Table:** A table with three rows for 'Tuesday - March 25', 'Wednesday - March 26', and 'Thursday - March 27'. Each row has an 'Edit Availability' icon (a pencil inside a circle) in the right-hand column.

Two pink arrows are overlaid on the image: one points to the 'Manage My Availability' menu item, and the other points to the 'Edit Availability' icon for Tuesday, March 25.

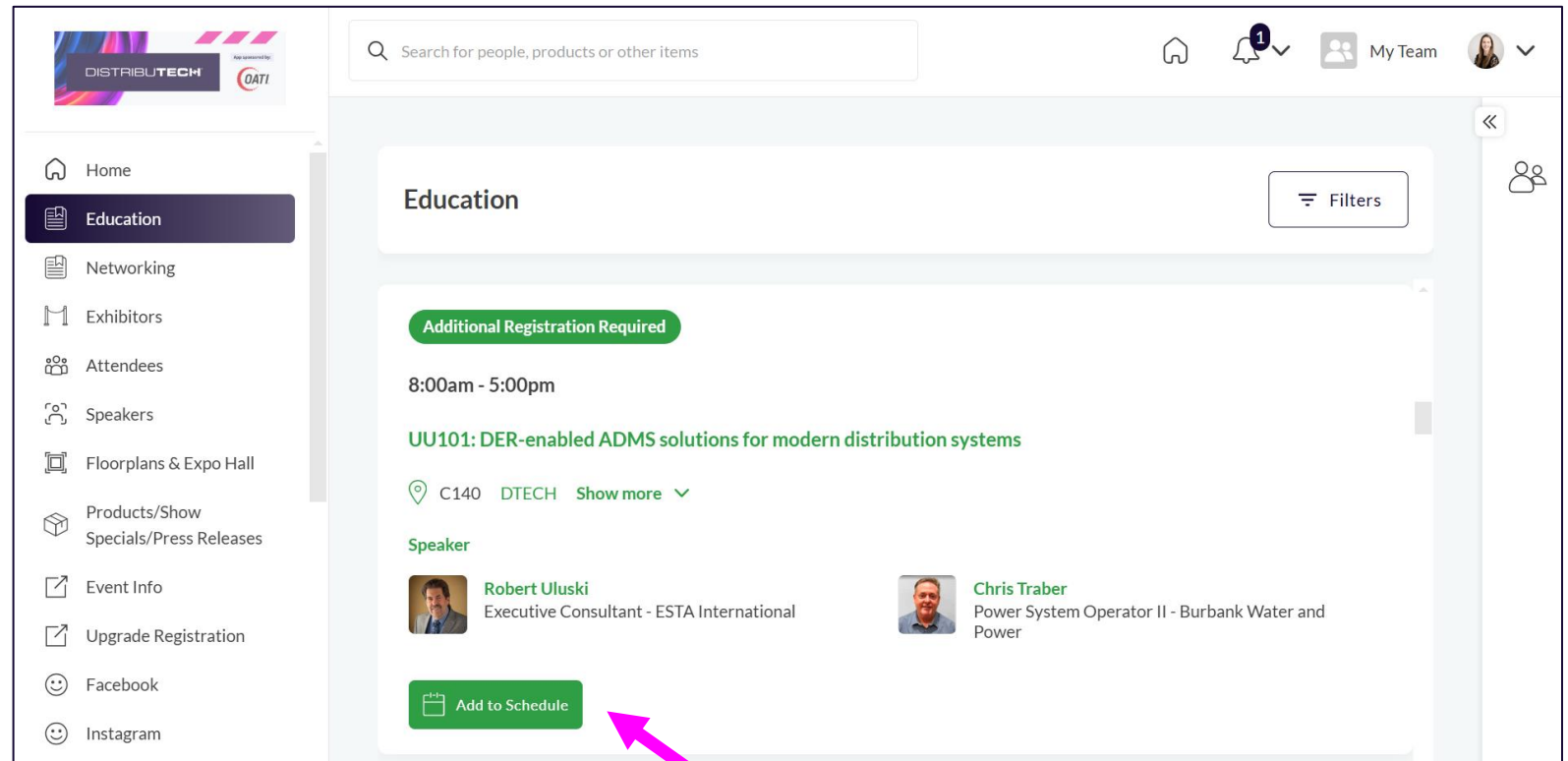
# EVENT/CONFERENCE AGENDA

- Create your personal schedule by reviewing the agenda and adding sessions by clicking "**Add to Schedule**" or the calendar icon.

## MOBILE APP



## WEB PLATFORM

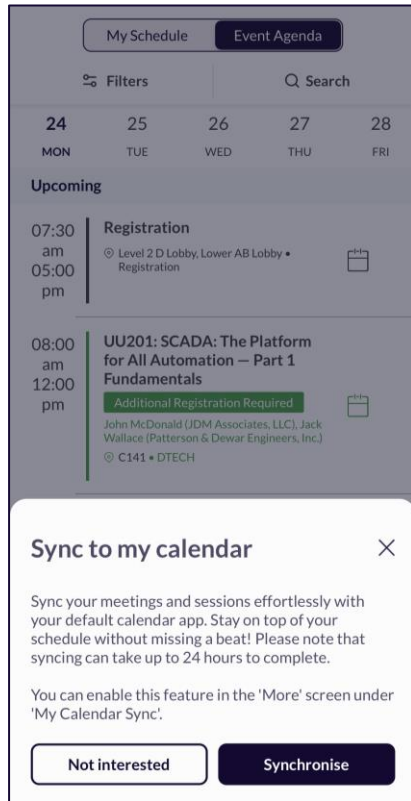
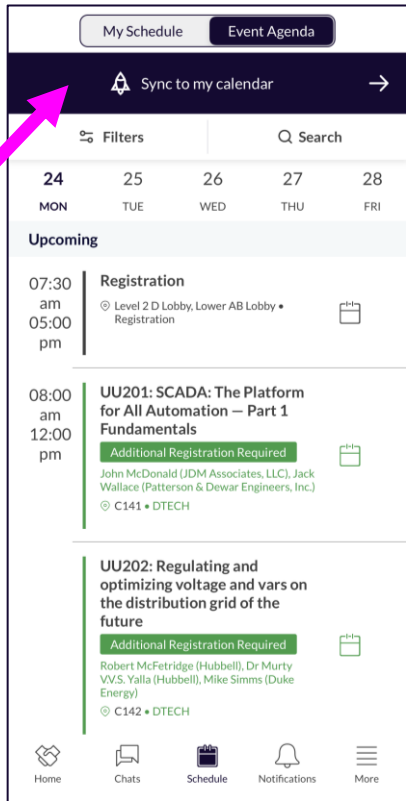




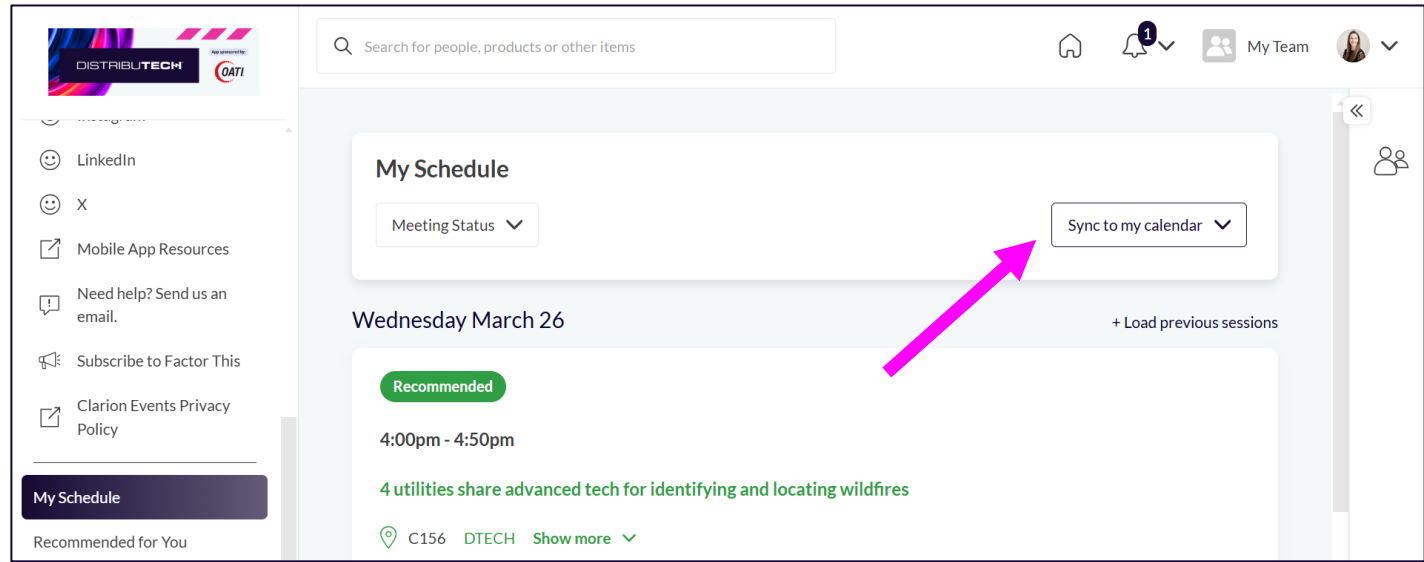
# CALENDAR SYNC

- Sync your POWERGEN Calendar (confirmed meetings and registered sessions) automatically to your device. On the web platform, click “My Schedule”, then “**Sync to my Calendar**”. On mobile, from either the Event Agenda, or the “More” list click “**My Calendar Sync**”. Follow the instructions to add the Grip POWERGEN Calendar to your device.

## MOBILE APP



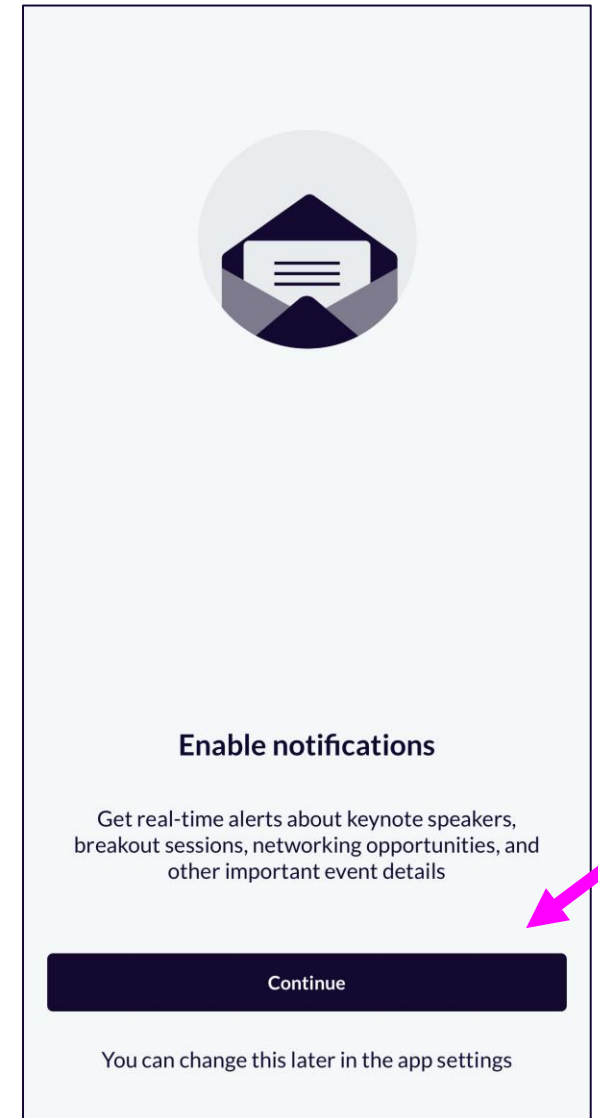
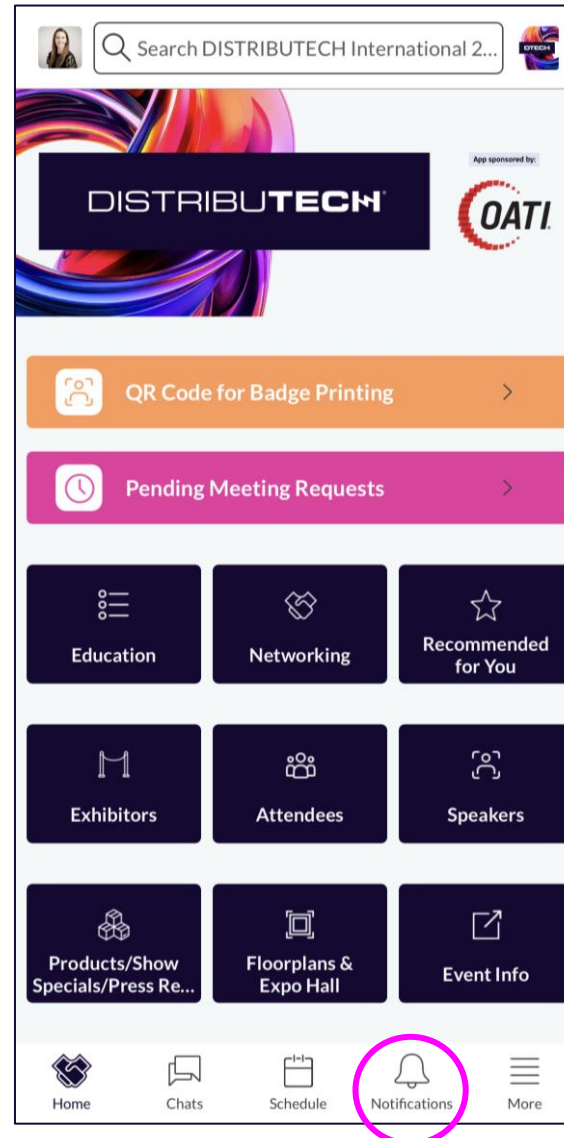
## WEB PLATFORM



To learn more about the syncing your calendar or to troubleshoot any issues, click here: [Calendar Sync Article](#)

# ENABLE PUSH NOTIFICATIONS | *Mobile App only*

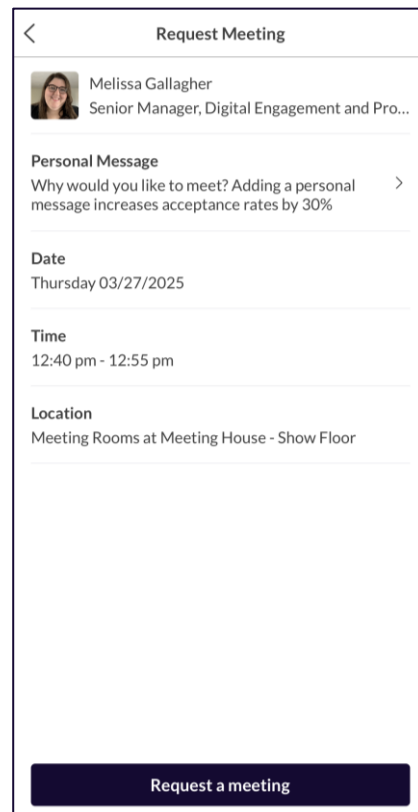
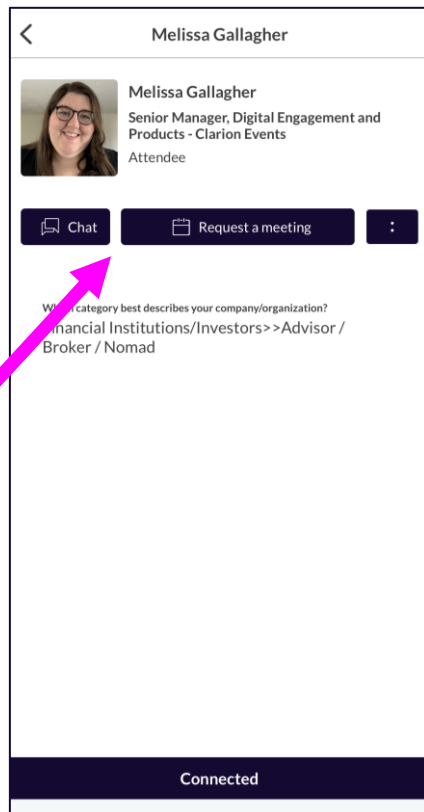
- Stay informed while at the show by enabling push notifications to your device. Using the mobile app, click "**Notifications**" at the bottom, then "**Turn on Notifications**". A box will pop-up asking you to "Allow" notifications on your device.



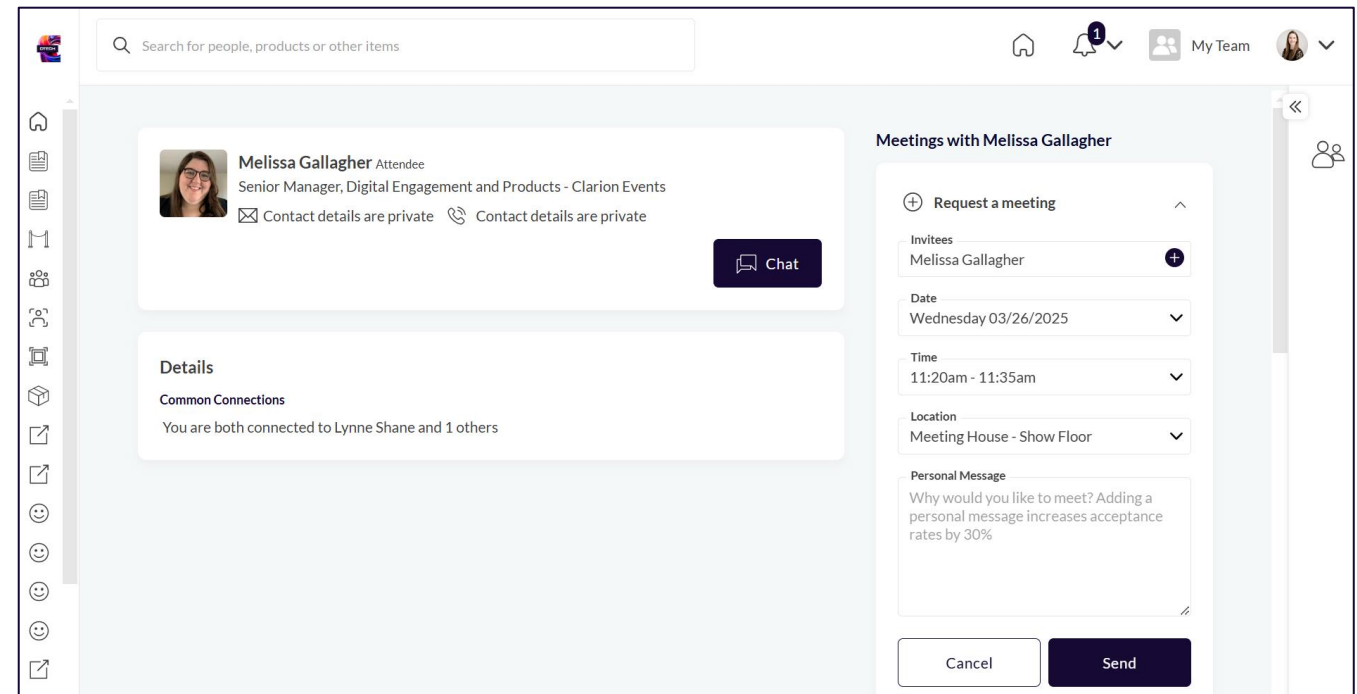
# MEETINGS | *Requesting*

- 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.

## MOBILE APP



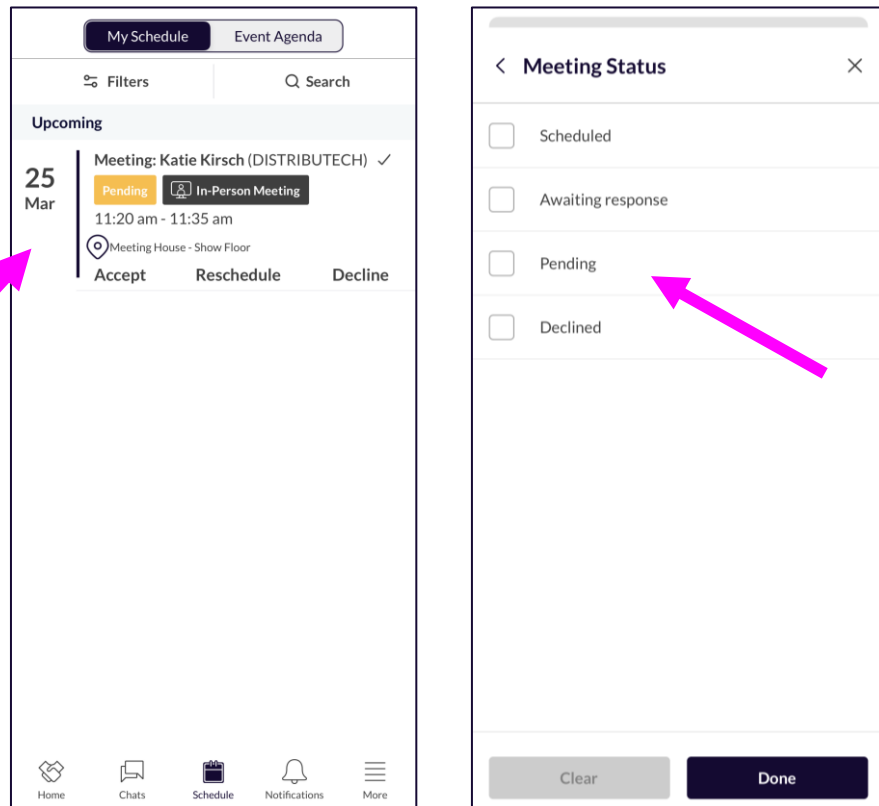
## WEB PLATFORM



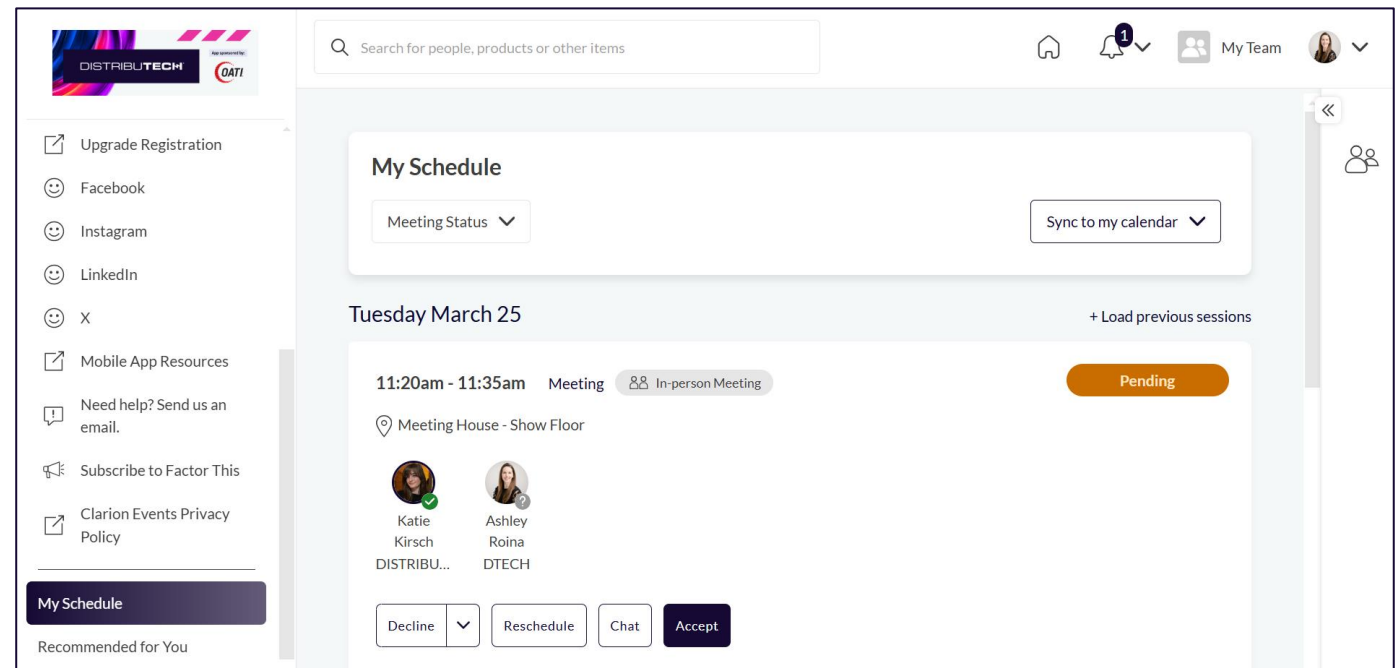
# MEETINGS | *Accepting*

- 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 filter your full list of meetings, click “**My Schedule**”, then “**Meeting Status**” to filter on pending meetings.

## MOBILE APP



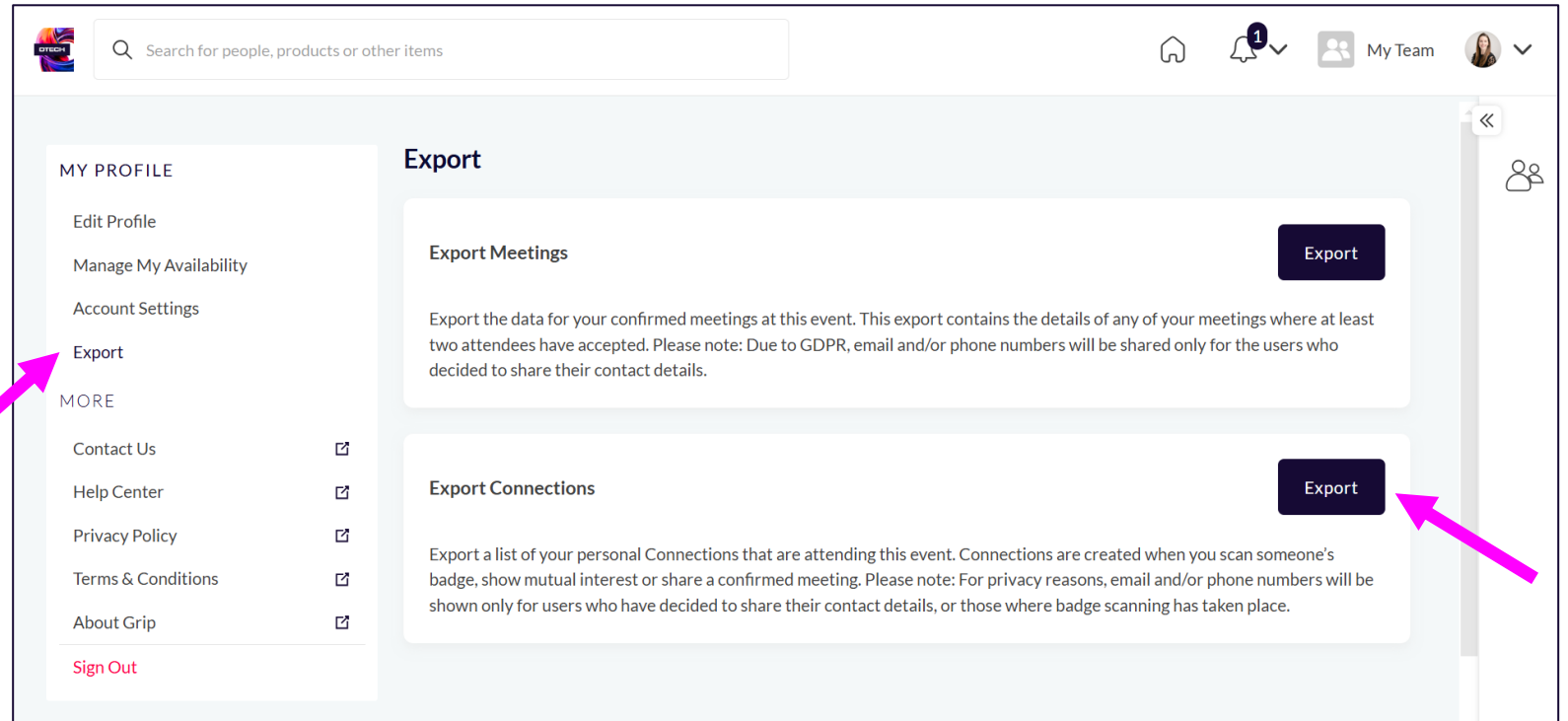
## WEB PLATFORM



# EXPORT CONTACTS | *Web Platform only*

- You can export a list of all your connections into a .csv file by going to “Edit Profile” then “Export.” “Connections” include contacts you have 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.**



*Exhibitors, or anyone tied to a “Team”, can download the connections from everyone on their team. Learn more on how to download the connections from your team under the “Export” tab in your Teams Dashboard.*