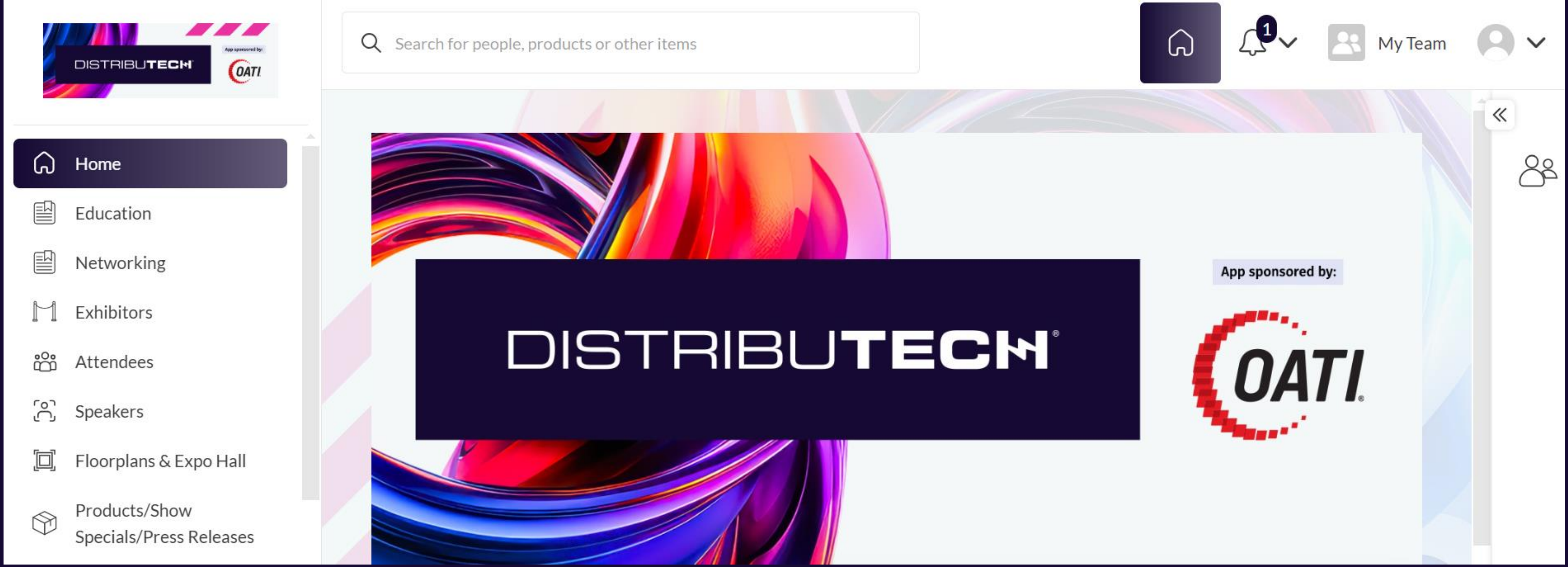
MY TEAM Dashboard

For exhibitors only

Available only via the web platform



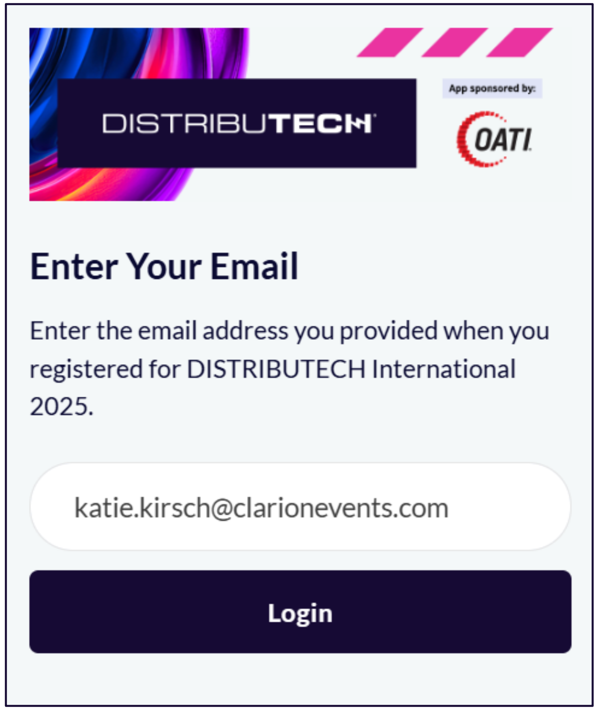
MY TEAM

- 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!

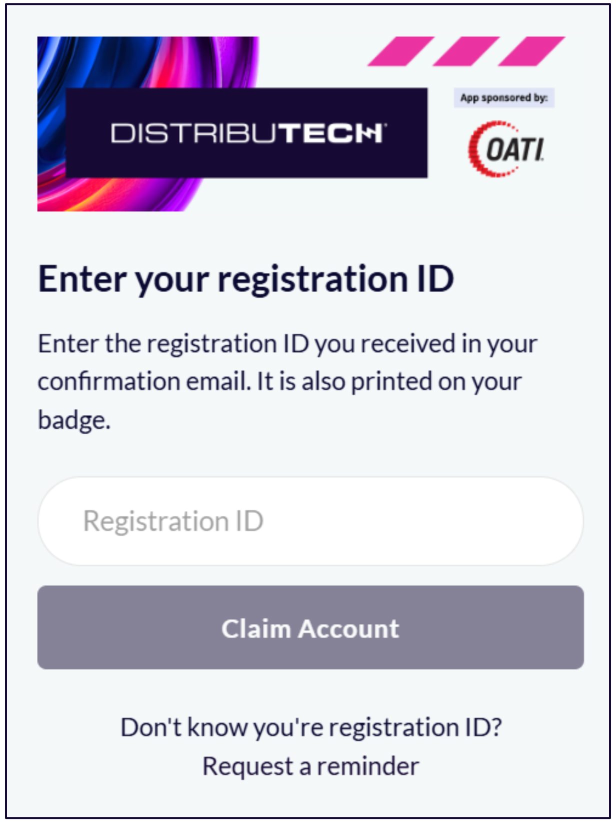
LOGIN

- Log into the POWERGEN 2024 web platform and click "**Login**" to access the networking platform.

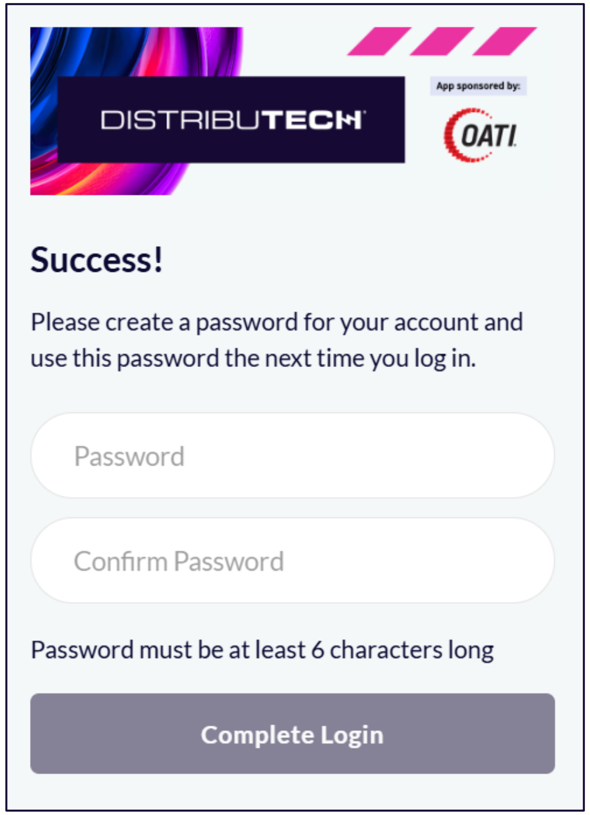
STEP 1
Add your email address



STEP 2
Enter your Badge/Registration ID

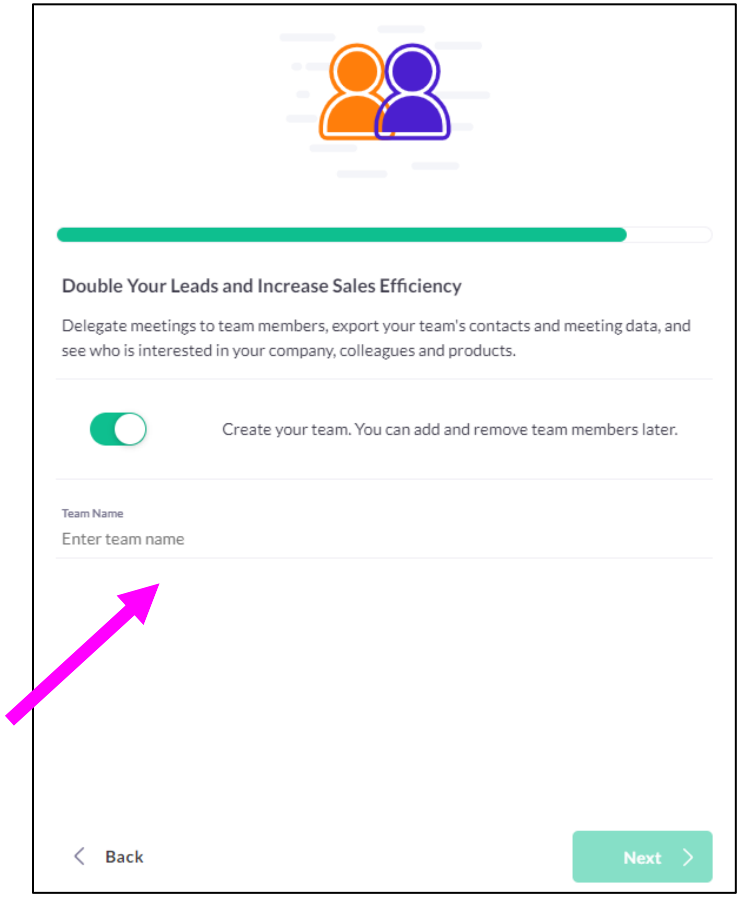


STEP 3
Create a password

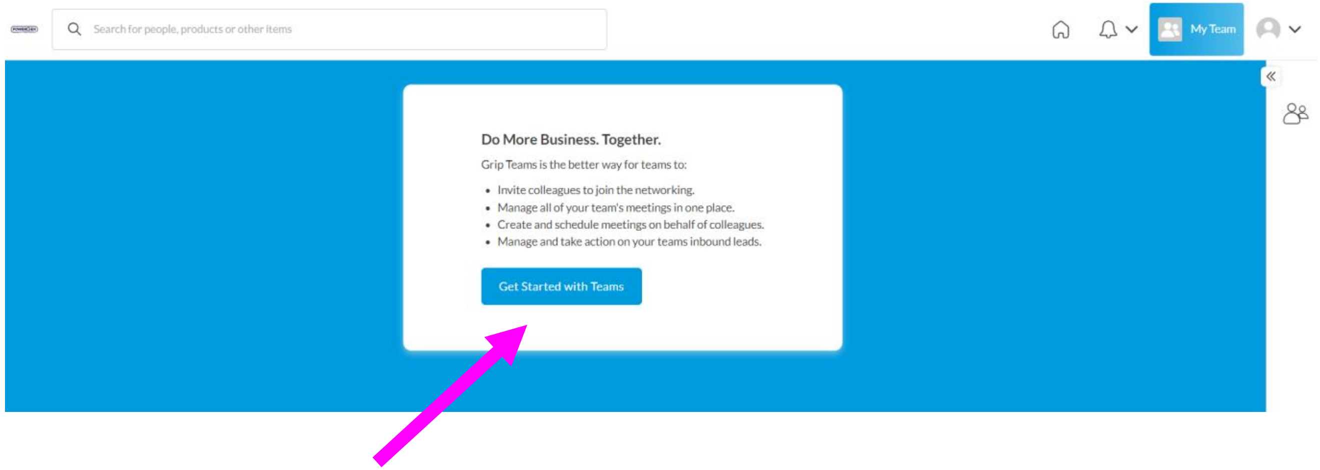


CREATE TEAM

- 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”.

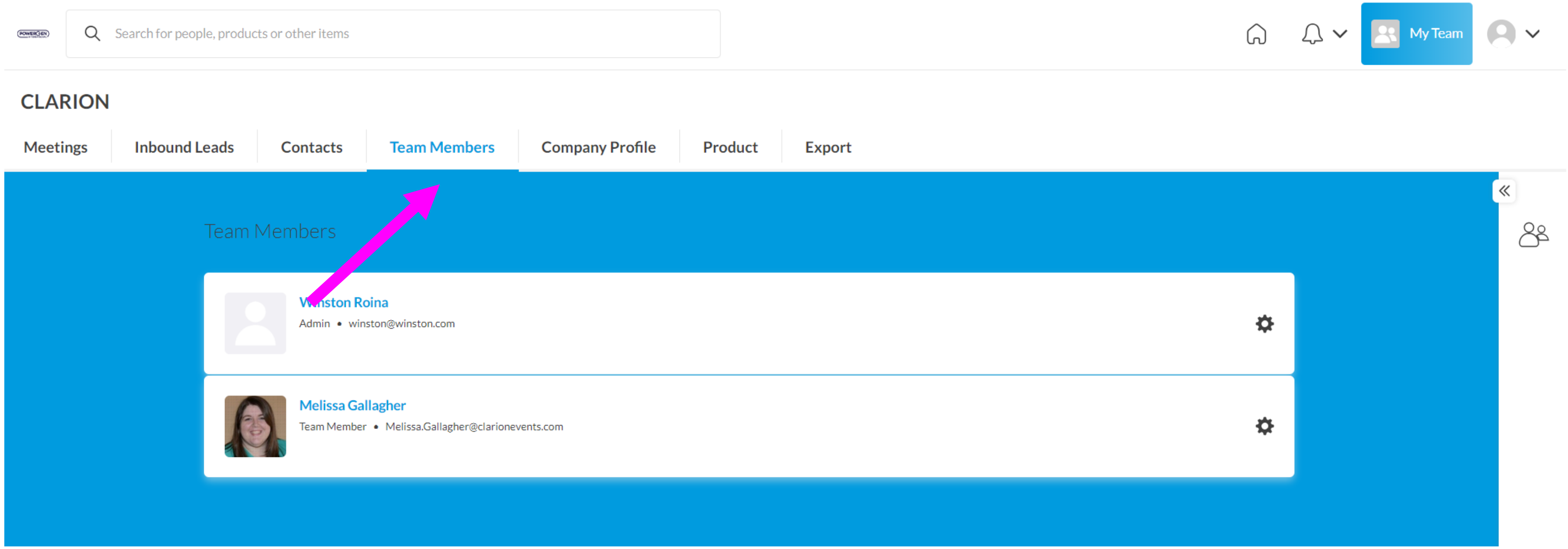


If you are not prompted to create your team during onboarding, click “My Team” at the top right, then “Get Started with Teams”. Then add your company name to create your team.



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.



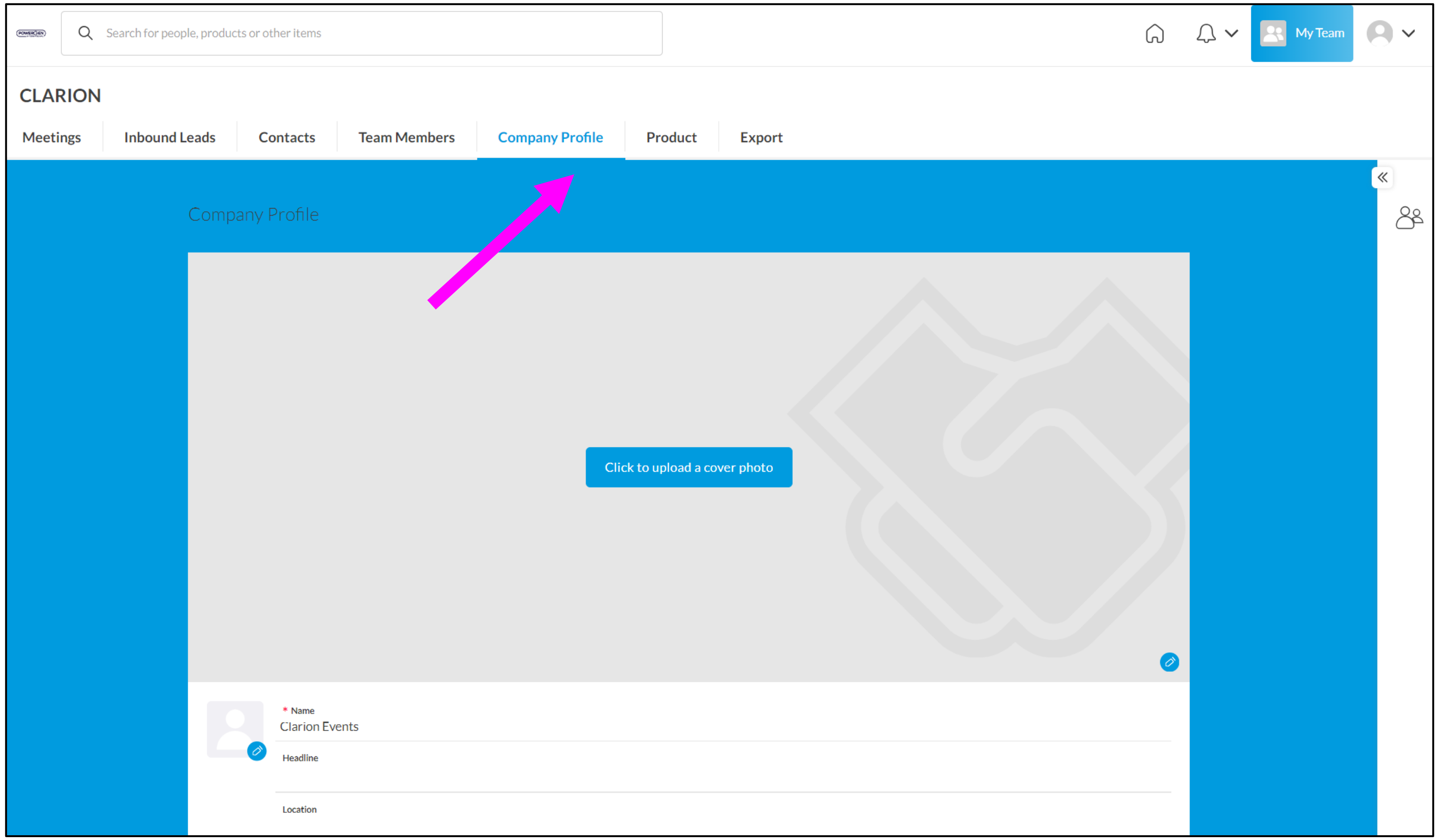
ACCESS LEVELS

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.

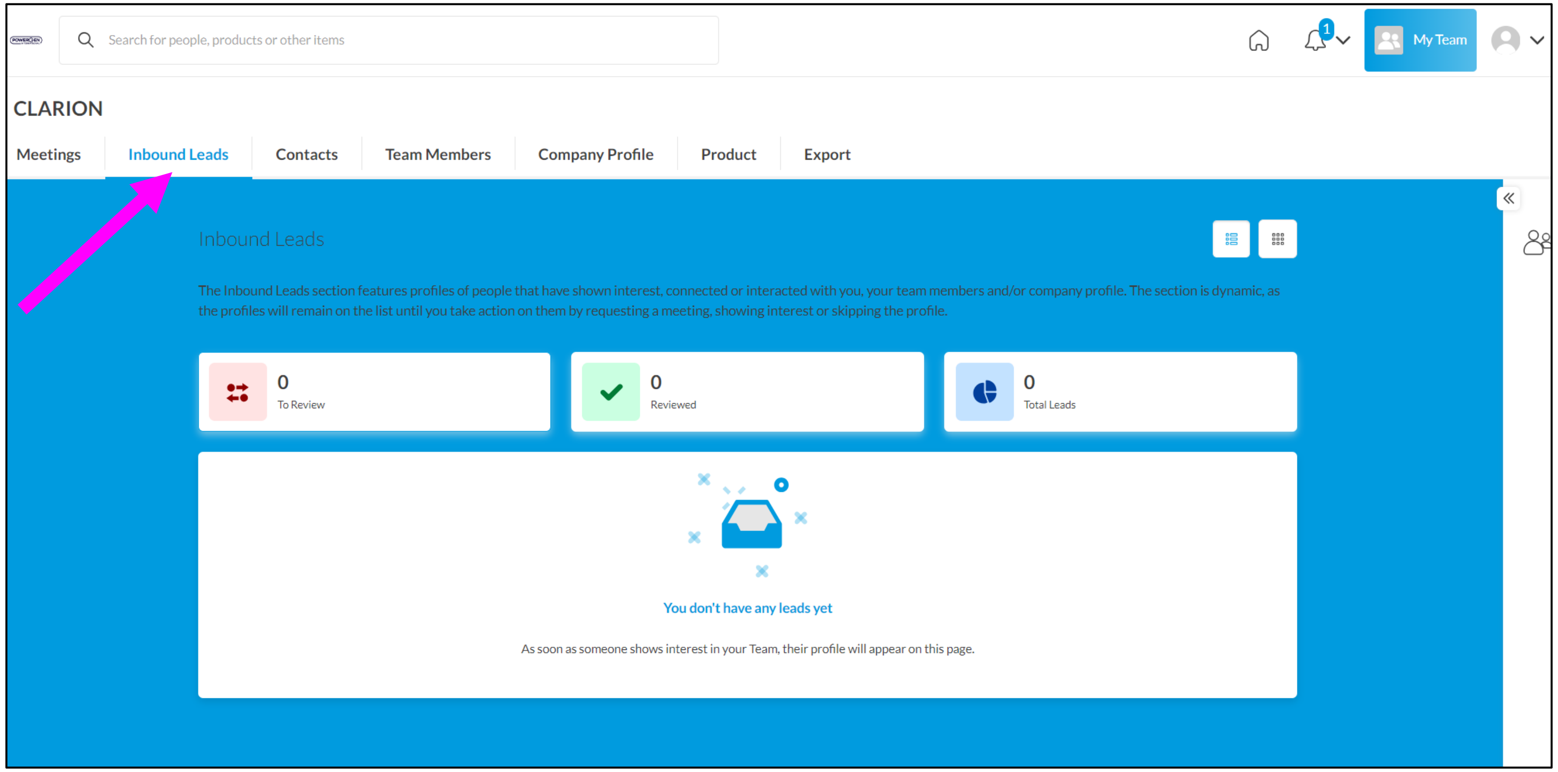


Note:
Cover photos will not show on the mobile app.

INBOUND LEADS

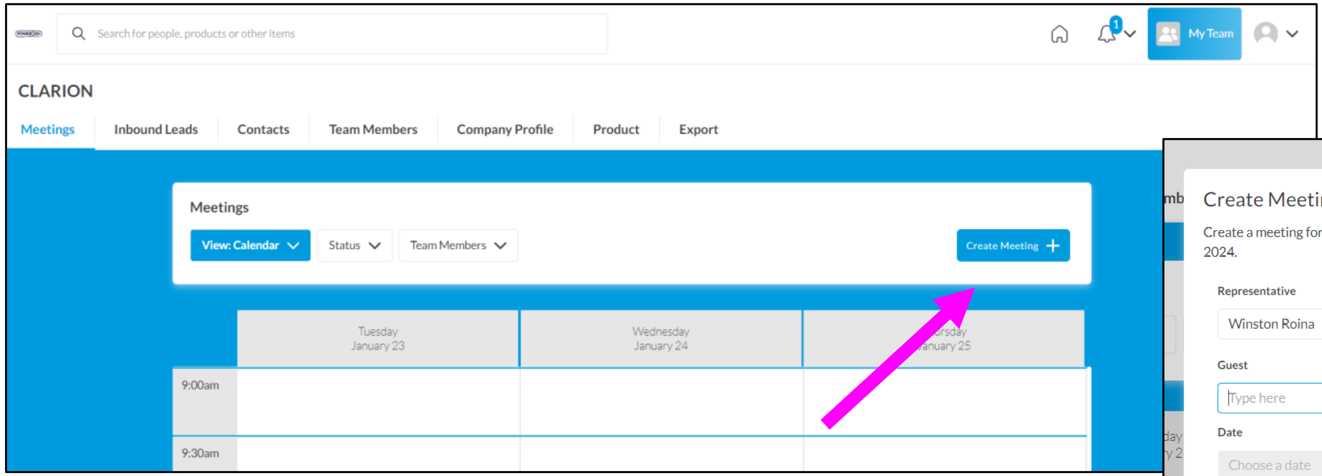
- As a Sponsor, you can view interactions event attendees have made with you, your company, or your team members. Click "My Team" at the top right of the home page, and then "**Inbound Leads**".

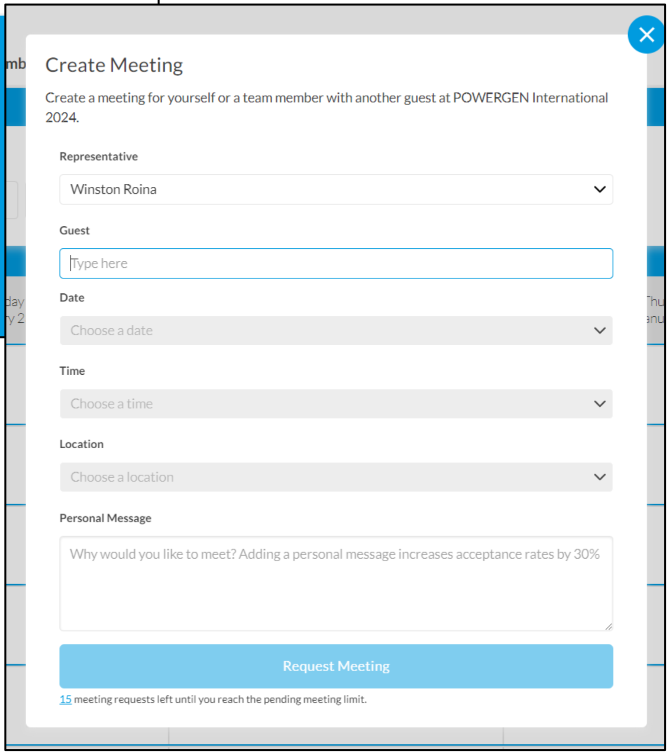
- Event Participants that interact with you, your company, or your team members will appear in your "**Inbound Leads**". This includes:
  - Profile Views
  - Connections/Interests
  - Session registrations
- You can add "**Lead Notes**" for visibility across your team.
- **Connections** for your entire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

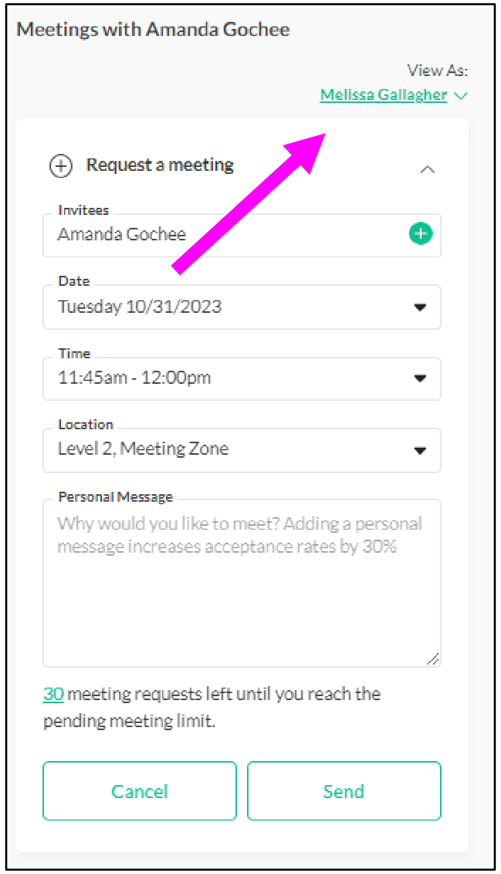


MEETINGS | *Requesting on behalf of a Team Member*

- 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.

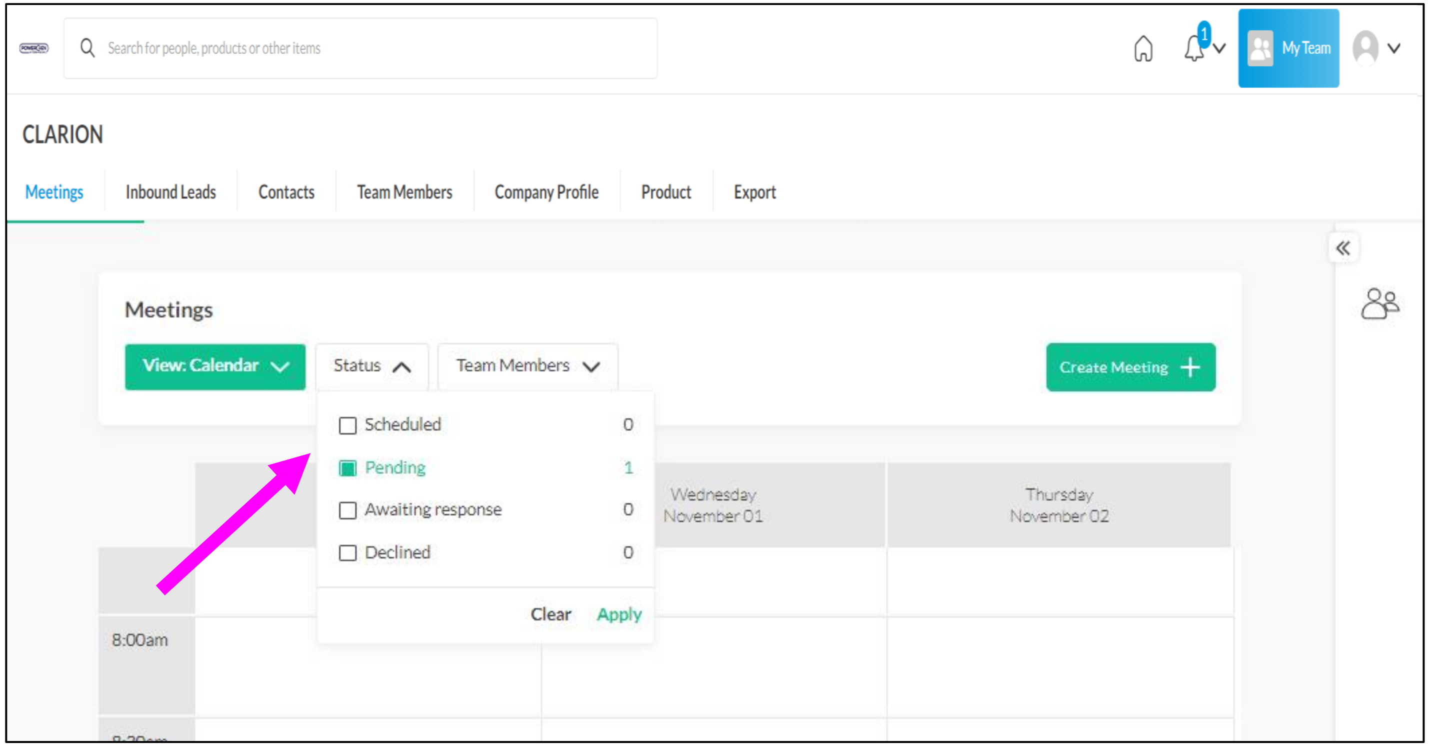


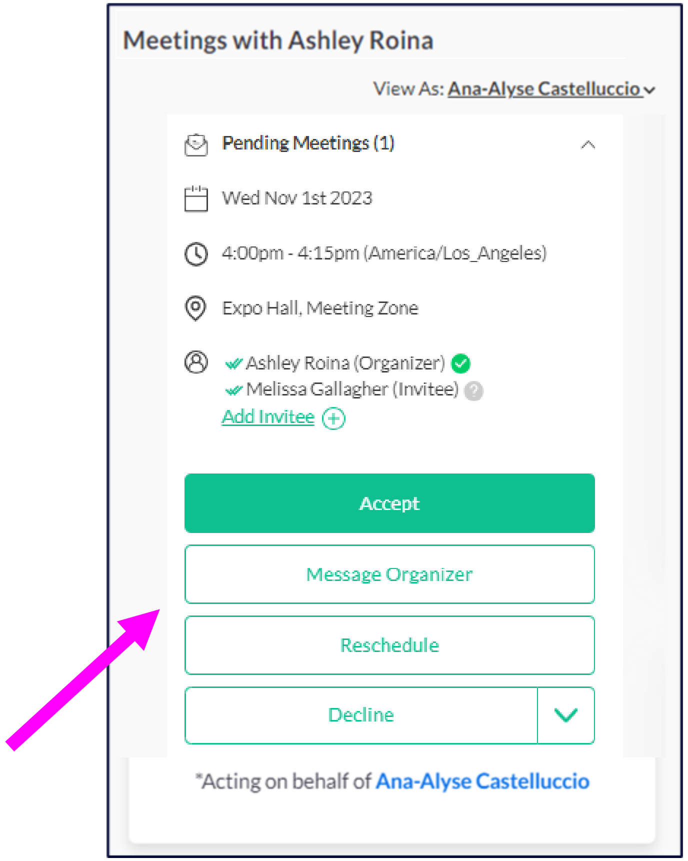




MEETINGS | *Accepting on behalf of a Team Member*

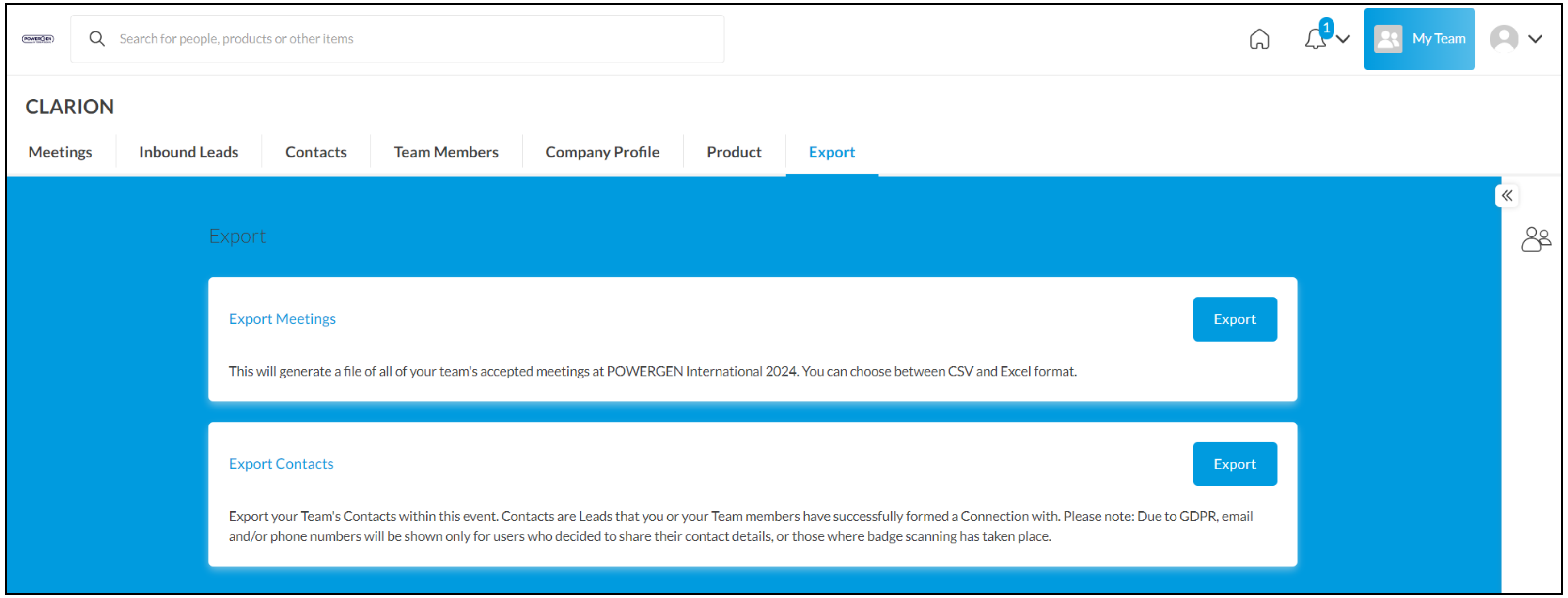
- To accept a meeting on behalf of one of your Team Members, navigate to "My Team" at the top right of the home page. Then click "Pending" under "Status" at the top. After clicking on the Meeting, you'll be directed to the organizers profile. Then click "Accept". Both parties will receive an email confirmation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





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.