MOBILE APP & WEB PLATFORM RESOURCE GUIDE

TABLE OF CONTENTS

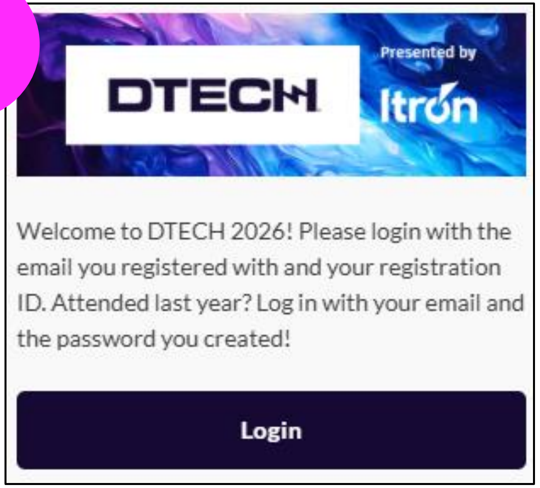
LOGIN

WEB PLATFORM

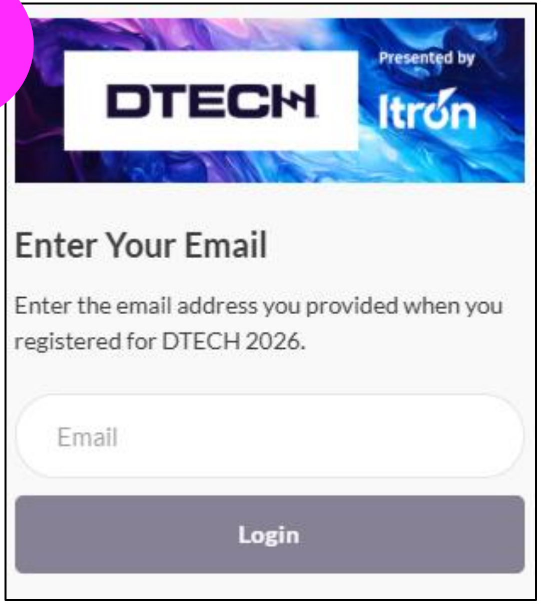
Navigate to the web platform and click “**Login**” to access. Your registration ID was provided to you when you initially registered for the event. If you have already logged in via the mobile app, you will just need your email address and password to access the web platform.

To reset your password, click "Request a reminder" on the login page.

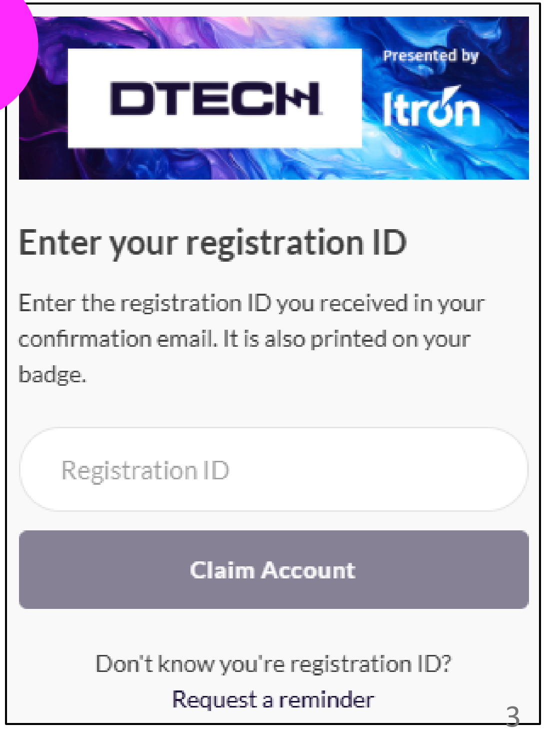
1



2



3



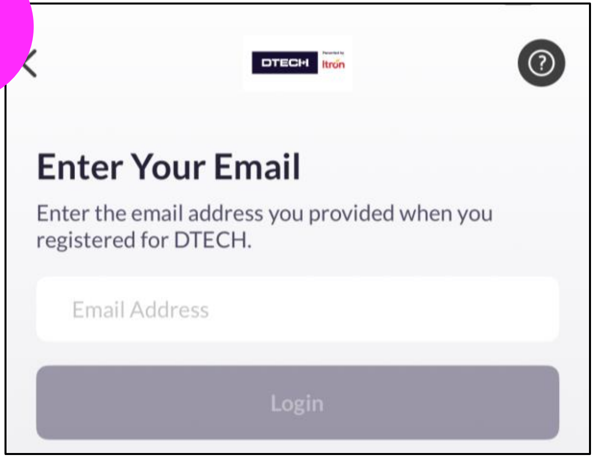
LOGIN

MOBILE APP

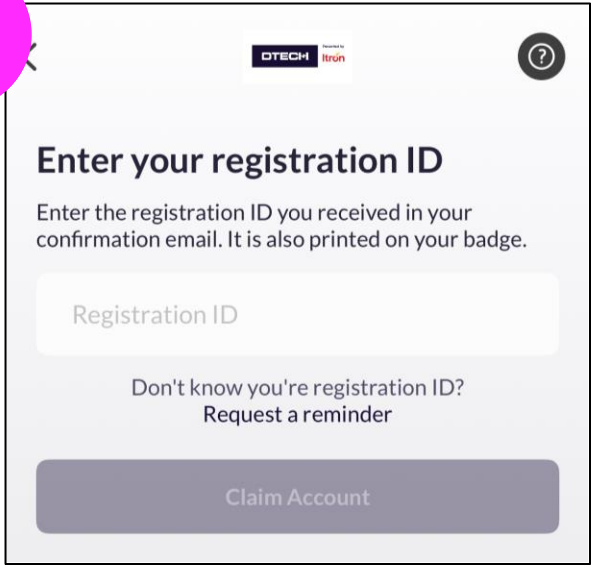
Download the mobile app from your app store, then click “**Login**” to access. Your registration ID was provided to you when you initially registered for the event. If you have already logged in via the web, you will just need your email address and password to access the app.

To reset your password, click "Request a reminder" on the login page.

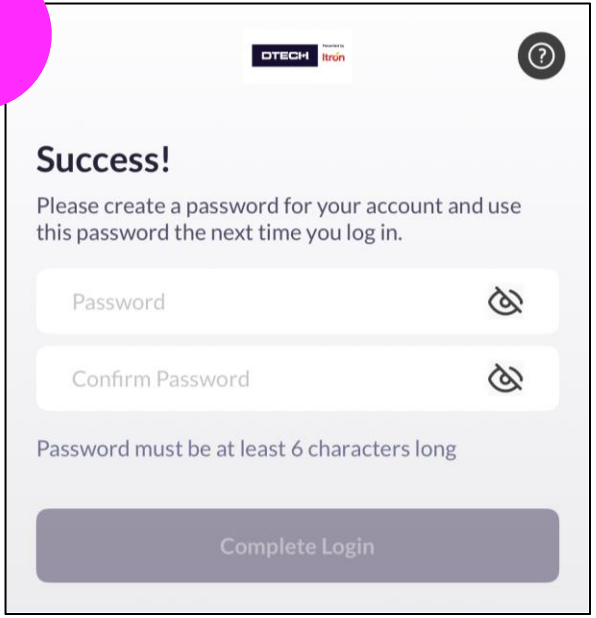
1



2



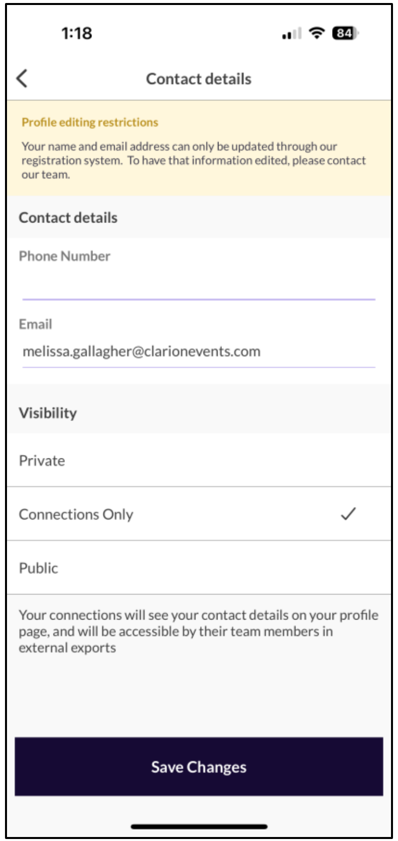
3



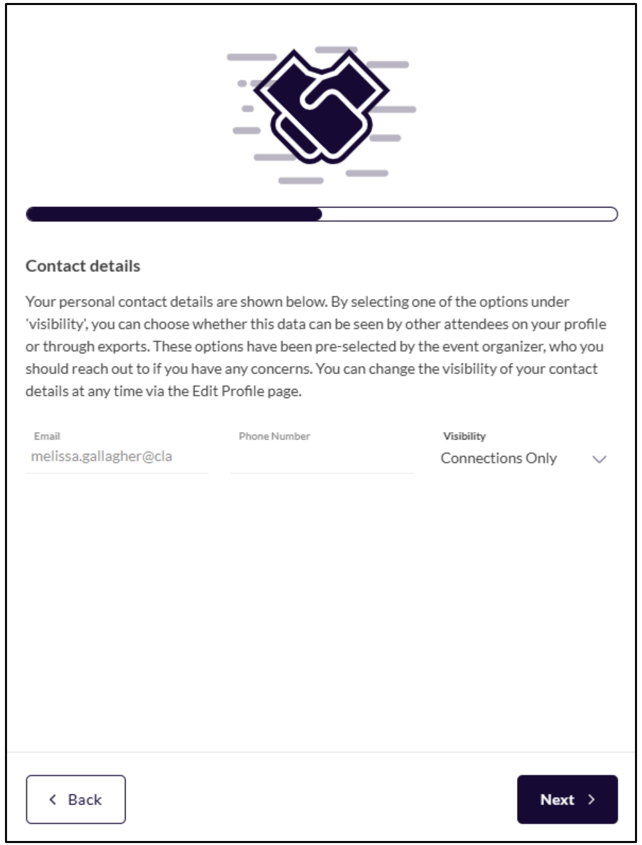
ONBOARDING

During onboarding, you'll be asked to confirm your registration information. This information will help recommend profiles to meet with. You will also be asked to confirm how you'd like your contact information to appear in the platform. **The platform will default to "Connections Only".**

MOBILE APP



WEB PLATFORM



CONTACT SHARING OPTIONS

PRIVATE
No one can see your contact details

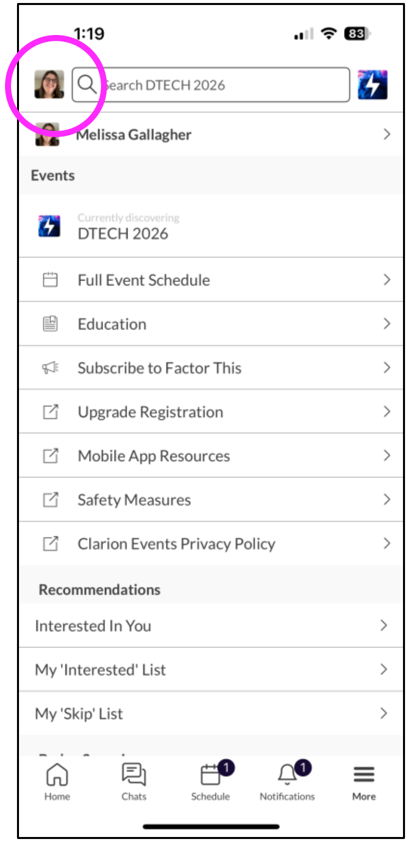
CONNECTIONS ONLY
Participants you've connected with will be able to see your contact details on your profile page, as well as in external exports from the platform

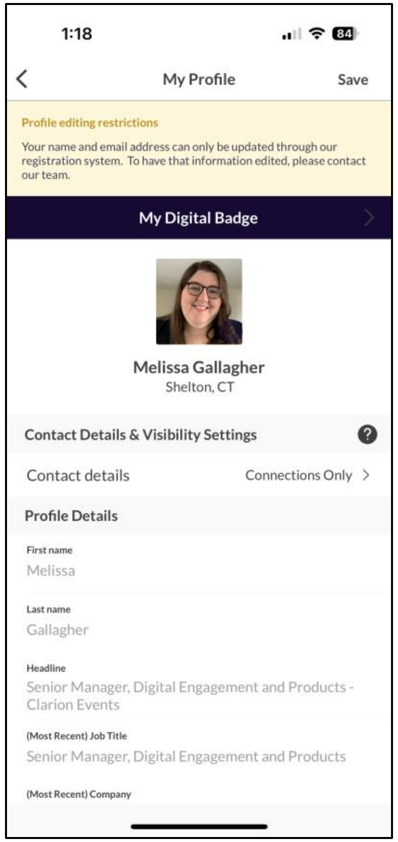
PUBLIC
Contact Details will be displayed on your profile page and available in exports for everyone at the event

EDIT PROFILE

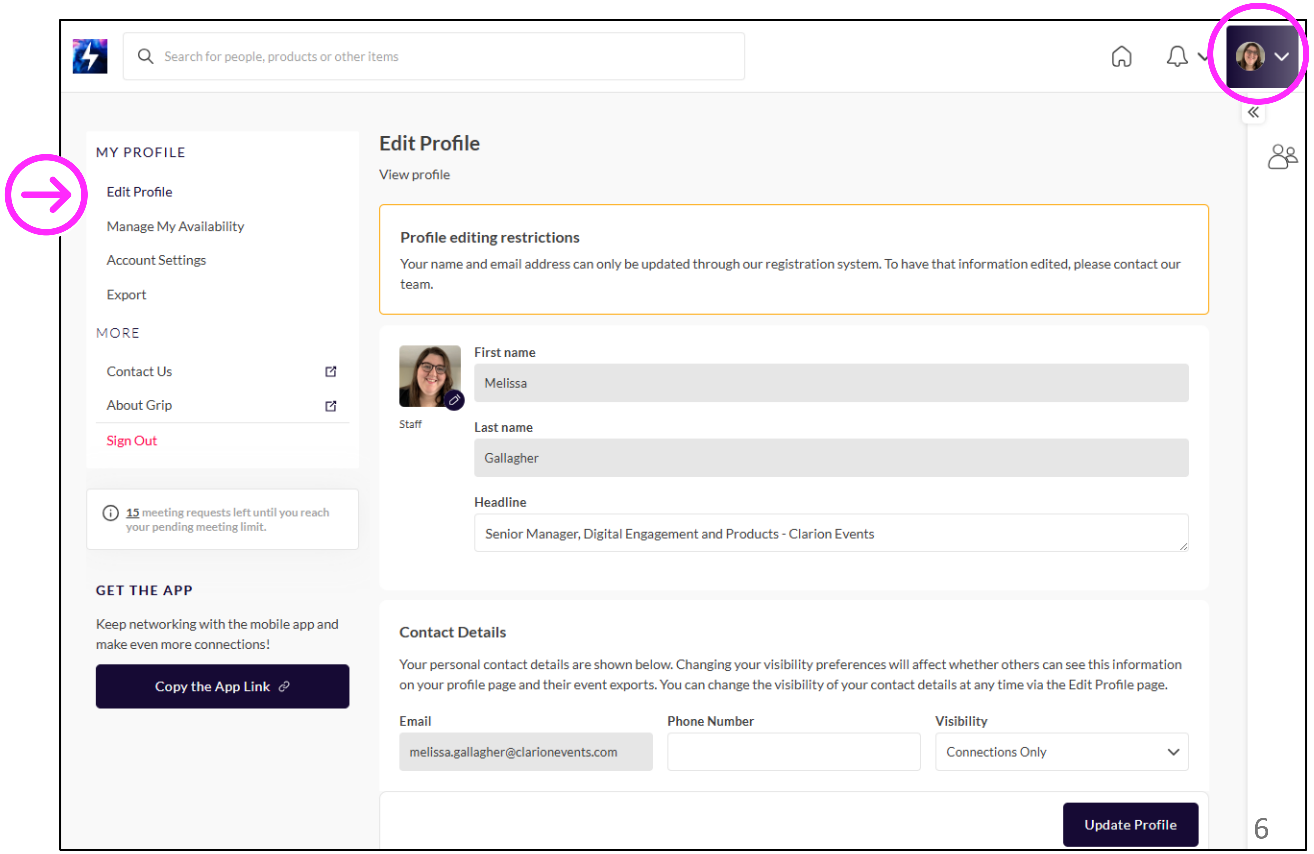
You can edit your profile at any time through both the mobile app and the web platform. To edit via the web platform, click the icon at the **top right** of the home page. To edit via the mobile app, click the icon at the **top left** of the home page.

MOBILE APP



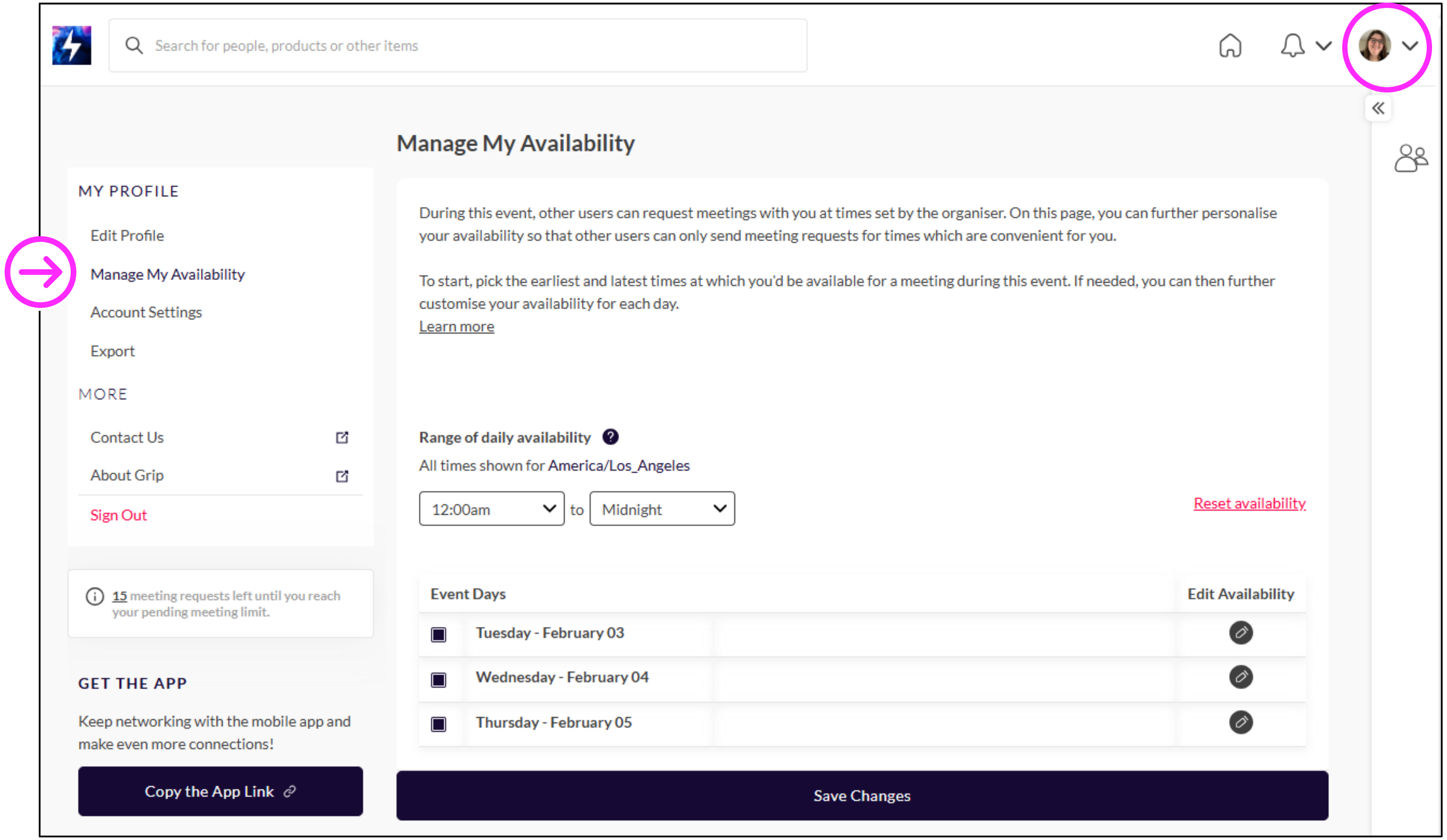


WEB PLATFORM



MANAGE AVAILABILITY

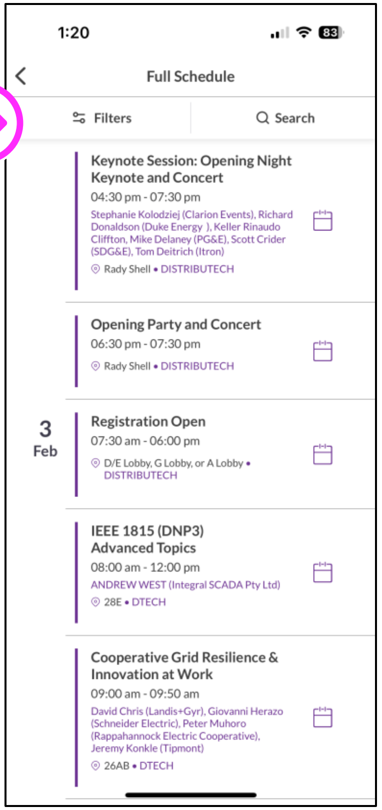
To make yourself unavailable for meetings, either for a specific time block or day, you can manage your availability through the web platform. **Via the web platform**, click “Profile”, “Manage My Availability”, the “Edit Availability”. Adjust the times your unavailable to meet for each day.

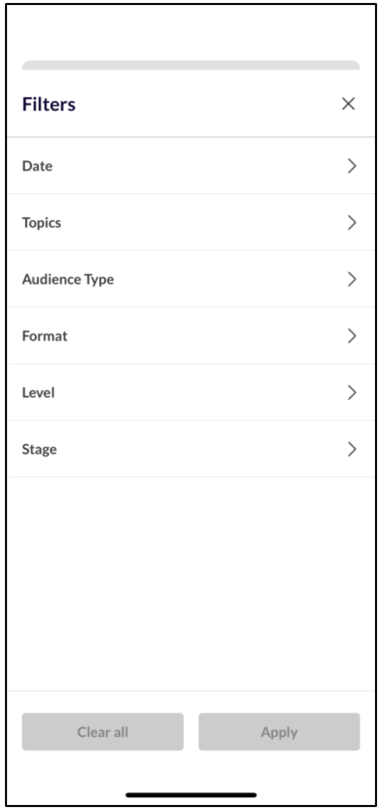


EVENT AGENDA

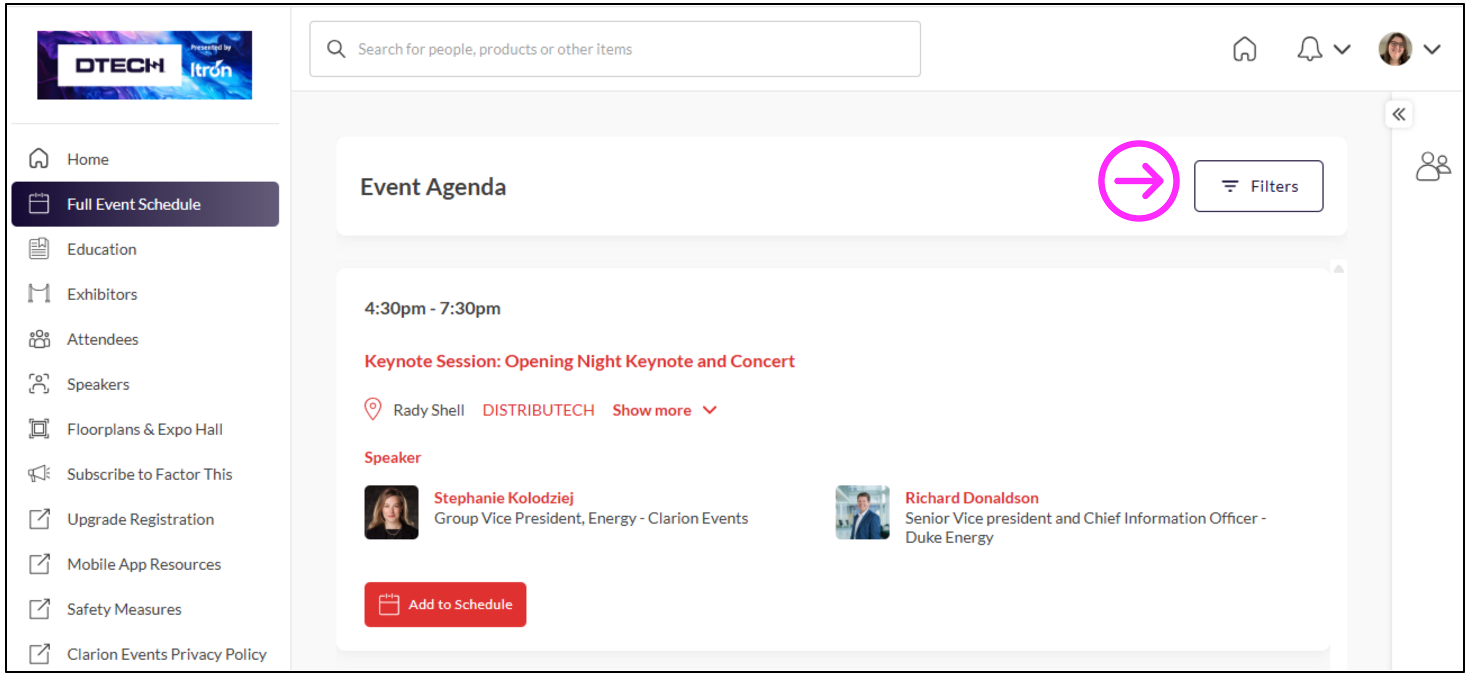
Tailor your event experience by adding sessions to your calendar. Filter the agenda by topics, format, location (stage), date. “**Add to Schedule**” or use the calendar icon to add a session to your calendar.

MOBILE APP





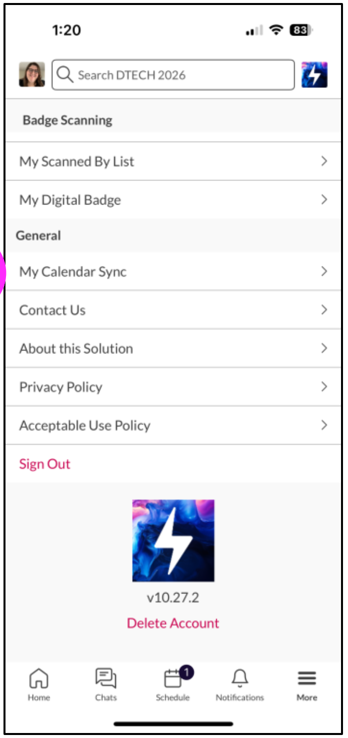
WEB PLATFORM

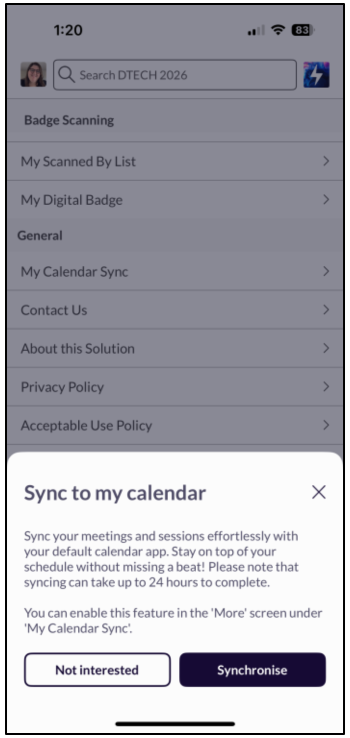


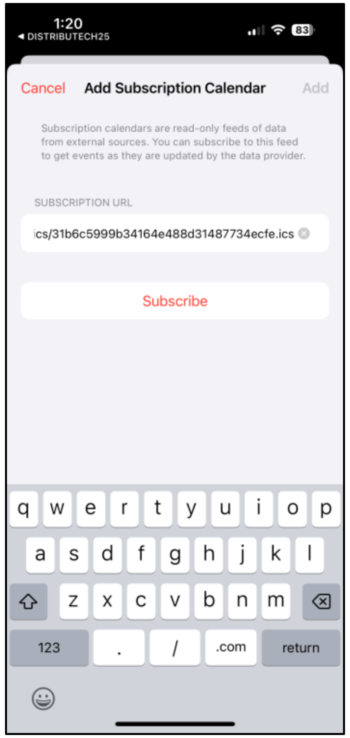
CALENDAR SYNC

Sync your 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 Calendar to your device.

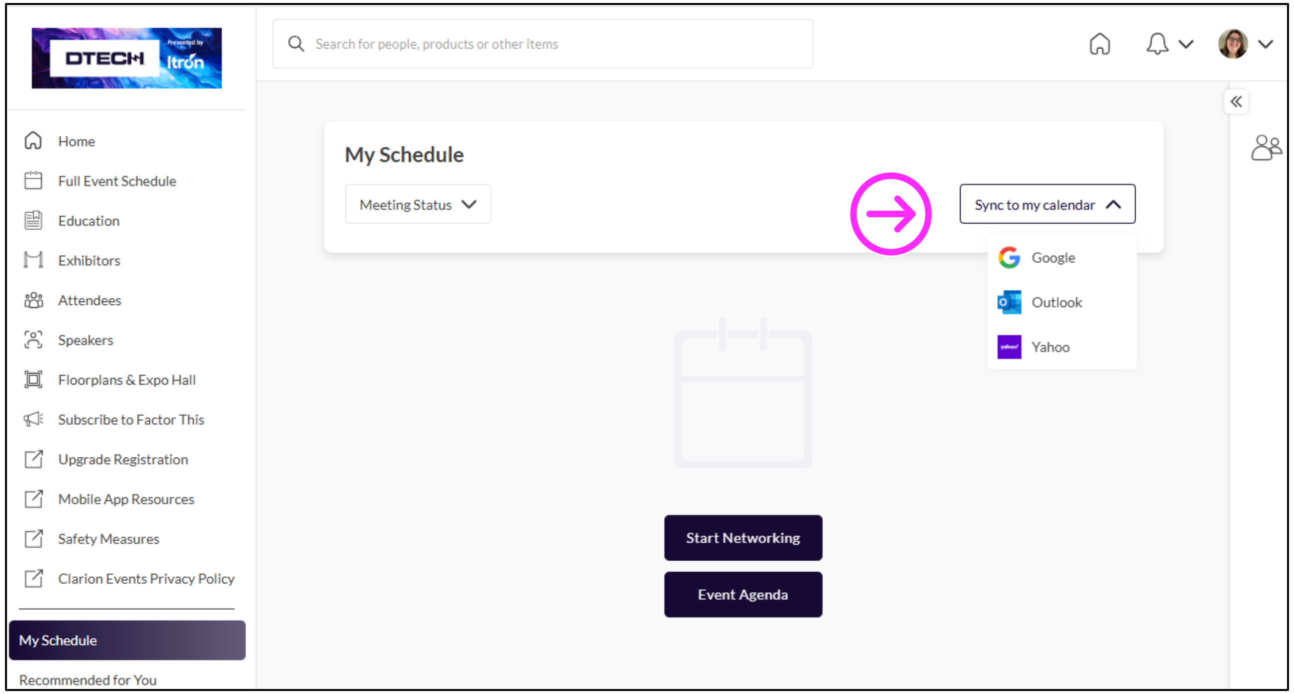
MOBILE APP





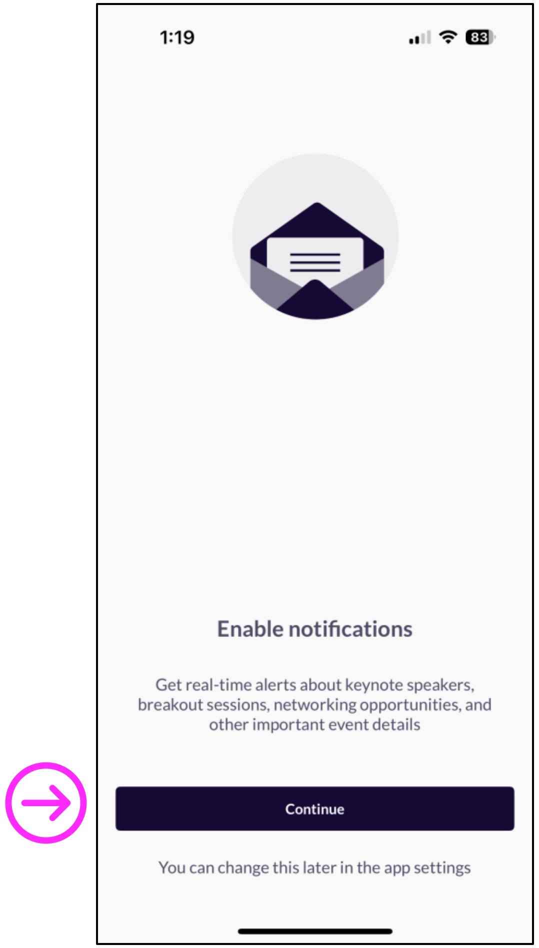


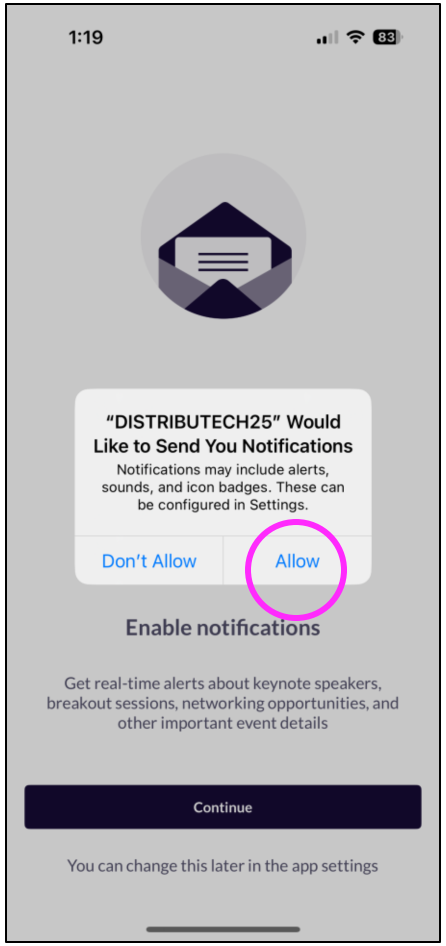
WEB PLATFORM



PUSH NOTIFICATIONS

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.

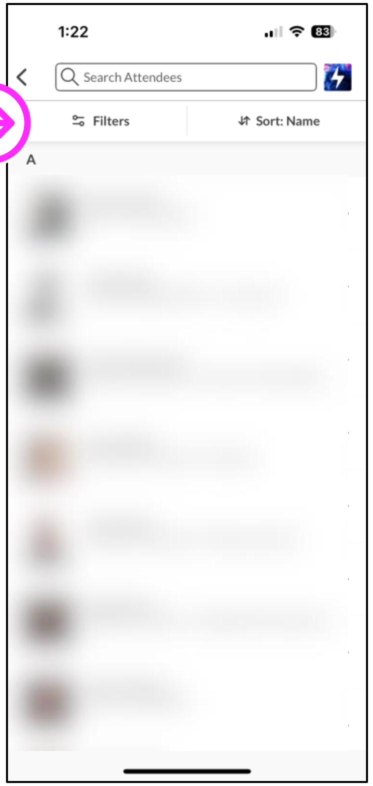


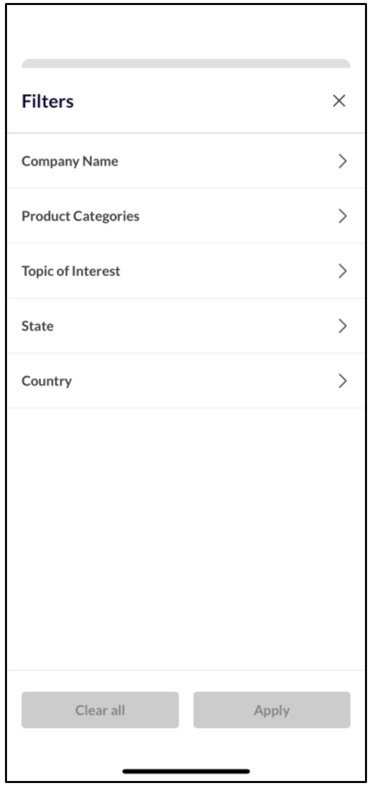


BROWSE & FILTER

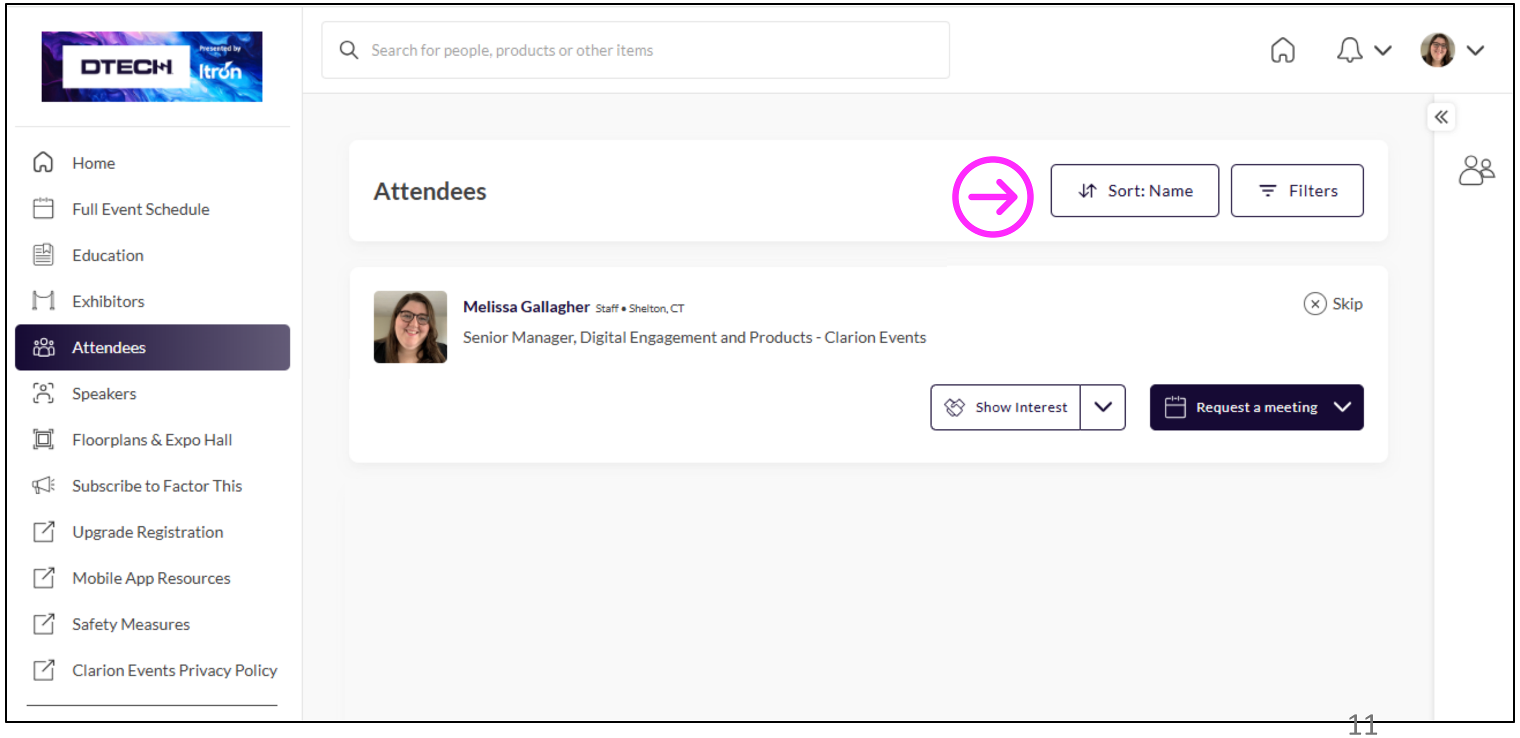
To browse for people or companies to connect with, you can click any list from the home page (“Attendees", “Exhibitors", etc.) and filter the list. Check "**Recommended for You**" often to see the names the recommendations from the platform (the more actions you take the in the platform, the more tailored the recommendations will be!).

MOBILE APP





WEB PLATFORM

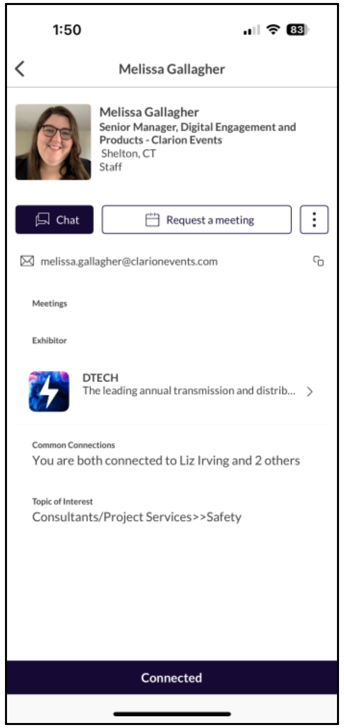


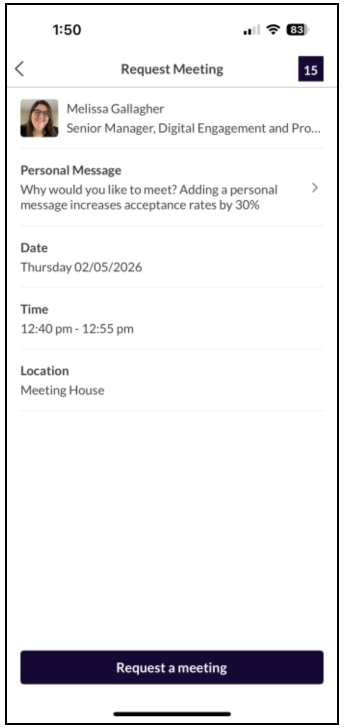
MEETINGS

REQUESTING

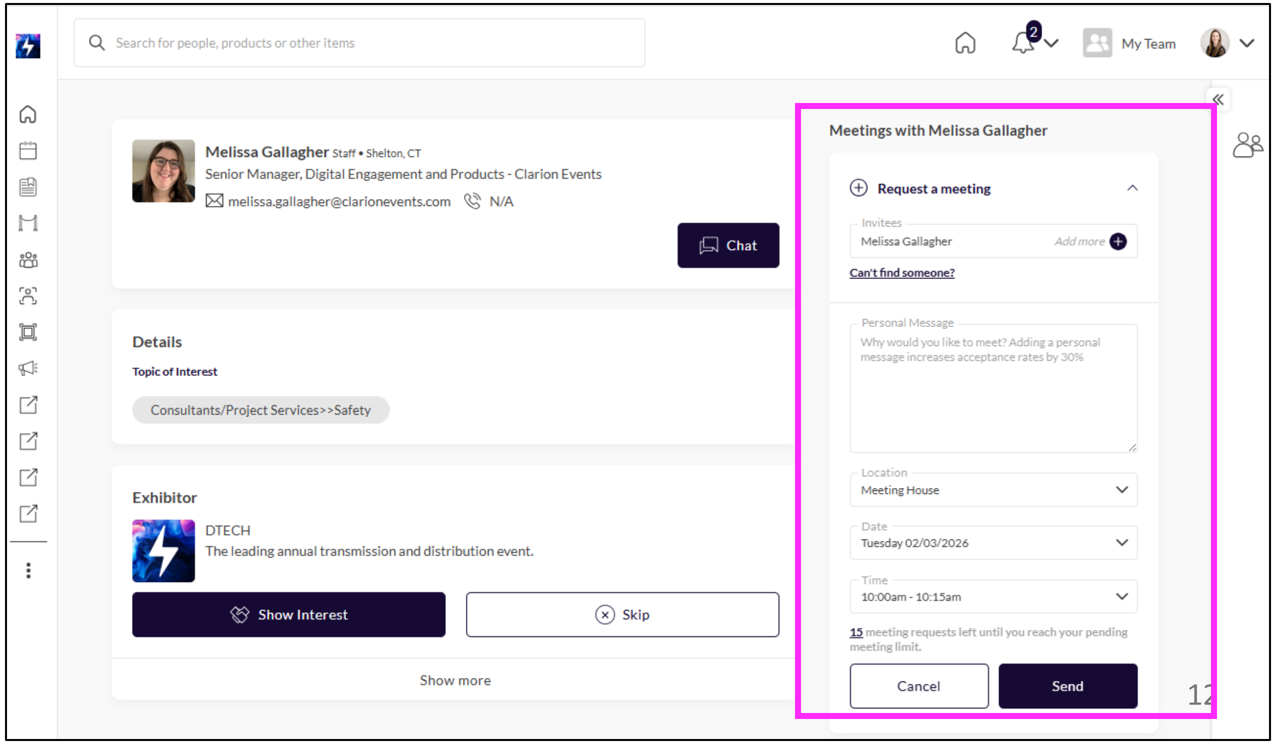
Once you find someone you would like to meet with, click “**Request Meeting**” next to their name. Add the date/time and location, as well as a personal message, then click “**Request Meeting**”. They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you will receive a notification.

MOBILE APP





WEB PLATFORM

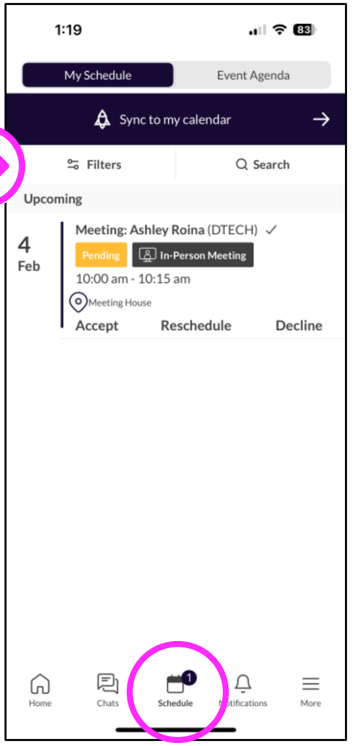


MEETINGS

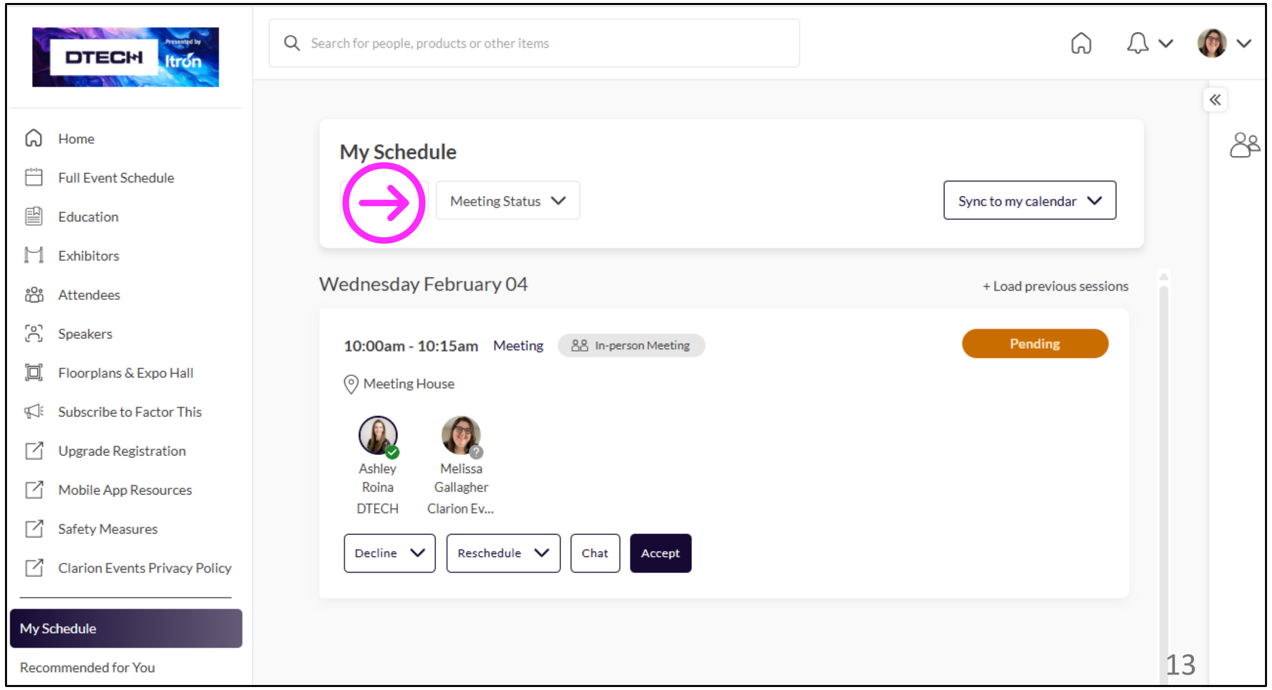
ACCEPTING

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" or "Filter" to filter on pending meetings.

MOBILE APP



WEB PLATFORM

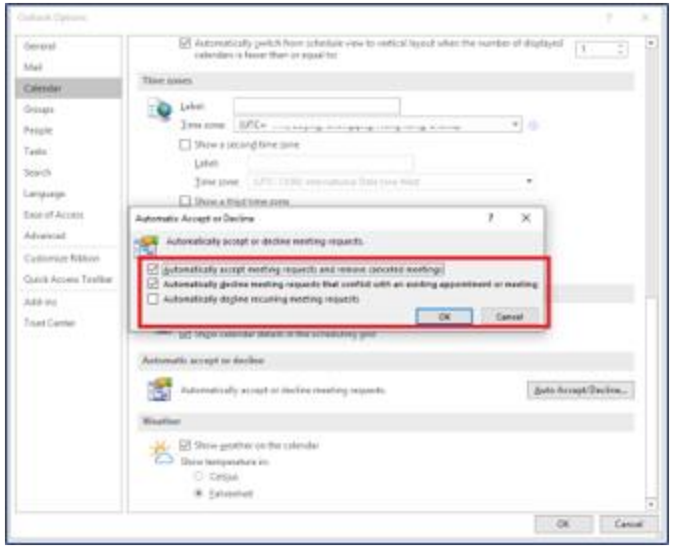


MEETINGS

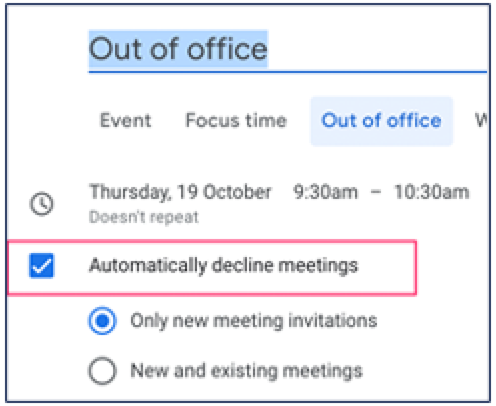
UNINTENTIONAL DECLINE

If you are finding that your meetings are auto-declining, it may be your Out of Office. Some calendars include the option to auto-decline meetings while an Out of Office is enabled. Make sure this is turned off, or your meetings scheduled through the mobile app will be declined.

OUTLOOK



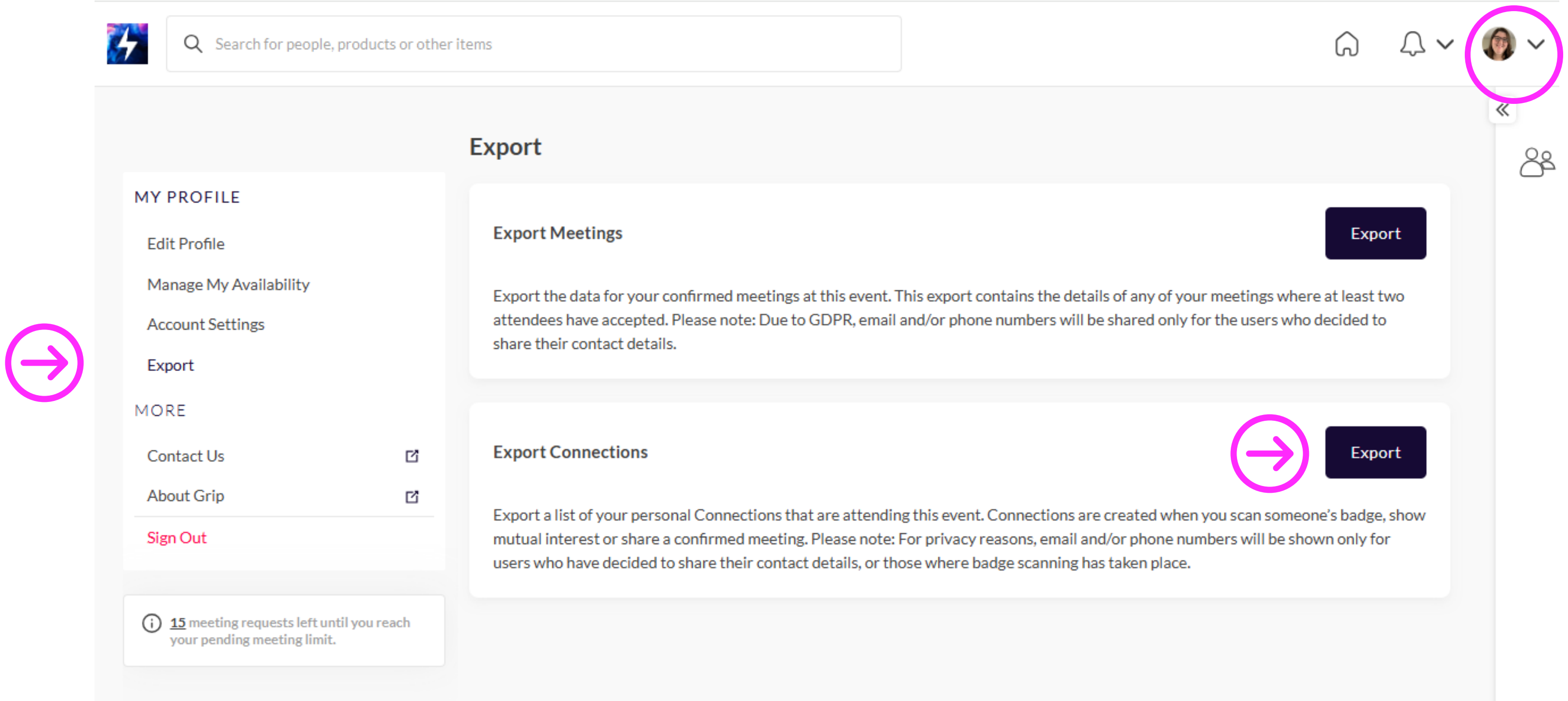
GOOGLE



EXPORT CONTACTS

From the web platform, you can export a list of all your connections – anyone you've connected with through the platform or had a meeting with - into an .csv file by going to "Edit Profile" then "Export.

Due to GDPR email and/or phone numbers will be shared only for the users who decided to share their contact details.



NOTE: 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.

MY TEAM DASHBOARD

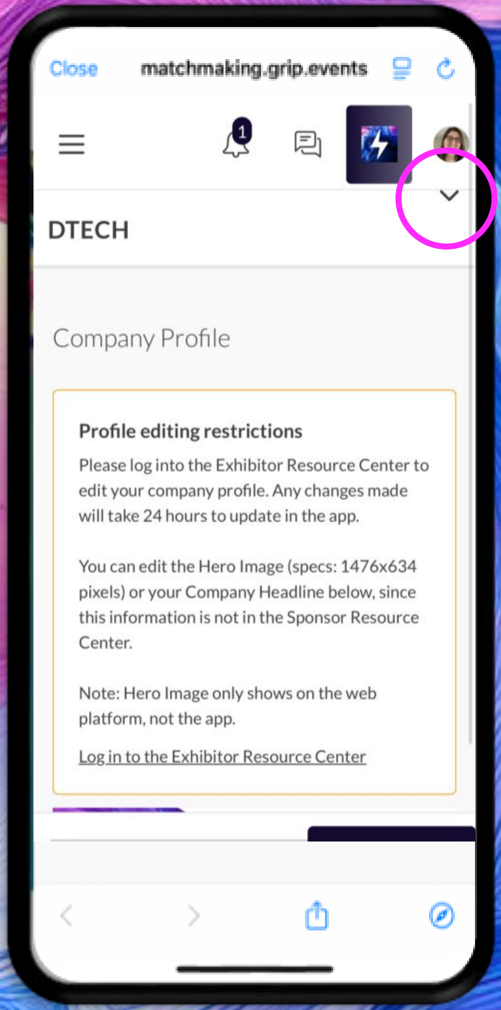
EXHIBITORS ONLY

As a Sponsor, you and your team have access to the “Teams” dashboard. From here, you can manage meetings for your team members, view your Leads, and export the contacts for your entire team.

Anyone registered under your Staff Allotment will automatically be added to your team.

New for 2026! You can now access the “Teams” dashboard via the mobile app. Click the banner: For Exhibitors Only: Access Teams Dashboard, and you’ll be redirected to the mobile website of the dashboard. Use the ∨ to toggle between the “Teams” pages.

We still recommend using the web platform pre-event, as the dashboard is easier to navigate.

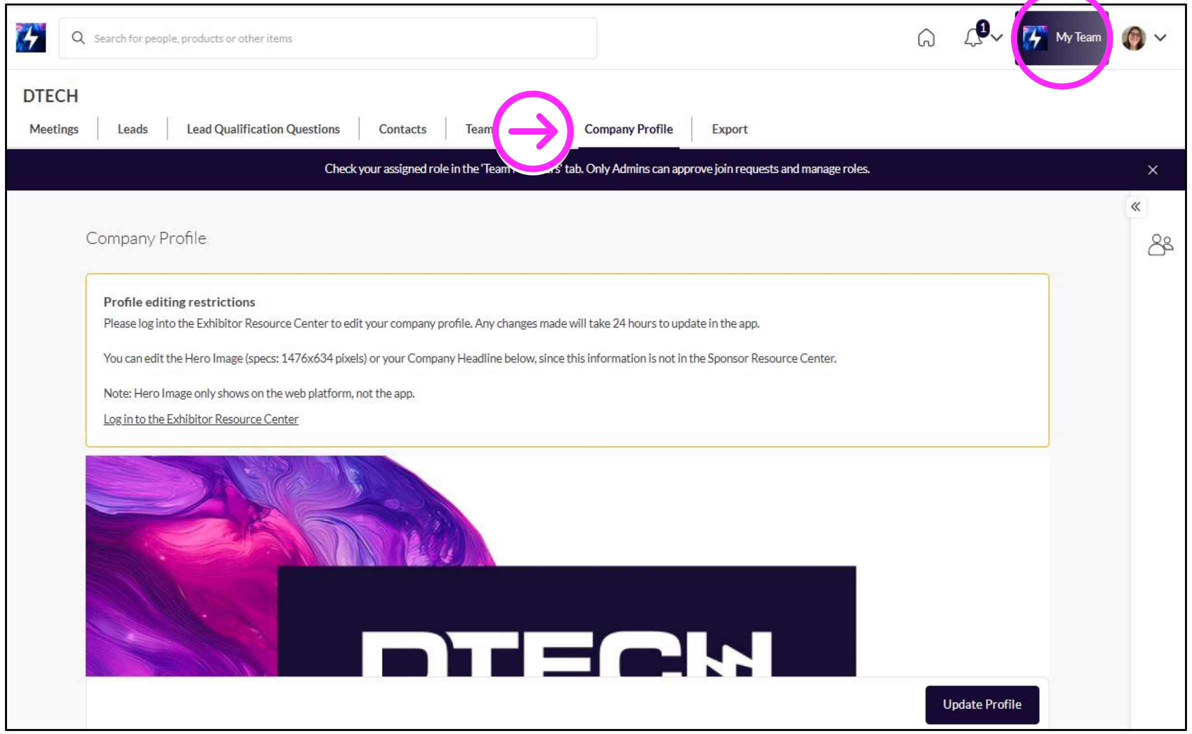


EDIT COMPANY PROFILE*

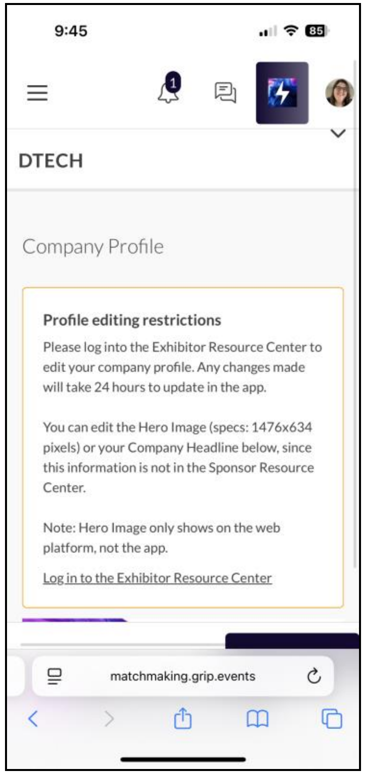
Your company profile information would have automatically been updated from the **Exhibitor Resource Center**. Any changes to your company profile should be made in the Exhibitor Resource Center (updates will reflect in the app within 24 hours).

You can only update the Hero Image or Headline via the “**Teams**” dashboard. To edit, go “My Team”, click “**Company Profile**”.

WEB PLATFORM



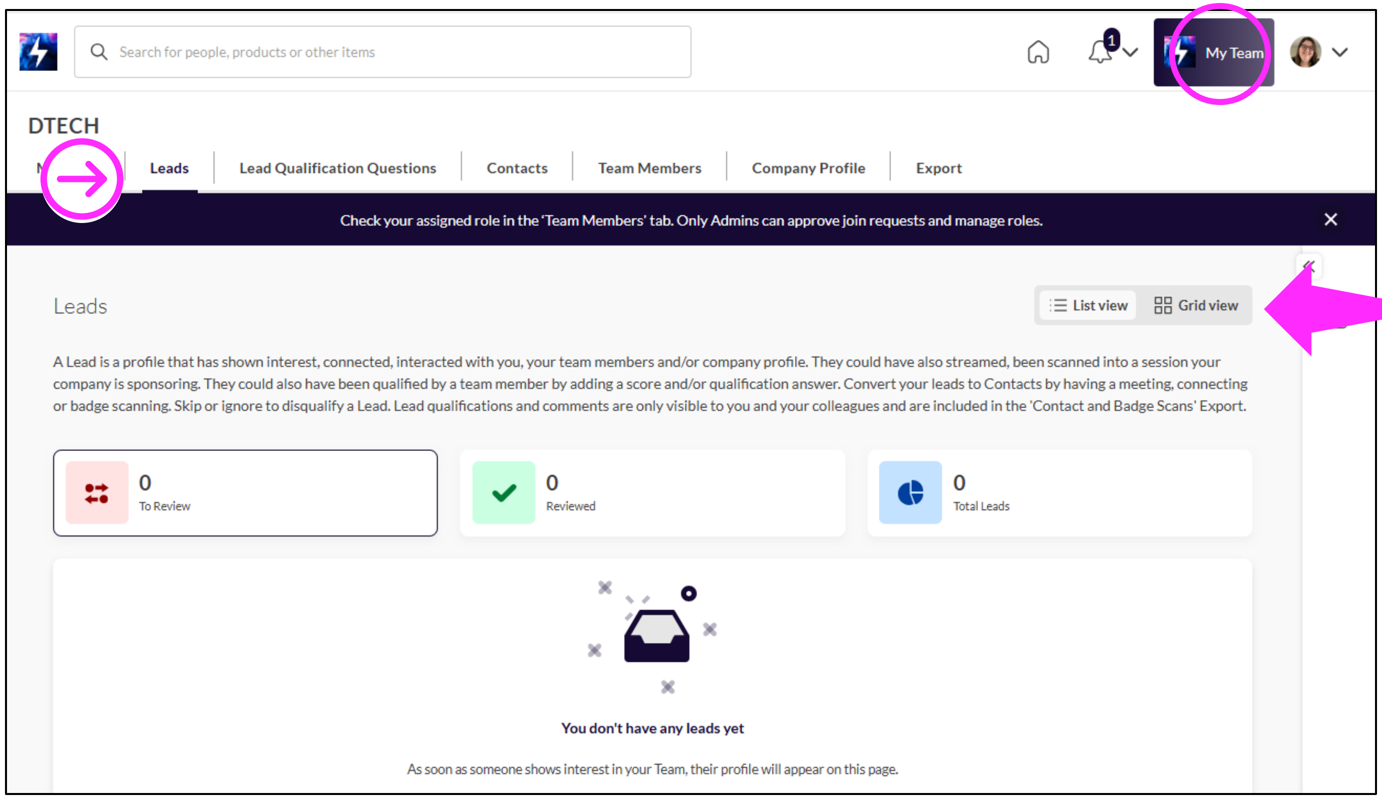
MOBILE APP



LEADS*

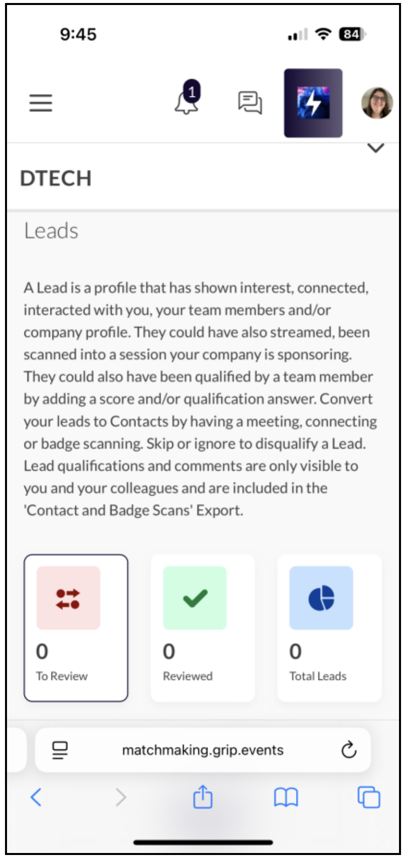
Event Participants that interact with you, your company, or your team members will appear in your "**Leads**". This includes Profile Views; Connections/Interests; Session Registrations.

WEB PLATFORM



NOTE: Toggle the view on web by clicking the menu icon on the top right.

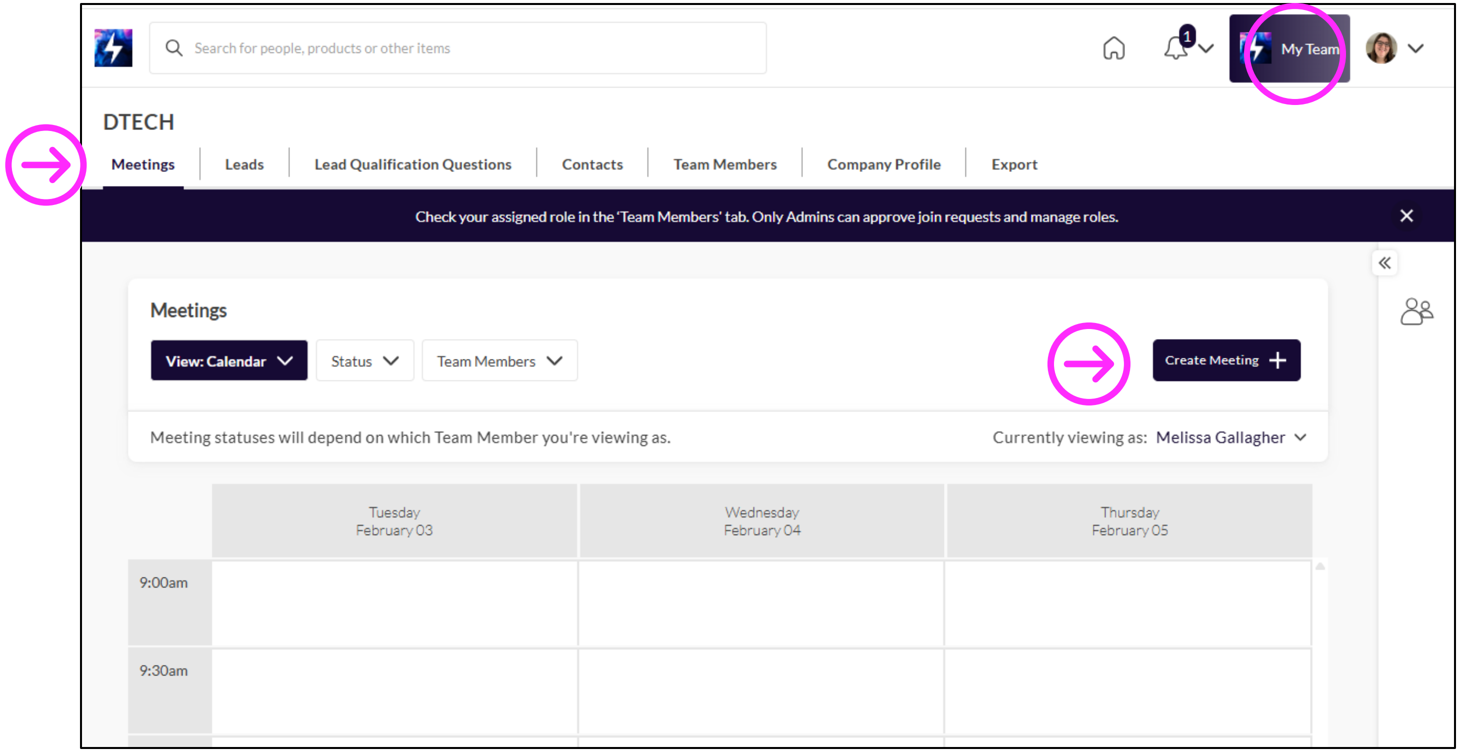
MOBILE APP

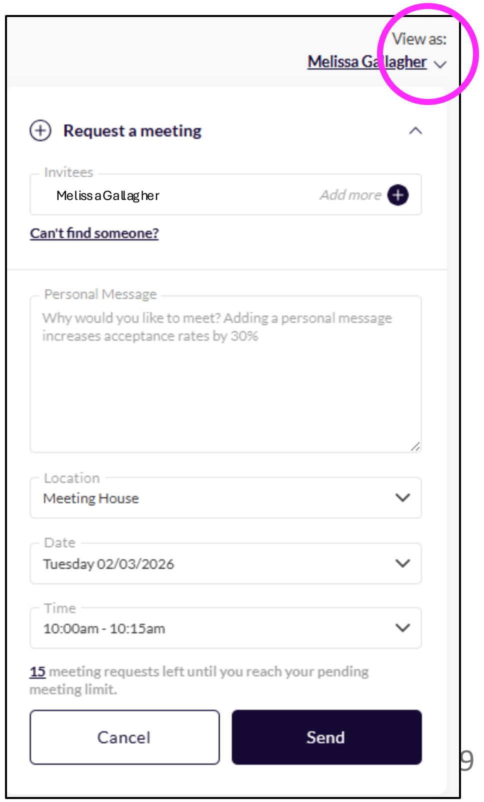


MEETINGS*

REQUEST FOR TEAM MEMBERS

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.



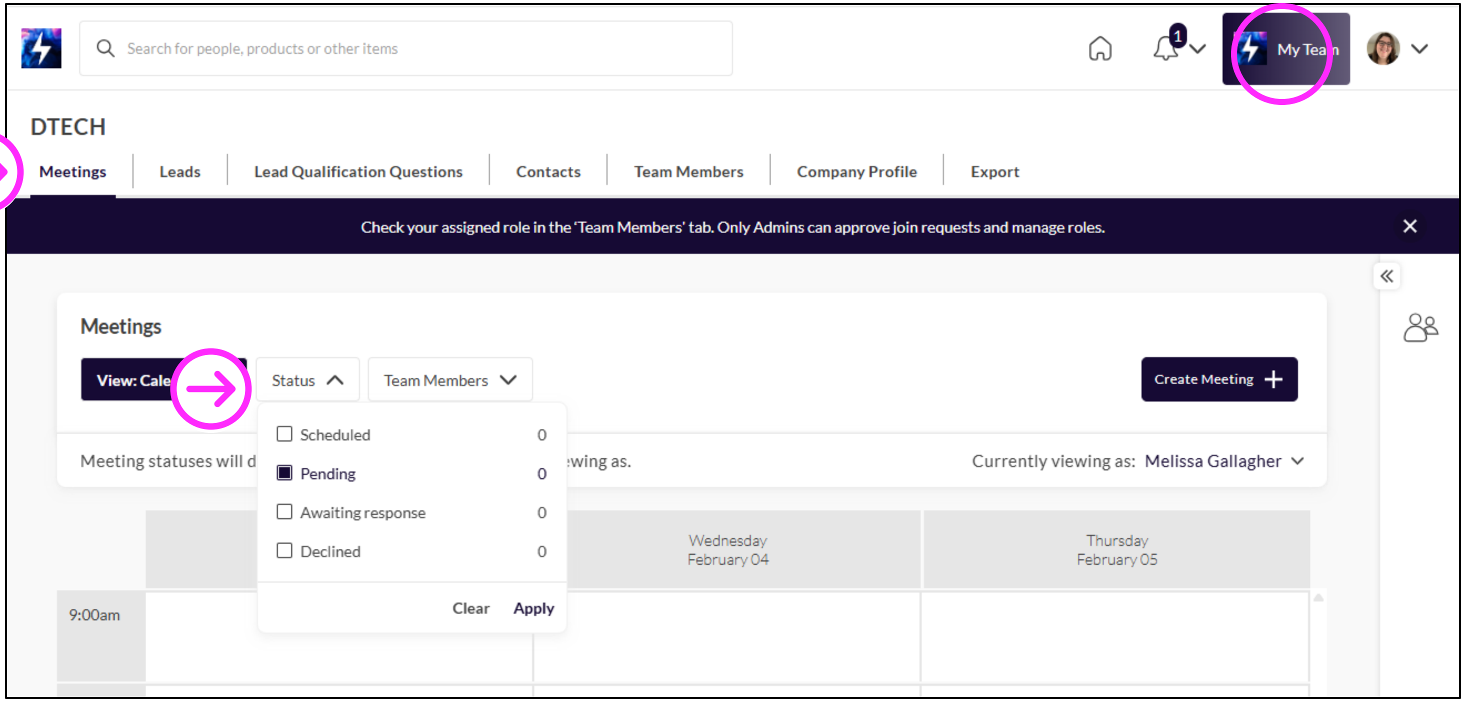


MEETINGS*

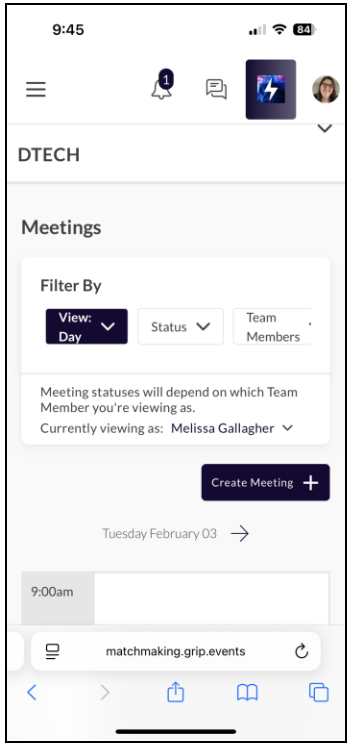
ACCEPT FOR TEAM MEMBERS

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.

WEB PLATFORM



MOBILE APP

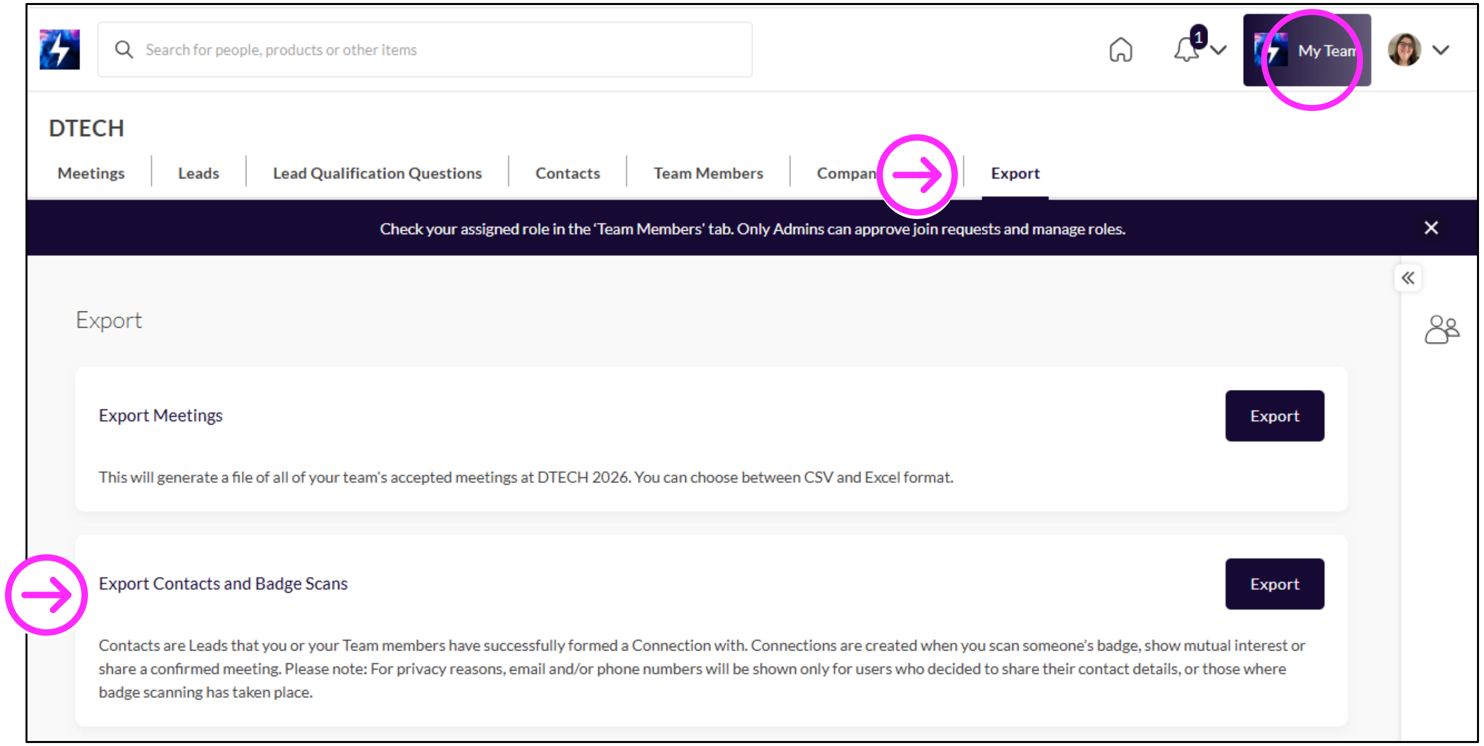


EXPORT TEAM CONTACTS*

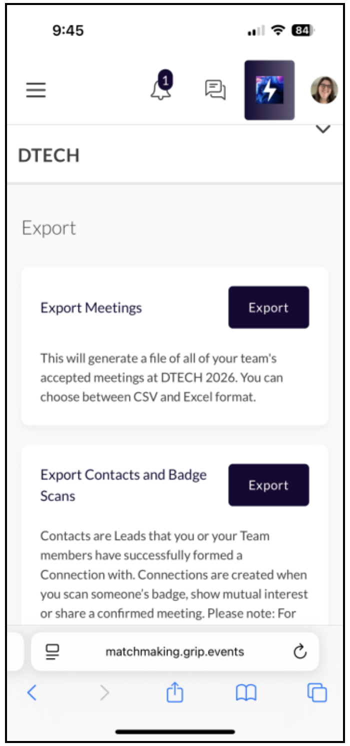
From the web platform, you can export a list of all your connections – anyone you or your team has connected with through the platform or had a meeting with - into an .csv file by going to “My Team” then “Export.

Due to GDPR email and/or phone numbers will be shared only for the users who decided to share their contact details.

WEB PLATFORM



MOBILE APP



NOTE: To download your individual connections report, go to “My Profile”, then “Export”.