



# MOBILE APP & WEB PLATFORM RESOURCE GUIDE



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# 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

 PRESENTED BY  
**McKinsey & Company**

Welcome to the ITC Vegas Networking App.  
Please log in below to get started.

Login

2

 PRESENTED BY  
**McKinsey & Company**


Enter Your Email

Enter the email address you provided when you registered for ITC Vegas 2025.

Email

Login

3

 PRESENTED BY  
**McKinsey & Company**

Enter the Badge ID

Enter the Badge ID you received in your welcome email when you registered for the event.

Badge ID / Registration ID

Claim Account

Don't know your badge ID?  
[Request a reminder](#)

# LOGIN

## MOBILE APP

Download the mobile app from your app store, then click “**Login**” to access. Your badge ID was provided to you when you initially registered for the event. If you have already logged in via the web platform, 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.

The image displays three sequential mobile app screens for login, each with a teal circle containing a white number (1, 2, or 3) in the top left corner. Each screen has a header with the 'VEGAS Mileage' logo and a help icon (a circle with a question mark). Screen 1, titled 'Enter Your Email', prompts the user to enter their email address and features a 'Login' button. Screen 2, titled 'Enter the Badge ID', prompts the user to enter their badge ID and includes a 'Request a reminder' link and a 'Claim Account' button. Screen 3, titled 'Success!', prompts the user to create a password and features a 'Create Account' button. A QR code and the text 'DOWNLOAD THE APP' are located to the right of the third screen.

**1**  
**Enter Your Email**  
Enter the email address you provided when you registered for ITC Vegas Event App.  
  
**Login**

**2**  
**Enter the Badge ID**  
Enter the Badge ID you received in your welcome email when you registered for the event.  
  
Badge ID / Registration ID  
Don't know your badge ID?  
Request a reminder  
**Claim Account**

**3**  
**Success!**  
Please create a password for your account and use this password the next time you log in.  
  
Password  
  
Confirm Password  
Password must be at least 6 characters long  
**Create Account**

DOWNLOAD THE APP

# 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

Contact details

Skip

Your personal contact details are shown below. By selecting one of the options under 'visibility', you can choose whether this data can be seen by other attendees on your profile or through exports. These options have been pre-selected by the event organizer, who you should reach out to if you have any concerns. You can change the visibility of your contact details at any time via the Edit Profile page.

Phone Number

678-370-0339

Email

Melissa.Gallagher@clarionevents.com

?

Visibility

Private

Connections Only


Public

✓

Your connections will see your contact details on your profile page, and will be accessible by their team members in external exports

Start Networking

## WEB PLATFORM



Contact details

These are the contact details that you can share with others in the event. By setting them to "Connections Only" you agree that your email and phone number will be passed to the connections you make on the platform. Your details will also be accessible by your connections' colleagues through the exports available in Teams. By setting them to "Public", they will be visible to all participants on the platform. You can always change your contact details and visibility settings on your Edit Profile page.

Email

Phone Number

Visibility

Melissa.Gallagher@cl:

678-370-0339

Connections Only

< Back

Next >

## 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

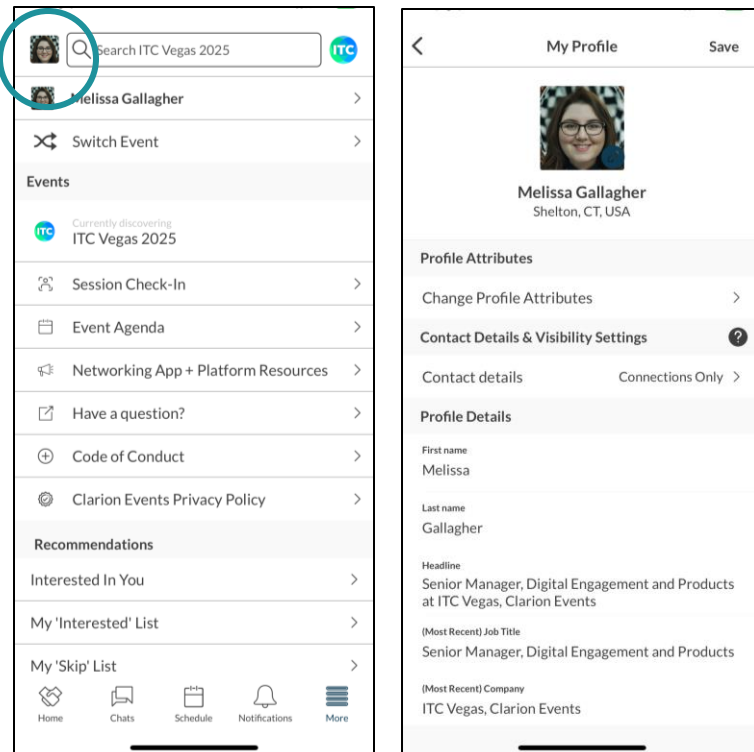
Contact Details will be displayed on your profile page and available in exports for everyone at the event

# EDIT PROFILE

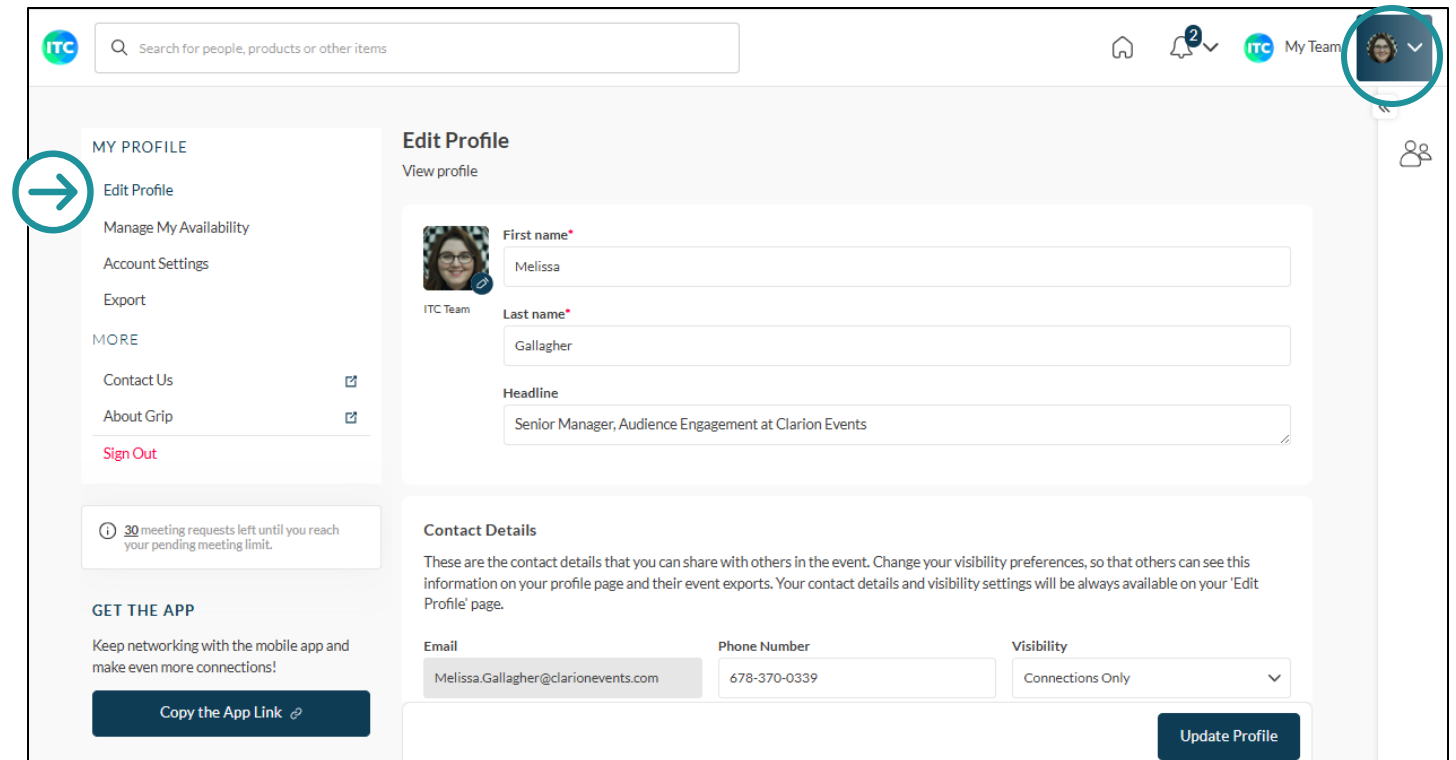
You can edit your profile at any time through both the mobile app and the web platform.

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.

**ITC** Search for people, products or other items

Home 1 ITC My Team

## Manage My Availability

During this event, other users can request meetings with you at times set by the organiser. On this page, you can further personalise your availability so that other users can only send meeting requests for times which are convenient for you.

To start, pick the earliest and latest times at which you'd be available for a meeting during this event. If needed, you can then further customise your availability for each day.  
[Learn more](#)

Range of daily availability ?  
All times shown for America/Los\_Angeles

12:00am to Midnight [Reset availability.](#)

**MY PROFILE**

- Edit Profile
- Manage My Availability**
- Account Settings
- Export

**MORE**

- Contact Us
- About Grip
- [Sign Out](#)

30 meeting requests left until you reach your pending meeting limit.

**GET THE APP**

Keep networking with the mobile app and make even more connections!

[Copy the App Link](#)

**Event Days**

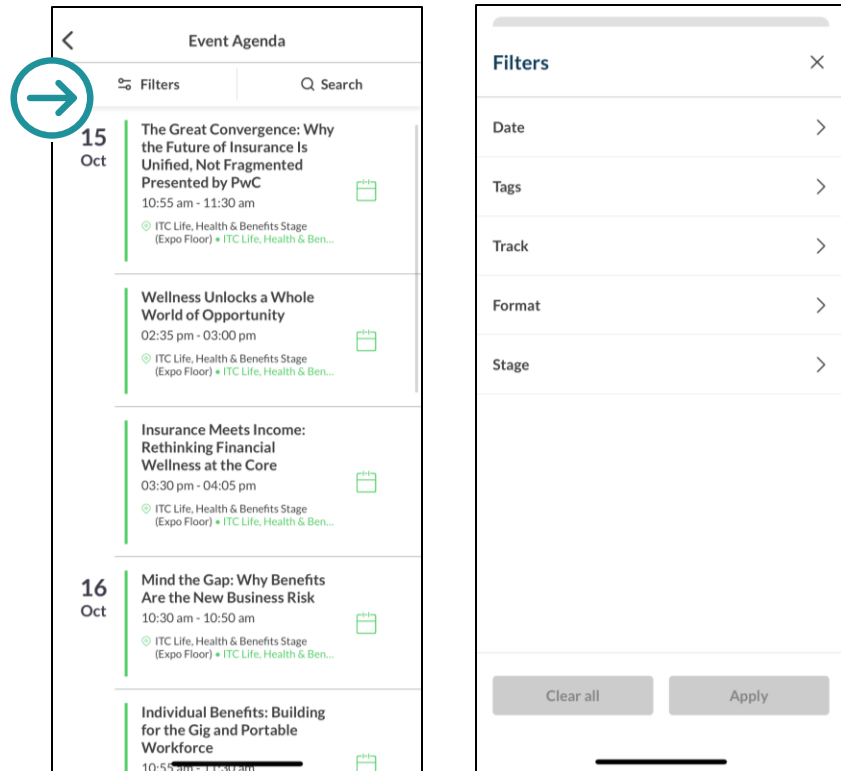
Event Days	Edit Availability
Tuesday - October 14	<a href="#">Edit</a>
Wednesday - October 15	<a href="#">Edit</a>
Thursday - October 16	<a href="#">Edit</a>

[Save Changes](#)

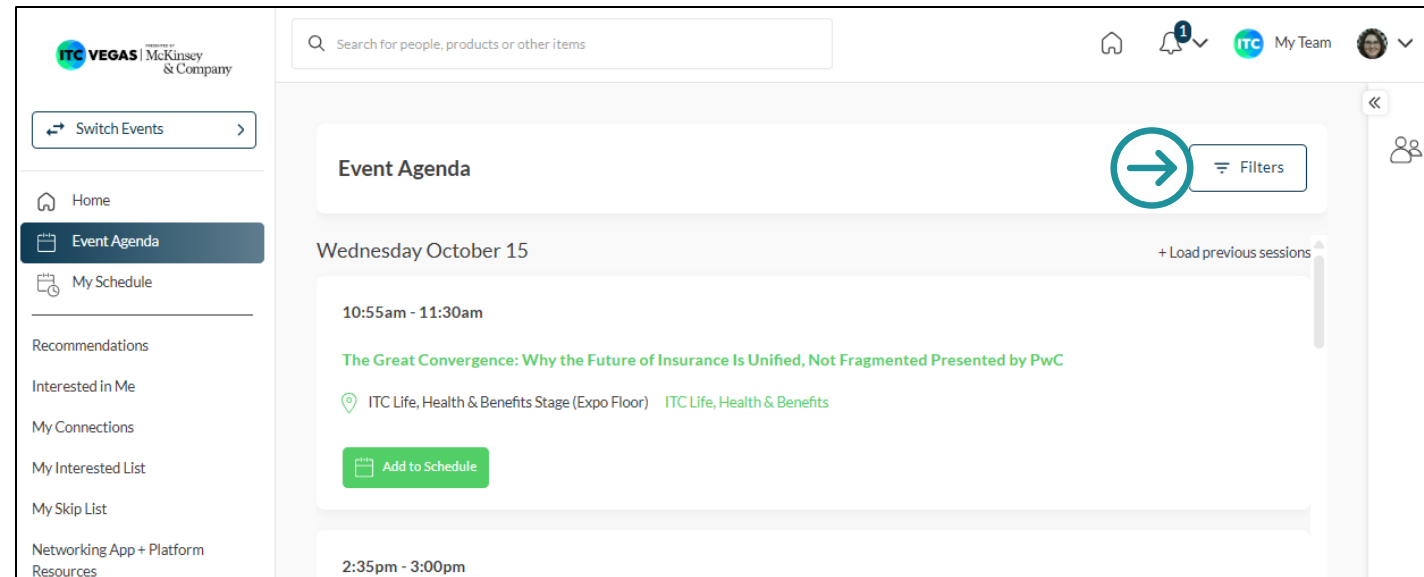
# EVENT AGENDA

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

## MOBILE APP



## WEB PLATFORM

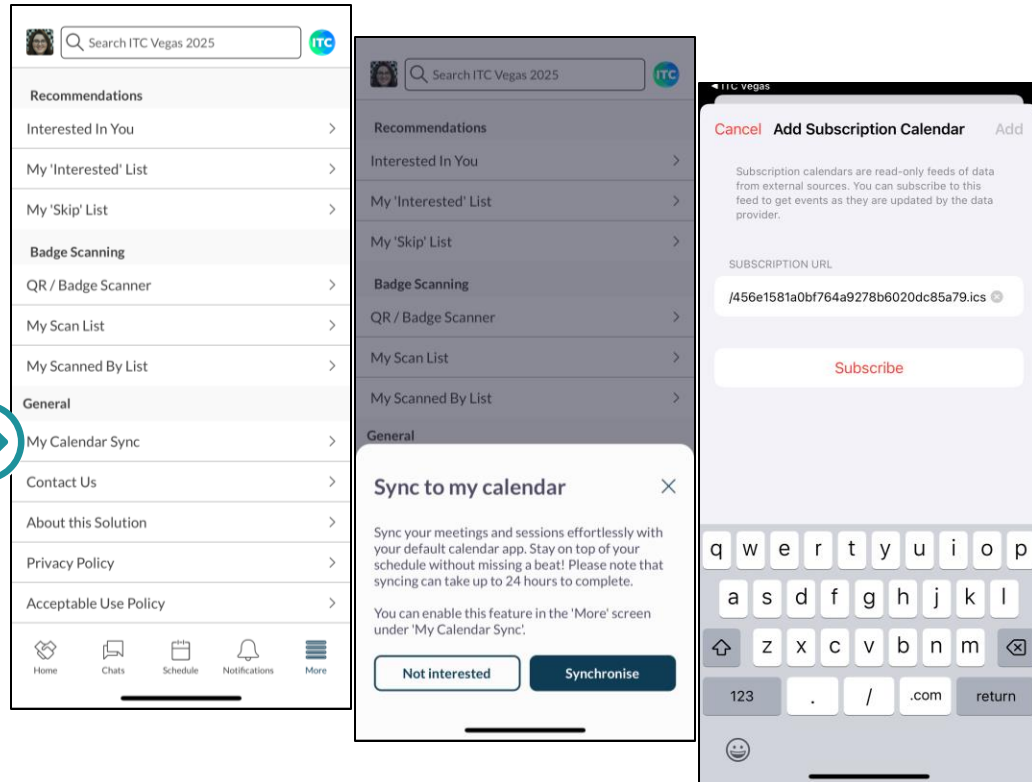




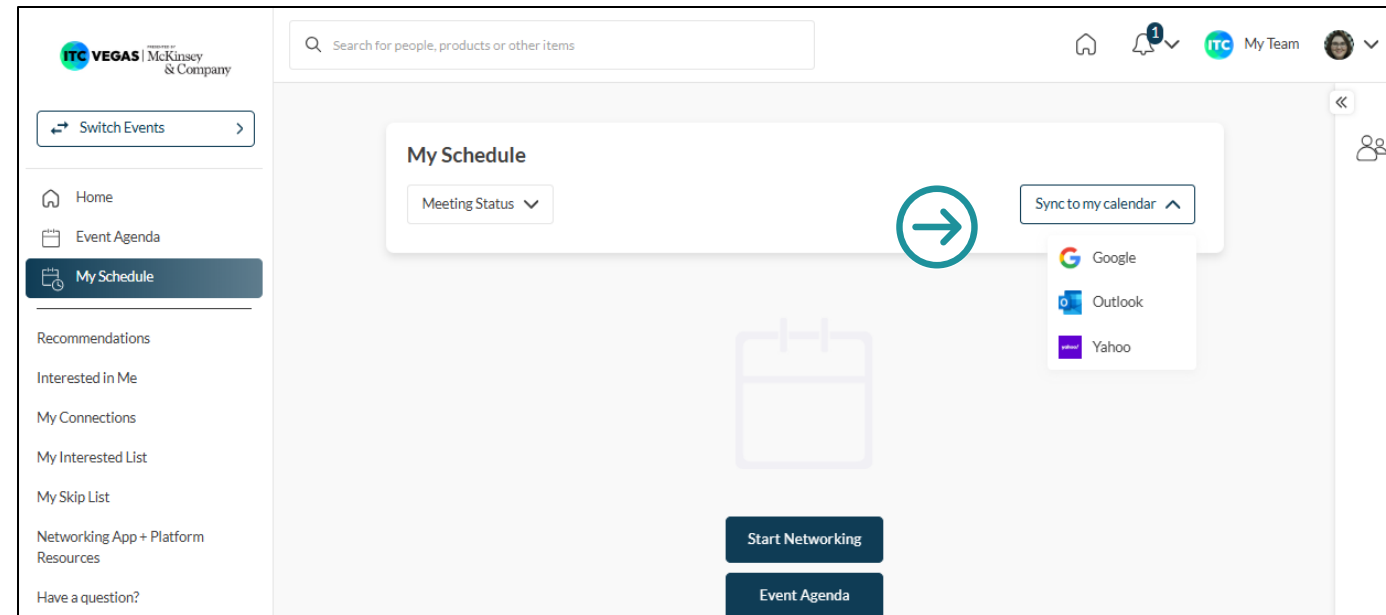
# CALENDAR SYNC

[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

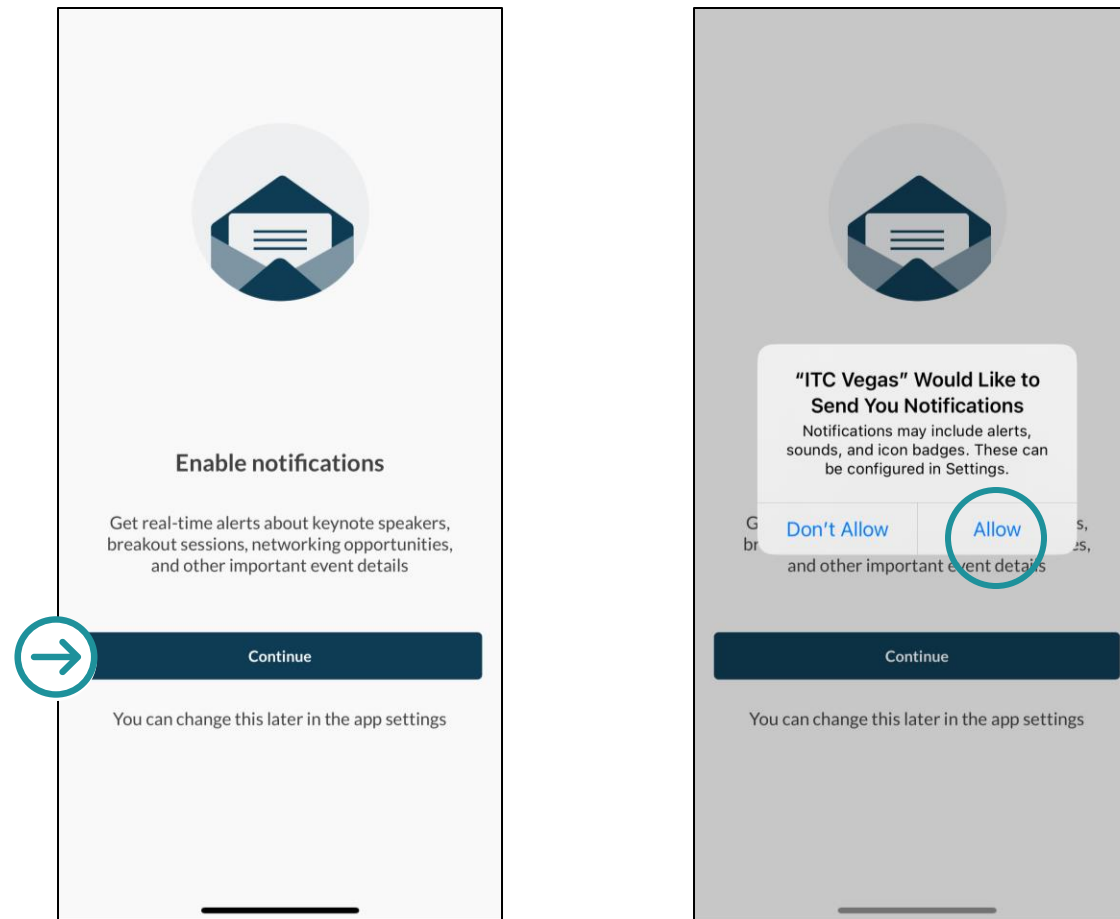


## WEB PLATFORM



# PUSH NOTIFICATIONS

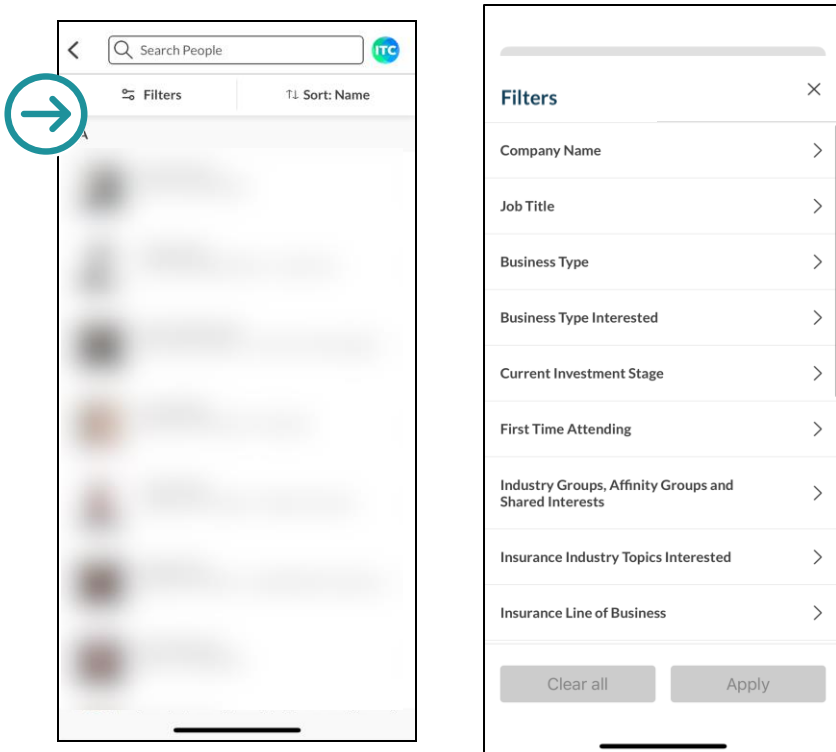
Stay informed while at the show by enabling push notifications to your device. Using the mobile app, click "**Notifications**" at the bottom, then "**Turn on Notifications**". A box will pop-up asking you to "Allow" notifications on your device.



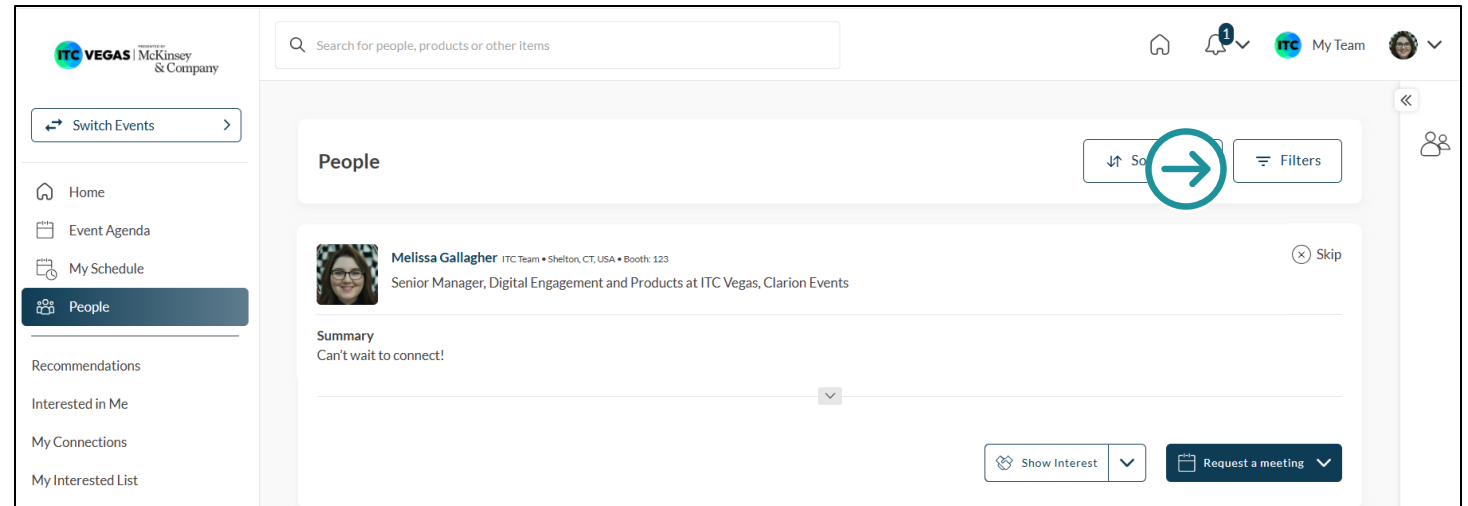
# BROWSE & FILTER

To browse for people or companies to connect with, you can click any list from the home page ("People", "Sponsors + Partners", 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

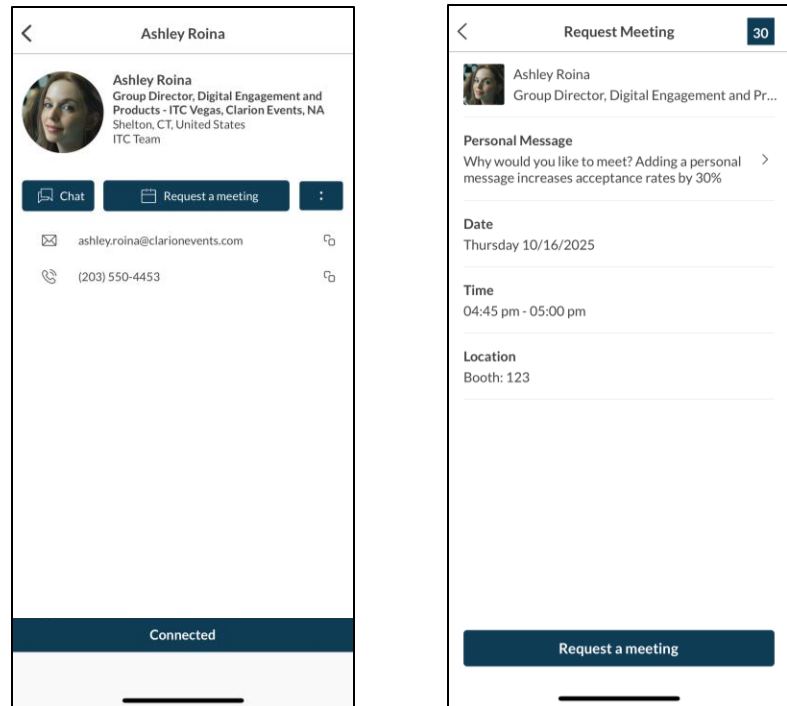


# MEETINGS

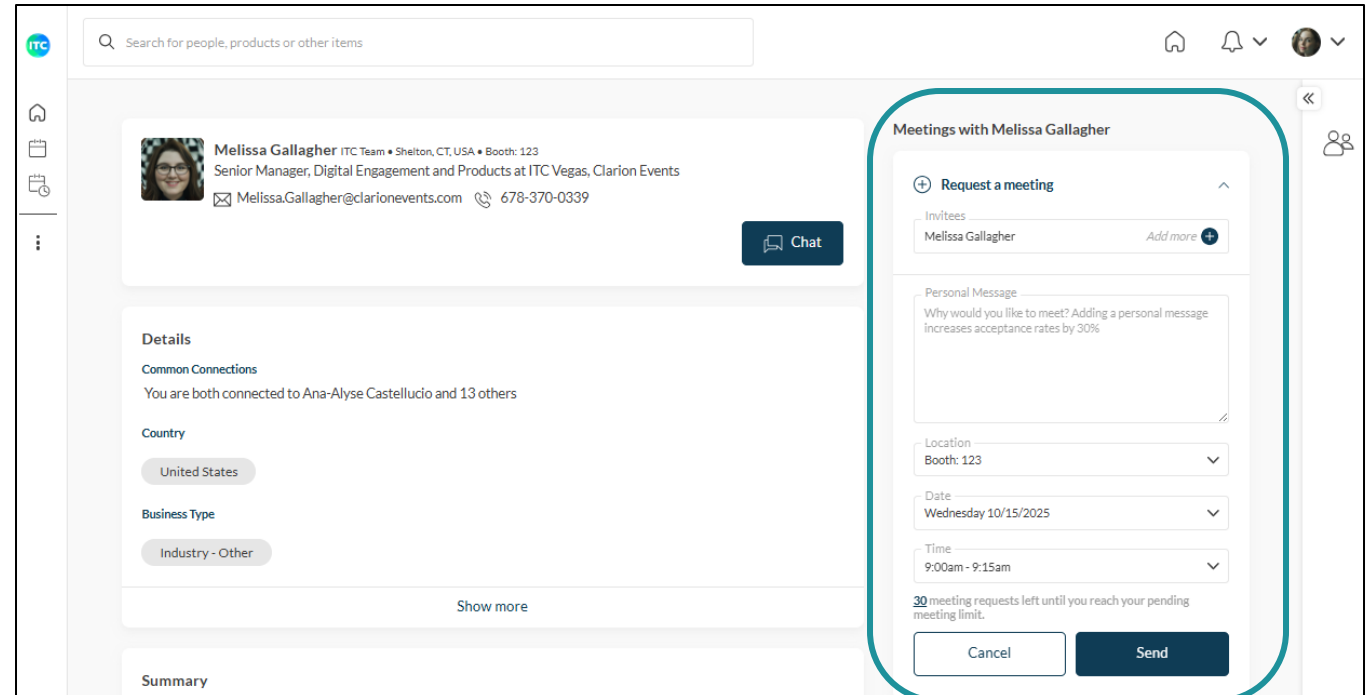
## REQUESTING

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



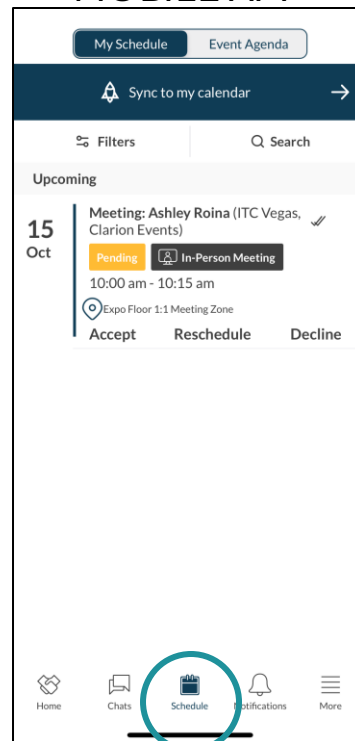


# MEETINGS

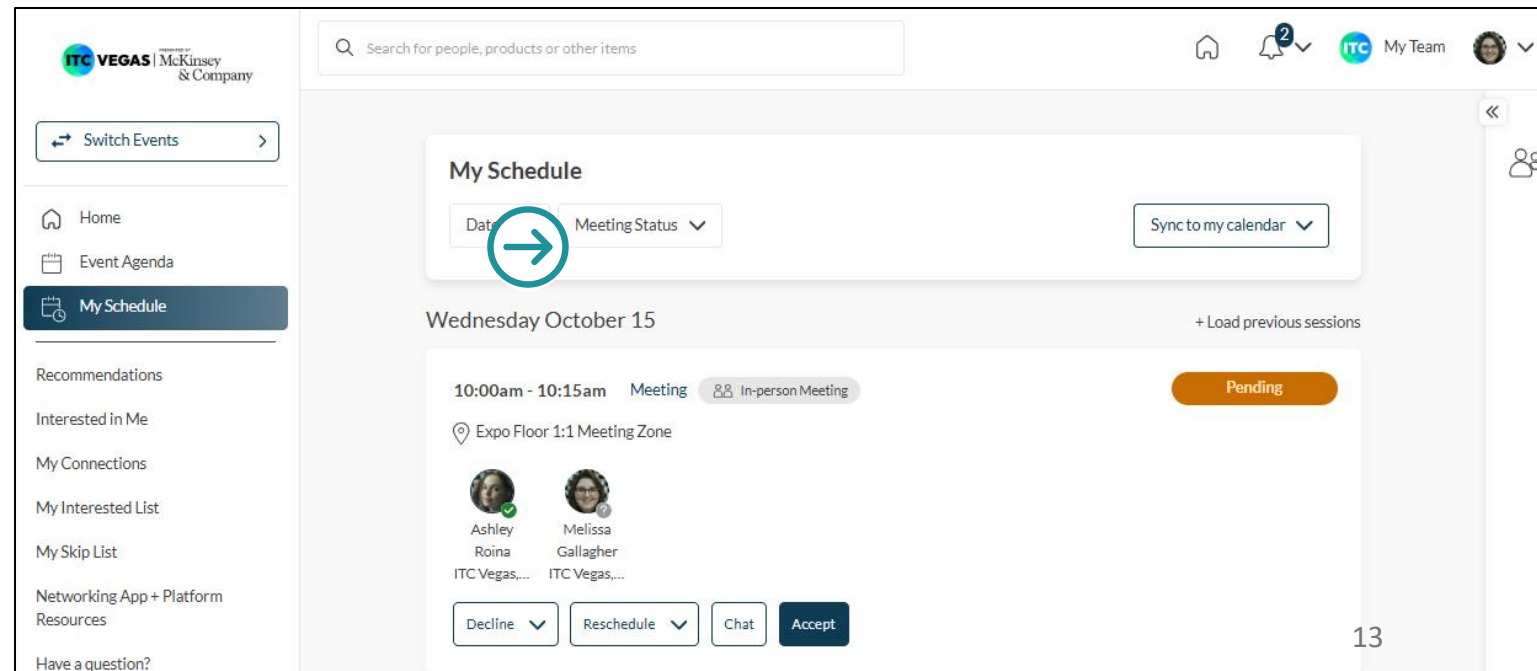
## ACCEPTING

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



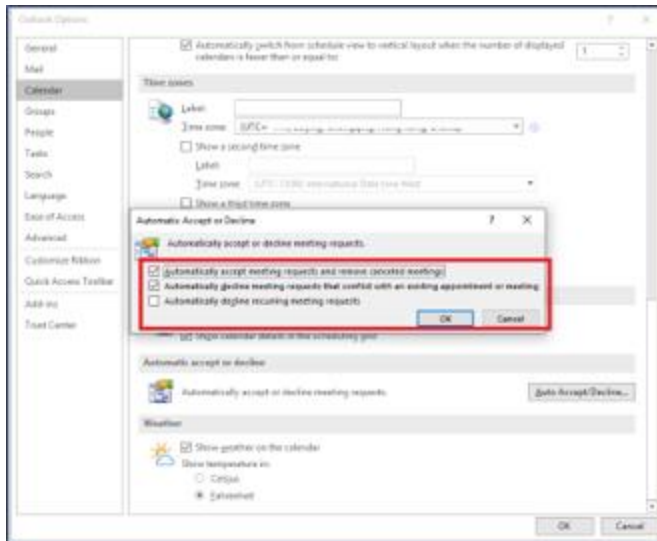
# MEETINGS

## UNINTENTIONAL DECLINE

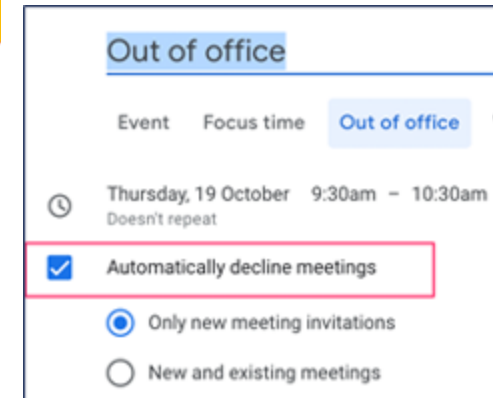
If you are finding that your meetings are auto-declining, it may be your Out of Office. Some calendars include the option to auto-decline meetings while an Out of Office is enabled. Make sure this is turned off, or your meetings scheduled through the mobile app will be declined.



### OUTLOOK



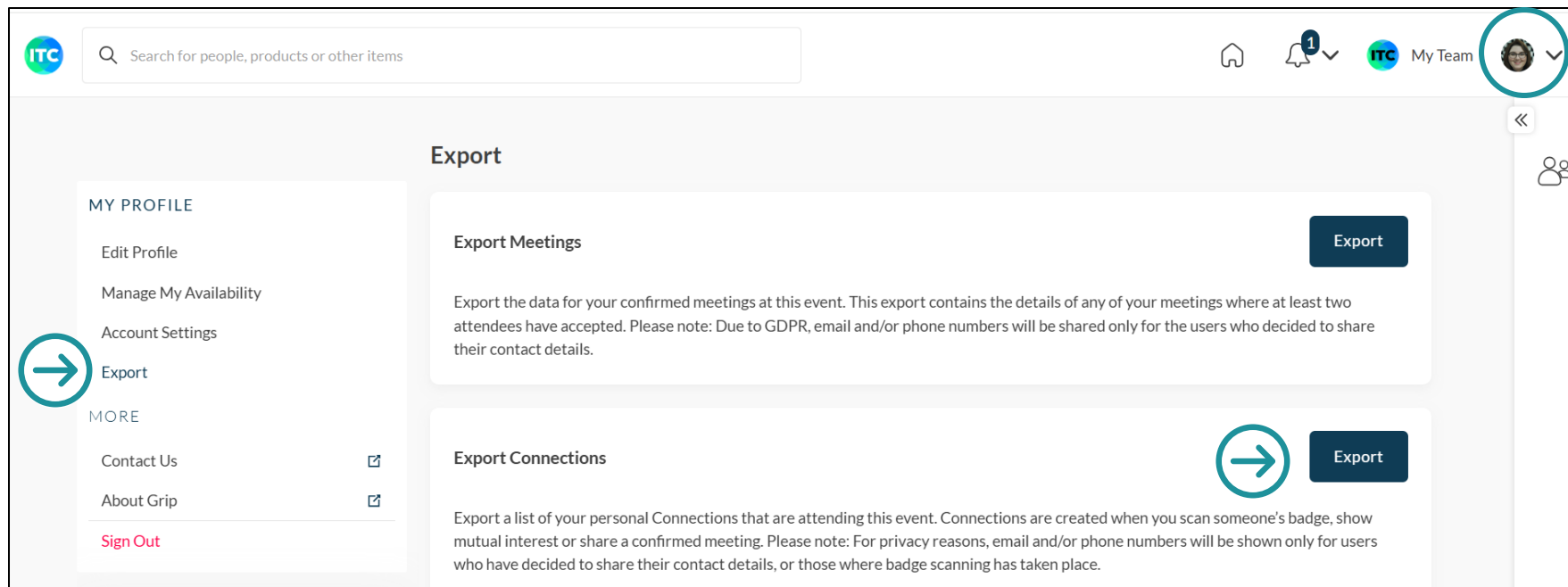
### GOOGLE



# 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: Sponsors, 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

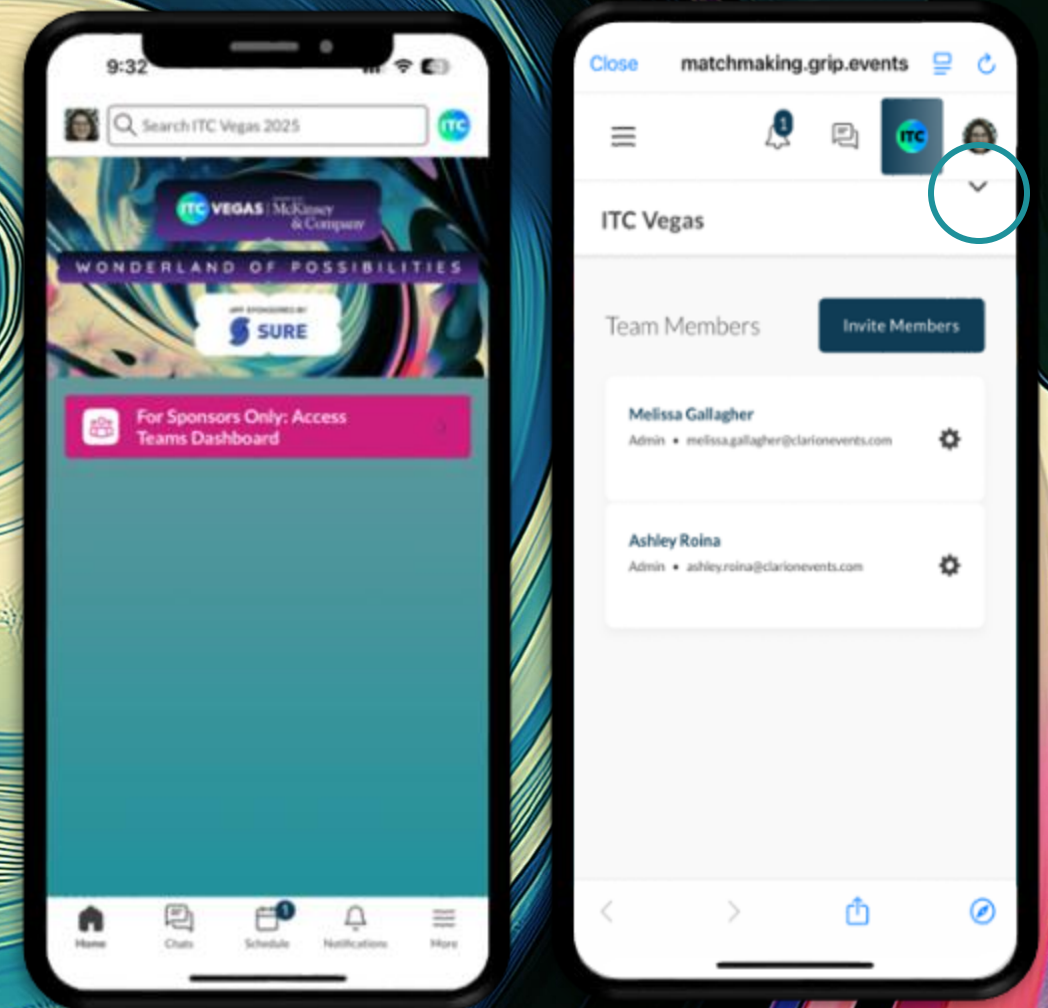
## SPONSORS ONLY

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 Inbound Leads, and export the contacts for your entire team.

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

**New for 2025!** You can now access the “Teams” dashboard via the mobile app. Click the banner: For Sponsors Only: Access Teams Dashboard, and you’ll be redirected to the mobile website of the dashboard. Use the  to toggle between the “Teams” pages.

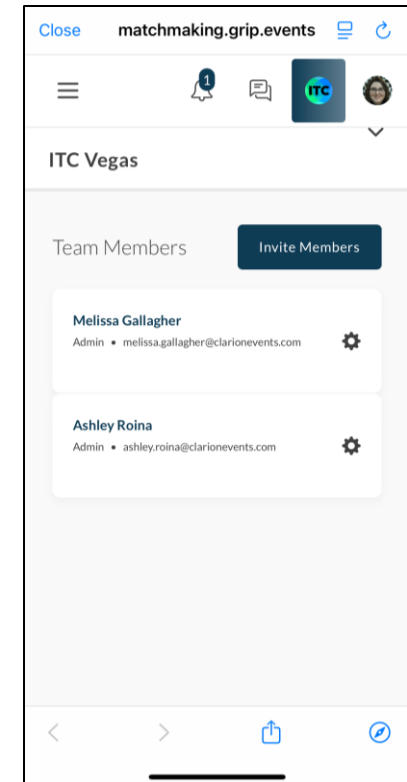
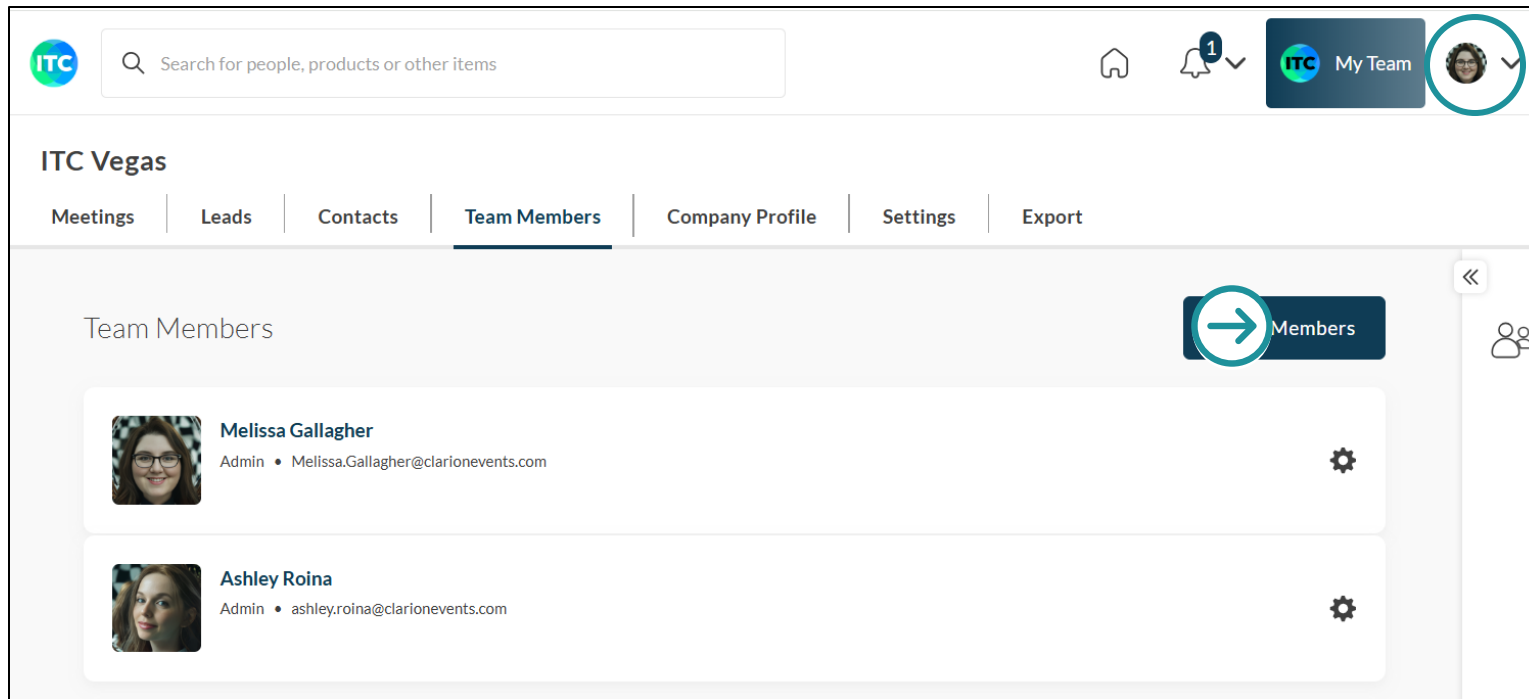
We still recommend using the web platform pre-event, as the dashboard is easier to navigate.





# TEAM MEMBERS\*

Anyone registered under your Staff Allotment will be automatically added to your team and given the role "**Admin**". To invite team members to join your team, click "Team Members", then "Invite Members". Search for the participant by first and last name. They will receive an email requesting they join your team. *Any person added to your team will be able to access the contacts and leads for **ALL** your team members. Only add team members to your team that should have access to see and export this information.*

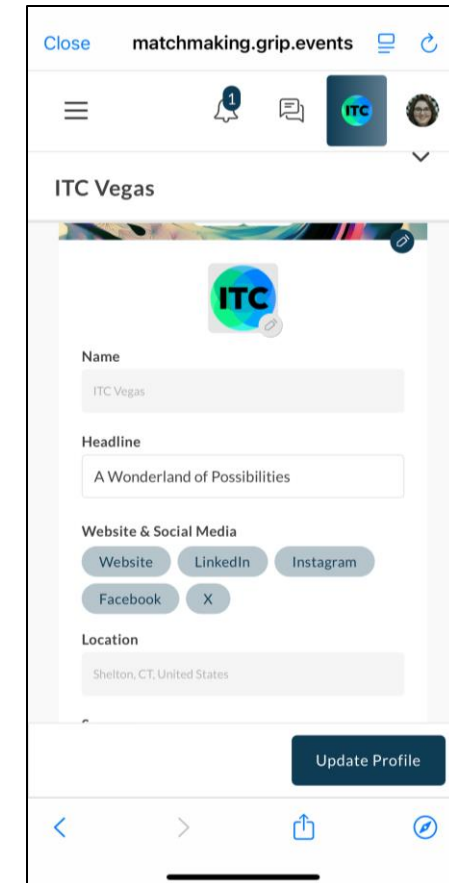
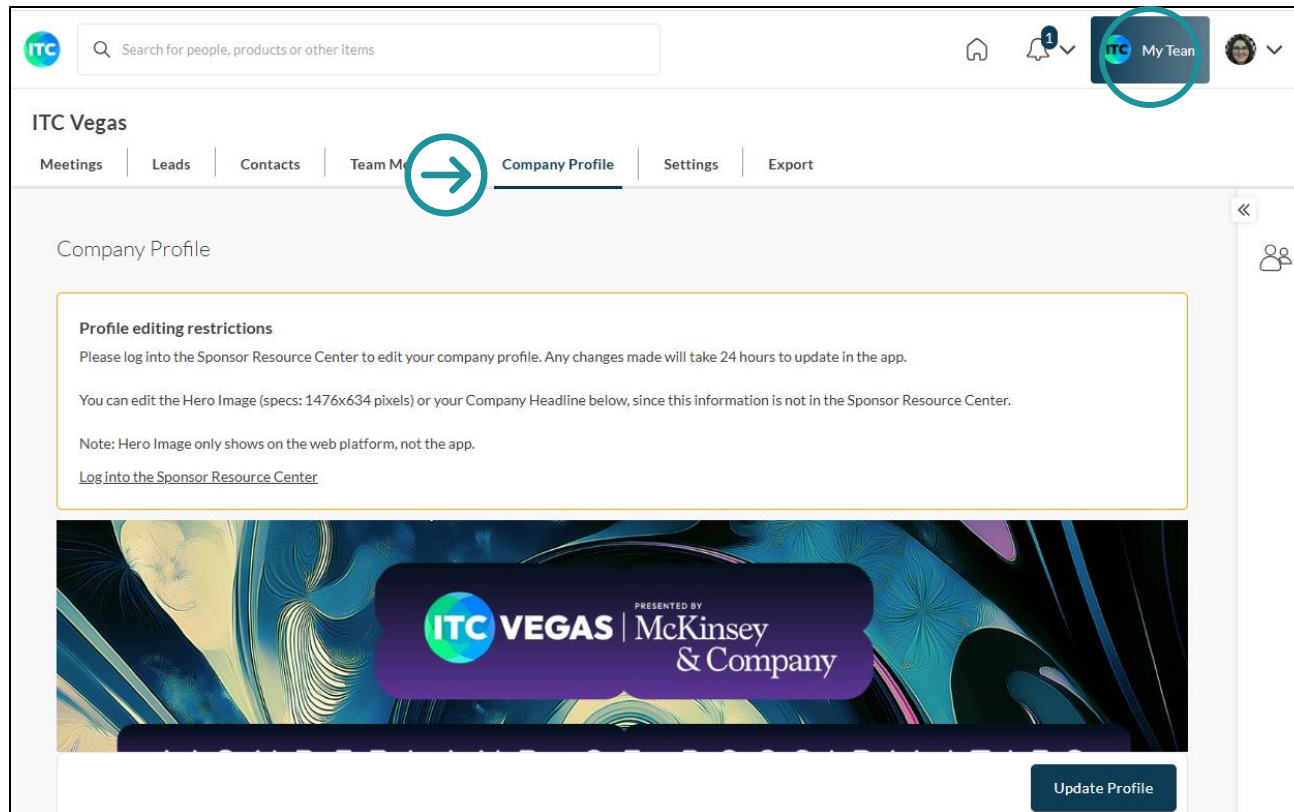


**\*\*NOTE:** Admins will receive email notifications of every member trying to join their team. You can change the role to "Team Member" to prevent them from receiving these notifications.

# EDIT COMPANY PROFILE\*

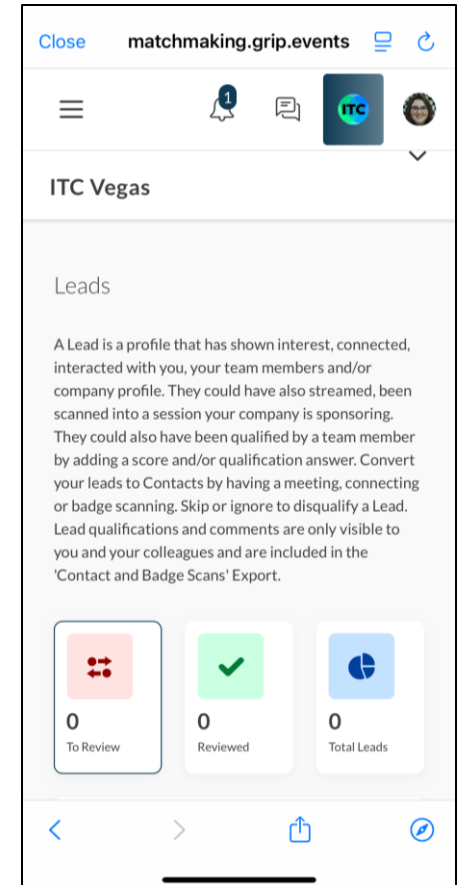
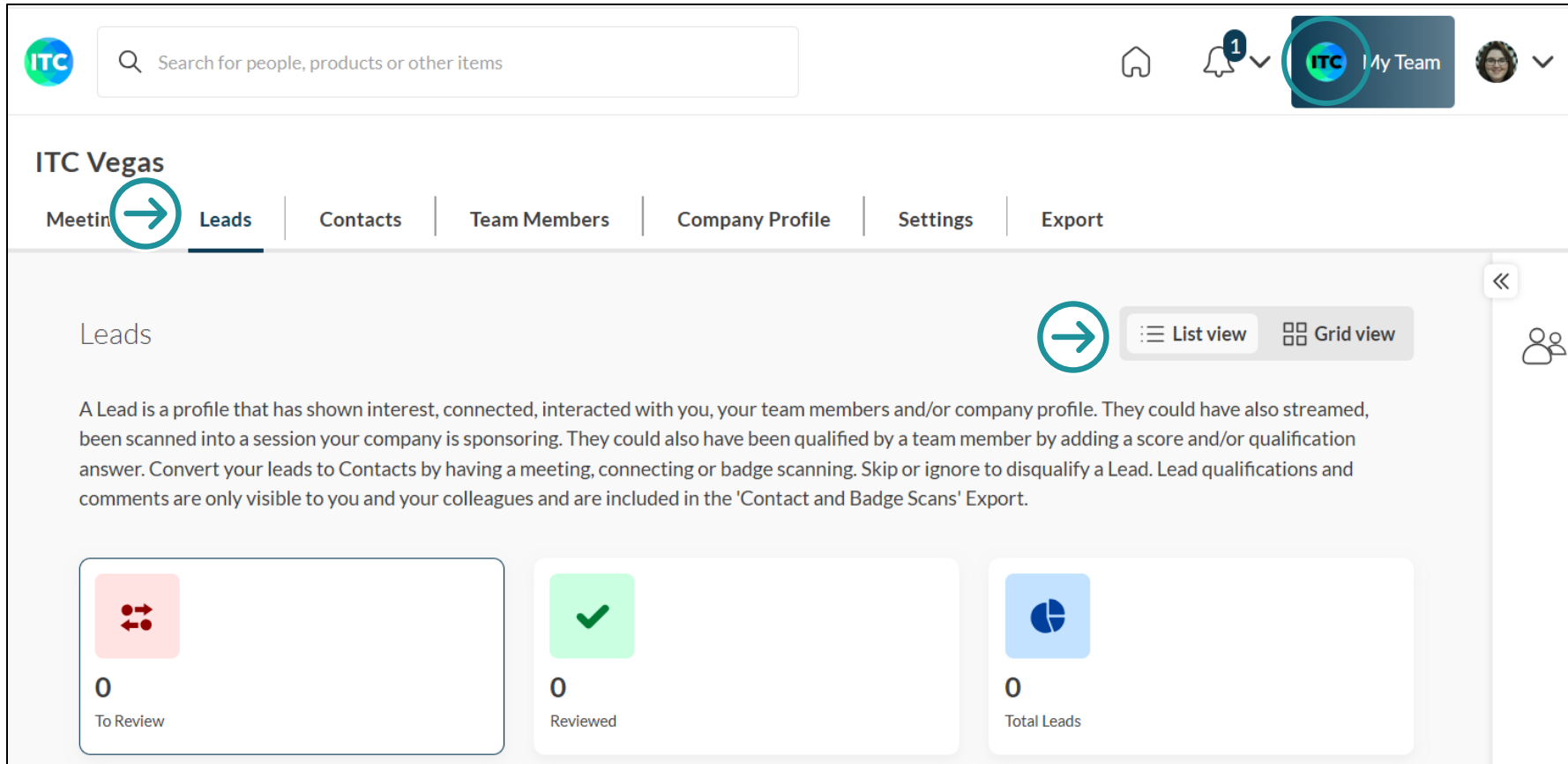
Your company profile information would have automatically been updated from the **Sponsor Resource Center**. Any changes to your company profile should be made in the Sponsor Resource Center (updates will reflect in the app within 24 hours).

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



# 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.



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

# SESSION LEADS\*

Event participants that add your sponsored session to their agenda in the app are considered a “lead” and not a “connection”. We highly recommend connecting with those who add your session to their calendar so you can follow-up post event. To see the list of people who attended navigate to the session page, then click “View Session Attendees”. You can also filter your “Leads” list in the Teams Dashboard by “Has joined (session)”.

ITC Vegas

Meetings | Leads | Contacts | Team Members | Company Profile | Settings | Export

Check your assigned role in the 'Team Members' tab. Only Admins can approve join requests and manage roles.

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 having 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.

Results per page: 20

Name	Company	Qualification Tags	Status	Score
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★
[Profile]	[Company]	Has joined ITC Vegas Official Kickoff Party	Pending Review	★★★★★

Search...

- Name
- Company
- Headline
- Job title
- Location
- Qualification Tags

Has joined

(Select All)

Has joined ITC Vegas Official Kickoff Party

Session

ITC Vegas Official Kickoff Party

Tuesday 14 October 2025  
05:00 pm - 07:00 pm (America/Los\_Angeles)

House of Blues (Mandalay Bay Casino)

Event Information

View Session Attendees

Sponsored by Cayman Finance | KPMG | Pinnacle Actuarial Resources  
Join us for a truly curious Kickoff Party! The event transforms into a whimsical celebration where the unexpected awaits at every turn. Guests will mingle in an atmosphere filled with colorful sights, curious corners, and moments of surprise. Whether you're snapping photos, laughing with friends, or dancing to the DJ's tunes, there's a sense of wonder in the air. With every bite and sip, the night feels more enchanting. So, we don our most curious attire, follow the fun wherever it leads, and join together for a kickoff that's wonderfully mad in all the best ways!

Show less

Add to Schedule



# LEAD QUALIFICATION\*

Once connected to a profile in the app, you have the option of adding "**Lead Qualifications**". These notes will be included in your Connections Export and can be customized for your company. In "**Settings**" you can add your Lead Qualification Questions. There are three options: Paragraph (text box); Single Select; or Multi-Select. These questions will appear once you've connected with someone to add information to follow-up post-event. Answers will not be shared with the profile; however, they will be shared across your team in the "**Export**".

ITC Vegas

Meetings | Leads | Contacts | Team Members | Company | **Settings** | Export

### Lead Qualification Settings

Customize the lead qualification questions that your team will use to assess leads. [Learn more](#)

**Region** Single Select

Northeast × South × Northwest × Southwest × Midwest × Mid-Atlantic ×

☐ 'Other' option

Note: Options will appear in the the order you add them. Please add them in your desired sequence

**What made you decide to come to ITC Vegas this year?** 52/255 Paragraph

[+ New Question](#) [Save Changes](#)

Close matchmaking.grip.events

ITC Vegas

### Lead Qualification Settings

Customize the lead qualification questions that your team will use to assess leads. [Learn more](#)

**What made you decide to come to ITC Vegas this year?** Paragraph

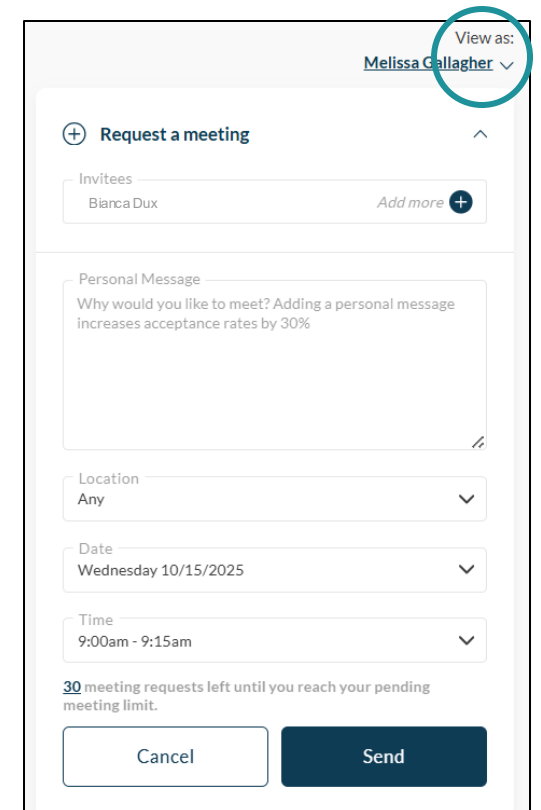
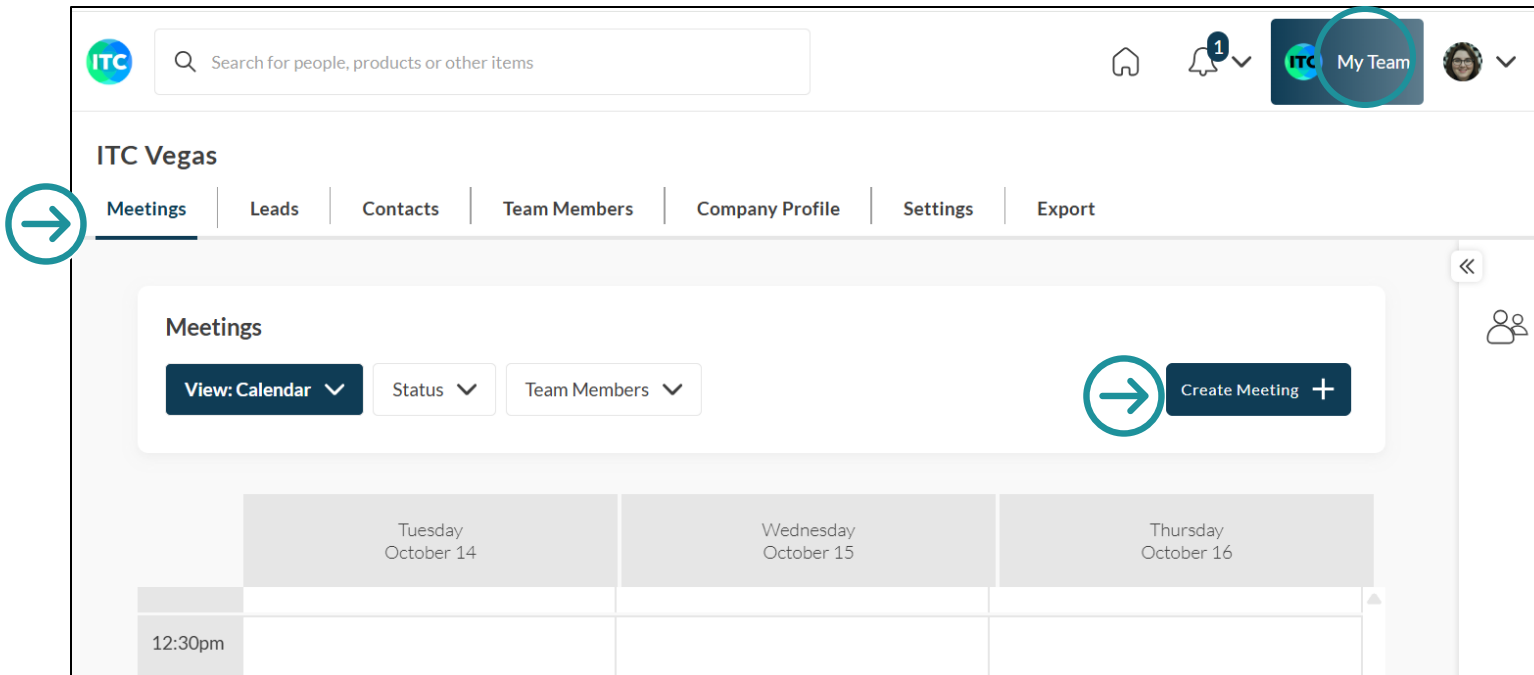
**What's missing?** Paragraph

[+ New](#) [Save Changes](#)

# MEETINGS\*

## REQUEST FOR TEAM MEMBERS

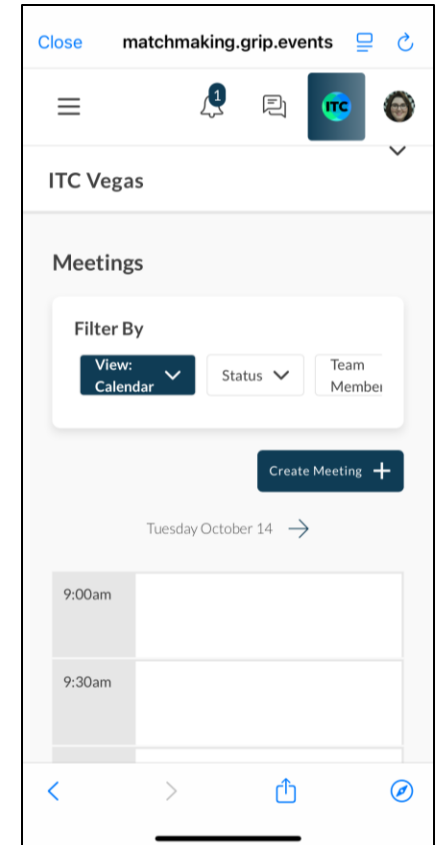
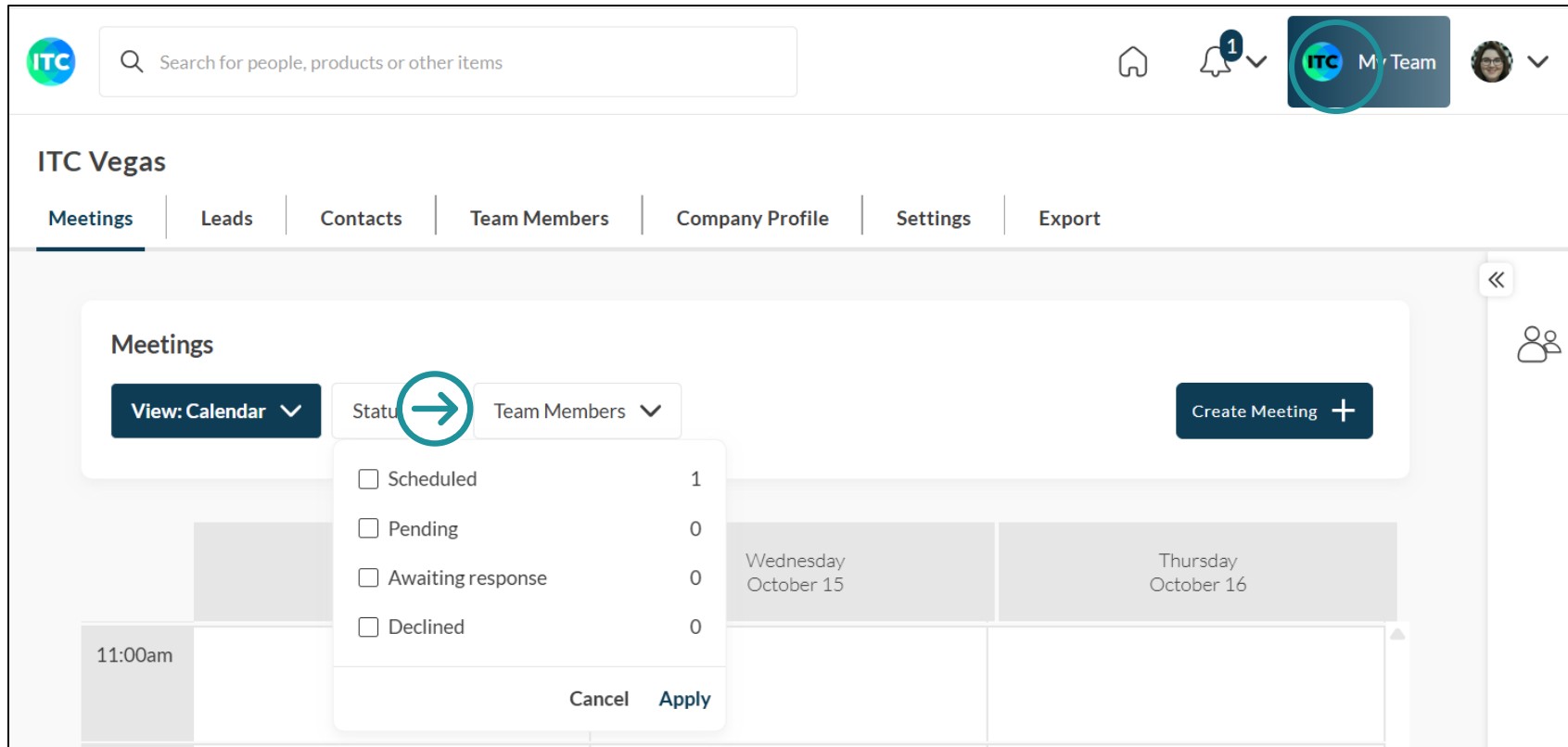
To request a meeting on behalf of one of your team members, navigate to "**My Team**" at the top right of the home page. Then click "**Create a Meeting**". Then indicate the team member to request the meeting on their behalf. You can also navigate to the profile of who will receive the meeting request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



# MEETINGS\*

## ACCEPT FOR TEAM MEMBERS

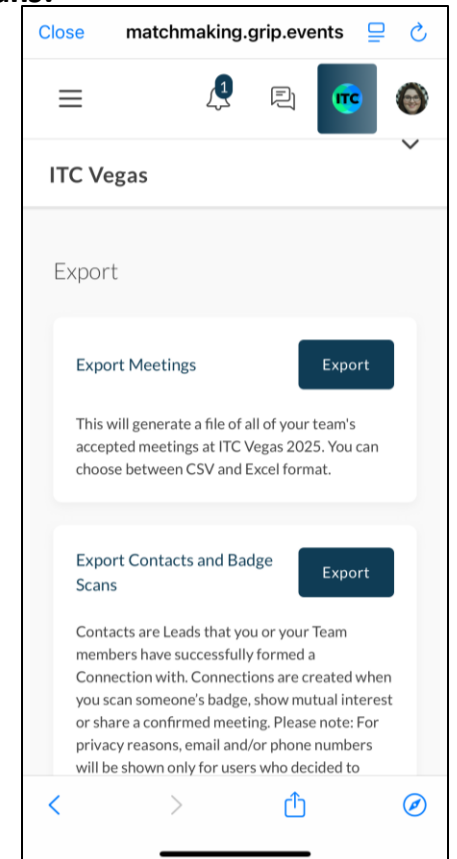
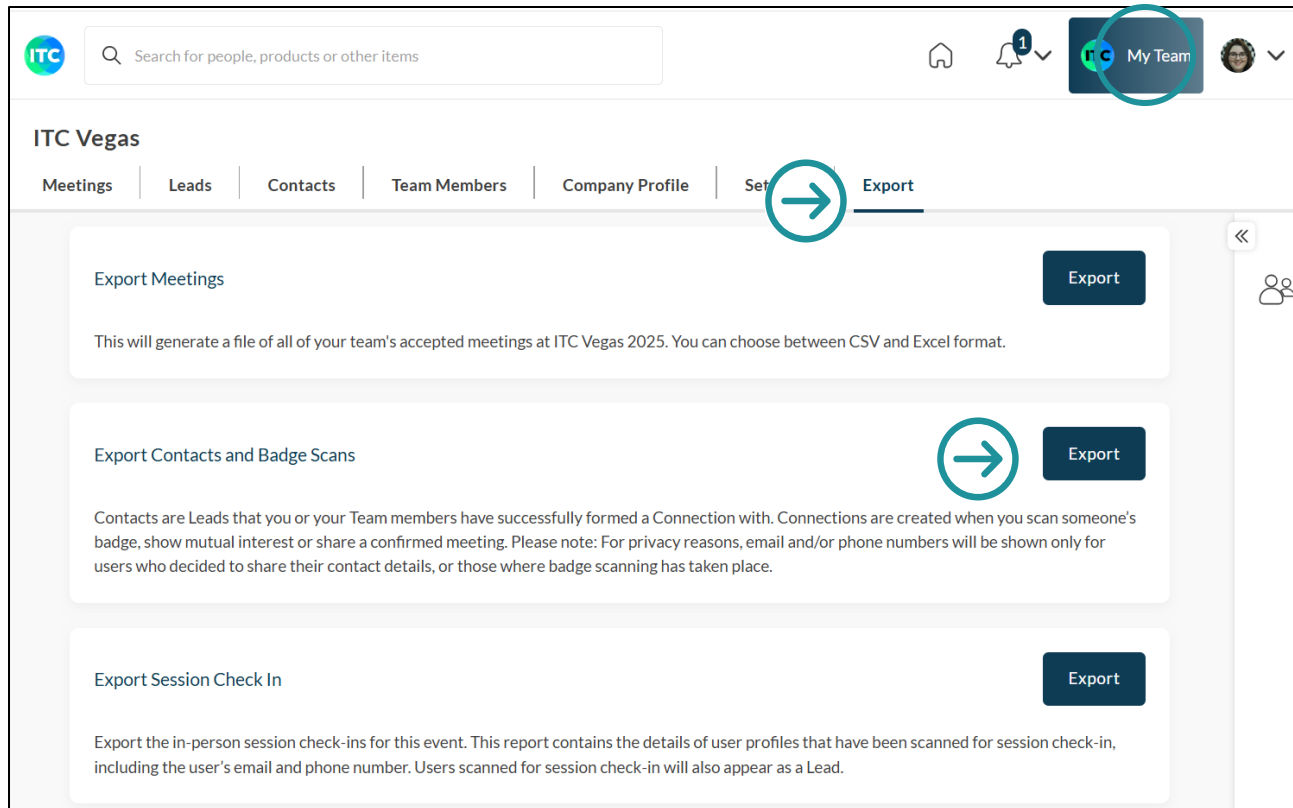
To accept a meeting on behalf of one of your Team Members, navigate to "**My Team**" at the top right of the home page. Then click "**Pending**" under "**Status**" at the top. After clicking on the Meeting, you'll be directed to the organizers profile. Then click "**Accept**". Both parties will receive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



# 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.**



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