



Mobile App & Platform Resource Guide

2024	MAR 10-12	CAESARS FORUM CONVENTION CENTER
	LAS VEGAS	

[The NGA Show](#)



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LOGIN

web platform

Navigate to the [web platform](#) and click “Login” to access. 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



THE **nga** SHOW 2024

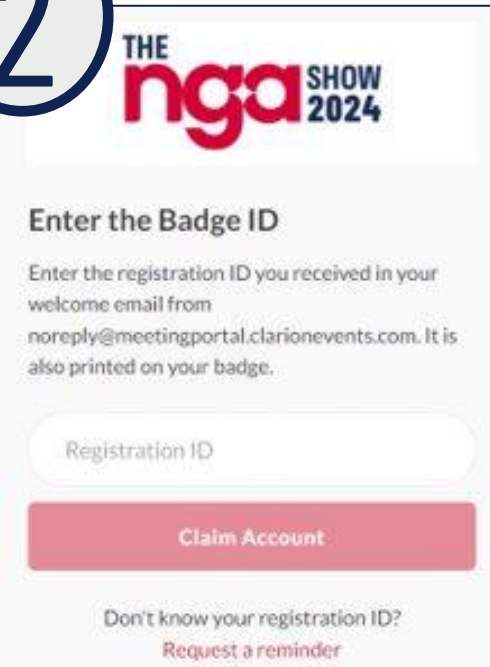
Enter your email

Enter the email address you provided when you registered for The NGA Show 2024.

Email

Login

2



THE **nga** SHOW 2024

Enter the Badge ID

Enter the registration ID you received in your welcome email from noreply@meetingportal.clarionevents.com. It is also printed on your badge.

Registration ID

Claim Account

Don't know your registration ID?
Request a reminder

3



THE **nga** SHOW 2024

Success!

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

Password

Confirm Password

Password must be at least 6 characters long

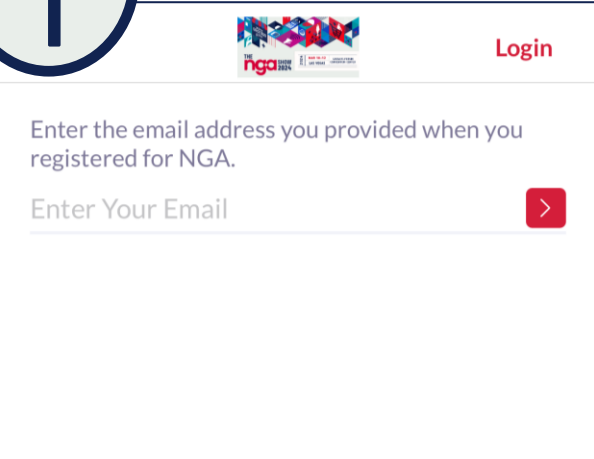
Complete Login

LOGIN mobile app

Download the mobile app from your app store, then click “**Login**” to access. If you have already logged in via the web platform, you will just need your email address and password to access the mobile app.

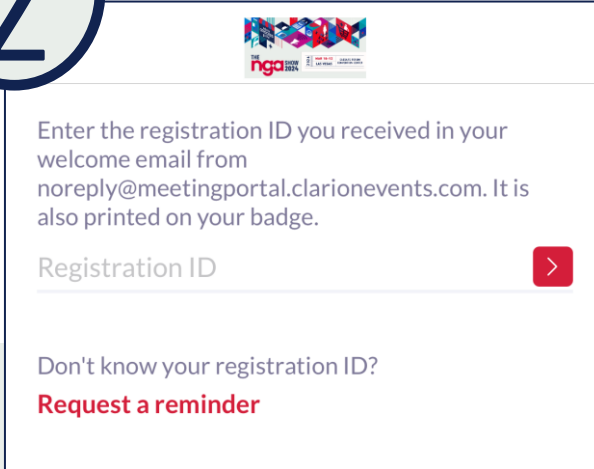
To reset your password, click “**Request a reminder**” on the login page.

1



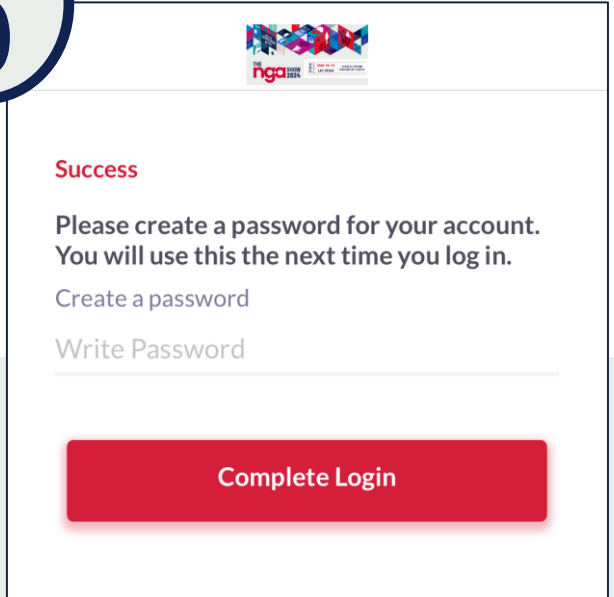
The screenshot shows the first step of the login process. At the top, there is a logo for 'nga' and the word 'Login' in red. Below the logo, the text reads 'Enter the email address you provided when you registered for NGA.' There is a text input field with the placeholder 'Enter Your Email' and a red arrow button to the right.

2



The screenshot shows the second step of the login process. At the top, there is a logo for 'nga' and the word 'Login' in red. Below the logo, the text reads 'Enter the registration ID you received in your welcome email from noreply@meetingportal.clarionevents.com. It is also printed on your badge.' There is a text input field with the placeholder 'Registration ID' and a red arrow button to the right. Below the input field, there is a link that says 'Don't know your registration ID?' and a red button labeled 'Request a reminder'.

3



The screenshot shows the third step of the login process. At the top, there is a logo for 'nga' and the word 'Login' in red. Below the logo, the text reads 'Success' in red, followed by 'Please create a password for your account. You will use this the next time you log in.' There is a text input field with the placeholder 'Create a password' and another text input field with the placeholder 'Write Password'. At the bottom, there is a large red button labeled 'Complete Login'.

ONBOARDING

Mobile App

The mobile app onboarding process consists of two screens. The first screen, titled "Complete your profile", asks the user to specify preferences to get the most out of their experience. It features a "Job Title (Single-Choice)" section with a "Center Store" button, and a grid of "Options" including Owner, President, Vice, CIO/CTO, General Manager, Marketing, Human Resources, Produce Department, Dairy, Meat Department, Merchandise, Communications/PR, Finance/CFO, and Legal. A "Next" button is at the bottom. The second screen, titled "Contact details", explains that contact details can be updated after onboarding. It includes fields for "Phone Number" (6783700339) and "Email" (melissa.gallagher@clarionevents.com). Under "Visibility", "Connections Only" is selected with a checkmark, and "Public" is also visible. A note states that connections will see contact details on the profile page and in external exports. An "Enter Here" button is at the bottom.

During onboarding, you'll be asked to confirm your registration information.

This 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"**.

Web Platform

The web platform onboarding process consists of two screens. The first screen, titled "Complete your profile", includes a progress bar and a "Center Store" icon. It asks the user to complete their profile thoroughly for better matching. It features a "Job Title" field with "Center Store" selected, a "Primary Business" field with "Retailer Membership" selected, and a "Product Categories Provided" field with "Center Store (CPG) >>Stationary/School & O" selected. The second screen, titled "Contact details", explains that these details can be shared with others. It includes a note that by setting to "Connections Only", the user agrees that their email and phone number will be passed to connections. It displays the user's "Email" (melissa.gallagher@cla), "Phone Number" (6783700339), and "Visibility" (Connections Only) with a dropdown arrow. "Back" and "Next" buttons are at the bottom.

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

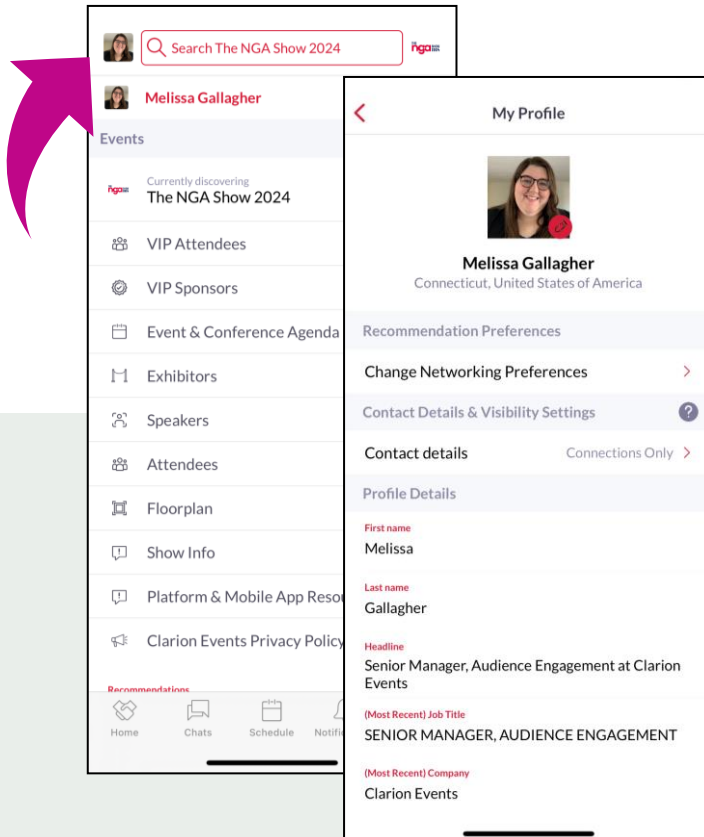
EDIT PROFILE

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

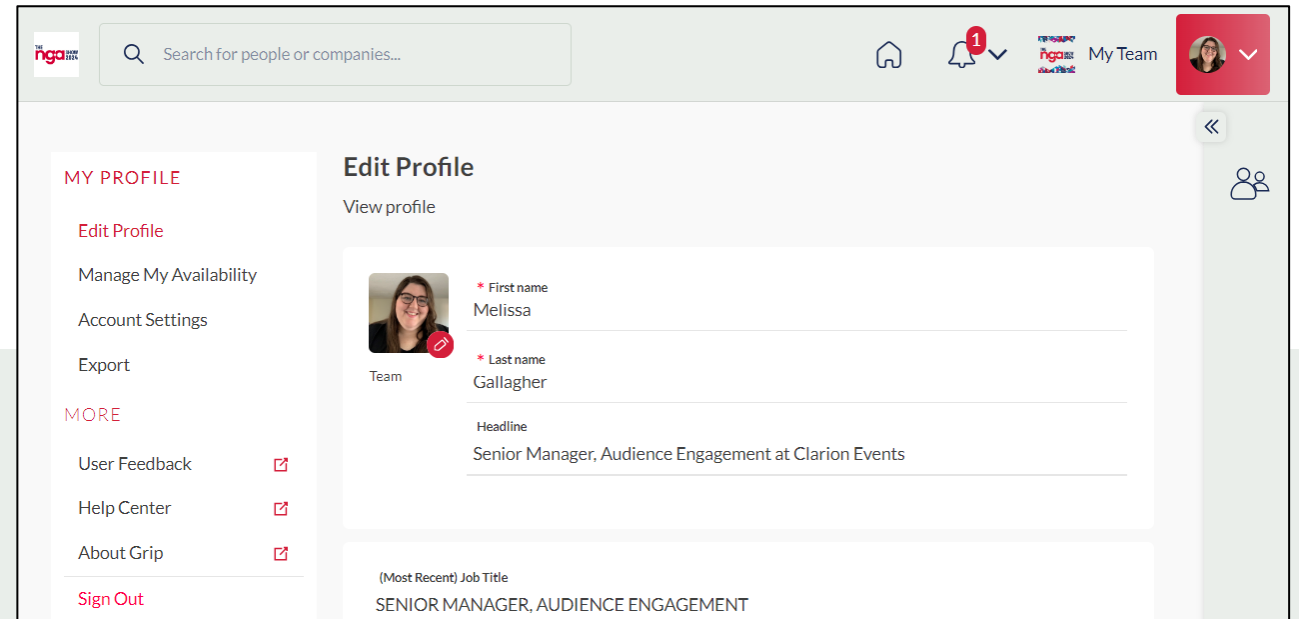
To edit via the web platform, click the icon at the **top right** of the home page.

To edit via the mobile app, click the icon at the **top left** of the home page.

Mobile App



Web Platform



CALENDAR 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.

The screenshot shows the 'Manage My Availability' page in the ngas platform. The left sidebar contains a 'MY PROFILE' section with 'Manage My Availability' highlighted by a pink arrow. Below it are 'Account Settings', 'Export', and a 'MORE' section with 'User Feedback', 'Help Center', and 'About Grip'. At the bottom of the sidebar is a 'Sign Out' link. The main content area is titled 'Manage My Availability' and contains instructions on how to set availability. It includes a 'Range of daily availability' section with a time range of '12:00am' to 'Midnight' and a 'Reset availability' link. Below this is a table with two columns: 'Event Days' and 'Edit Availability'. The table lists 'Monday - March 11' and 'Tuesday - March 12', each with an 'Edit Availability' icon. A pink arrow points to this icon. At the bottom of the page is a red 'Save Changes' button.

ngas Search for people or companies...

Home 1 My Team

MY PROFILE

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

MORE

- User Feedback
- Help Center
- About Grip
- Sign Out

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](#)

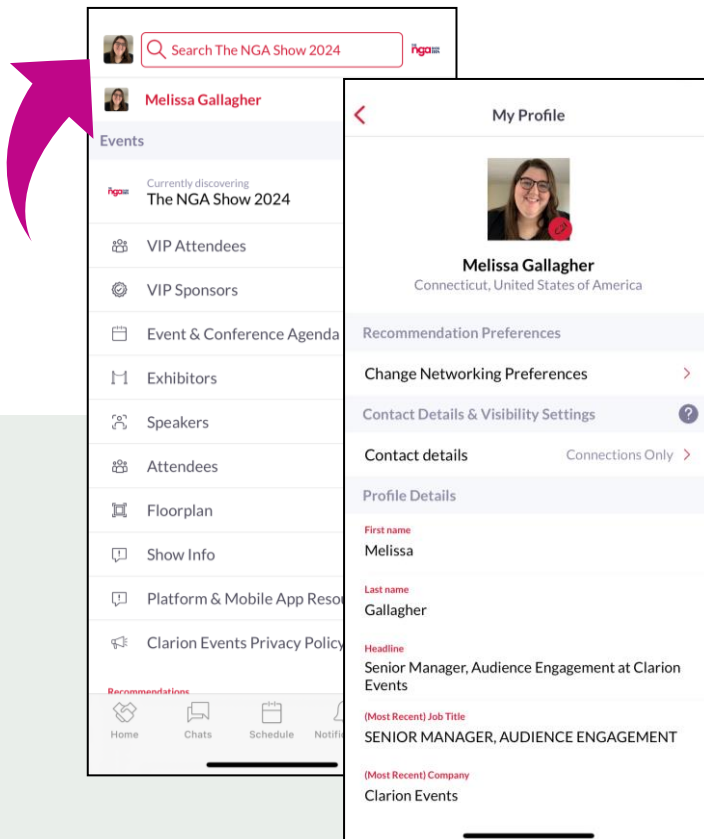
Event Days	Edit Availability
Monday - March 11	
Tuesday - March 12	

Save Changes

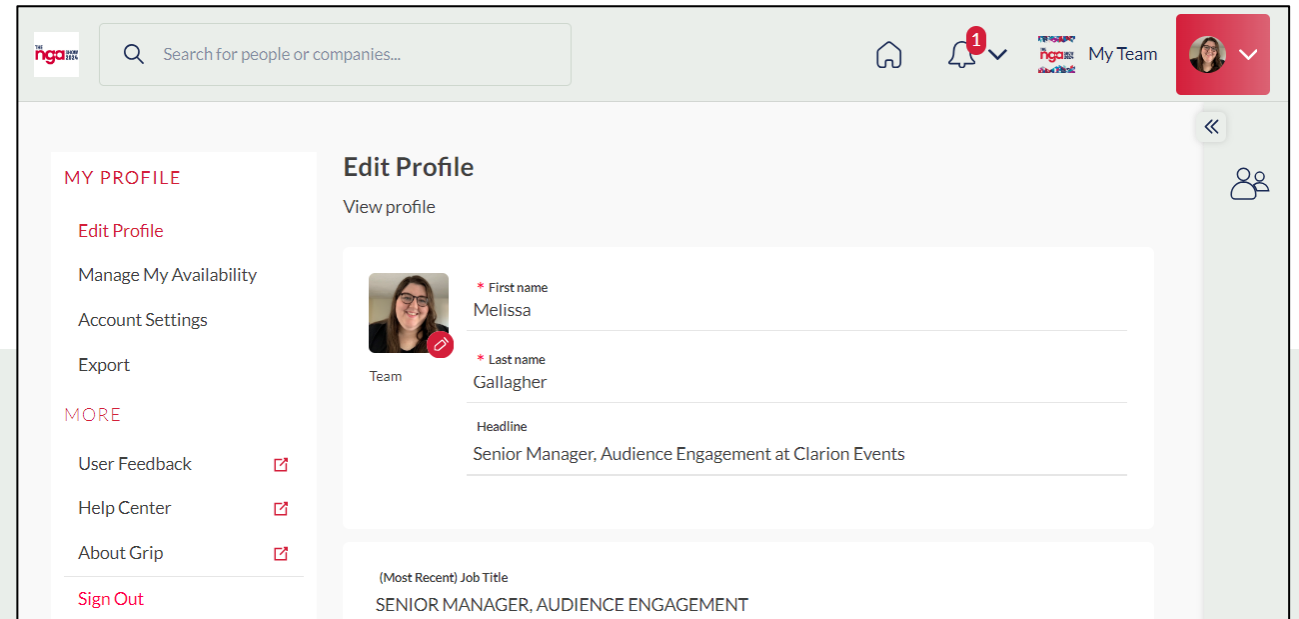
EVENT AGENDA

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

Mobile App

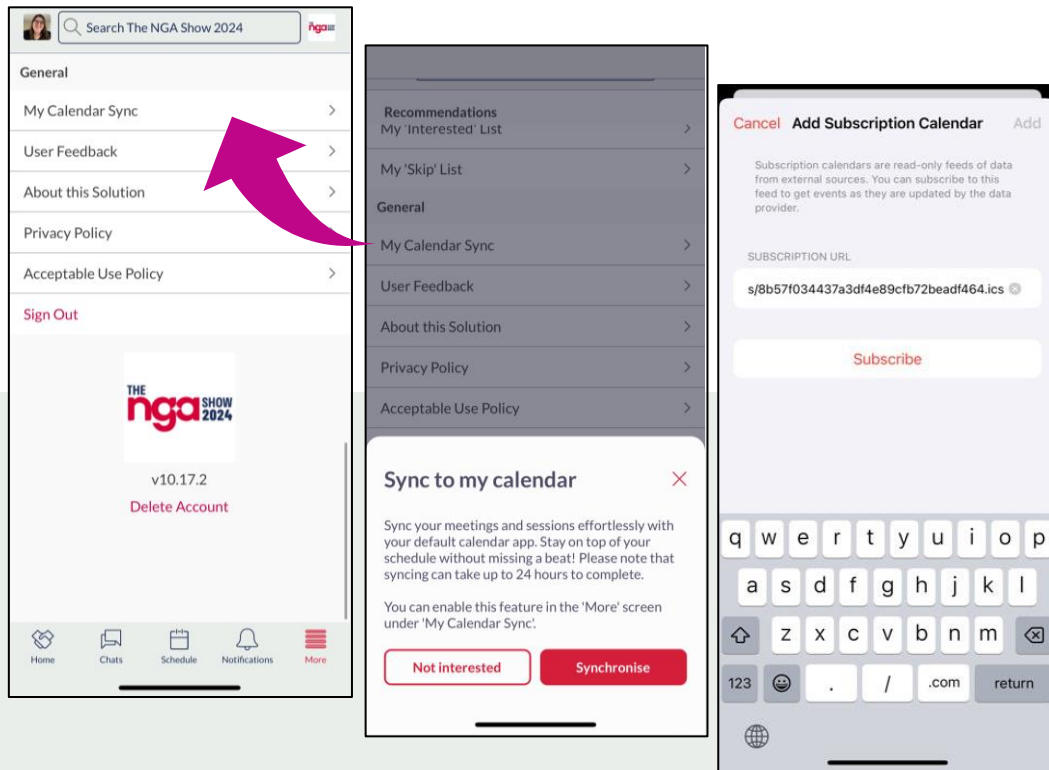


Web Platform



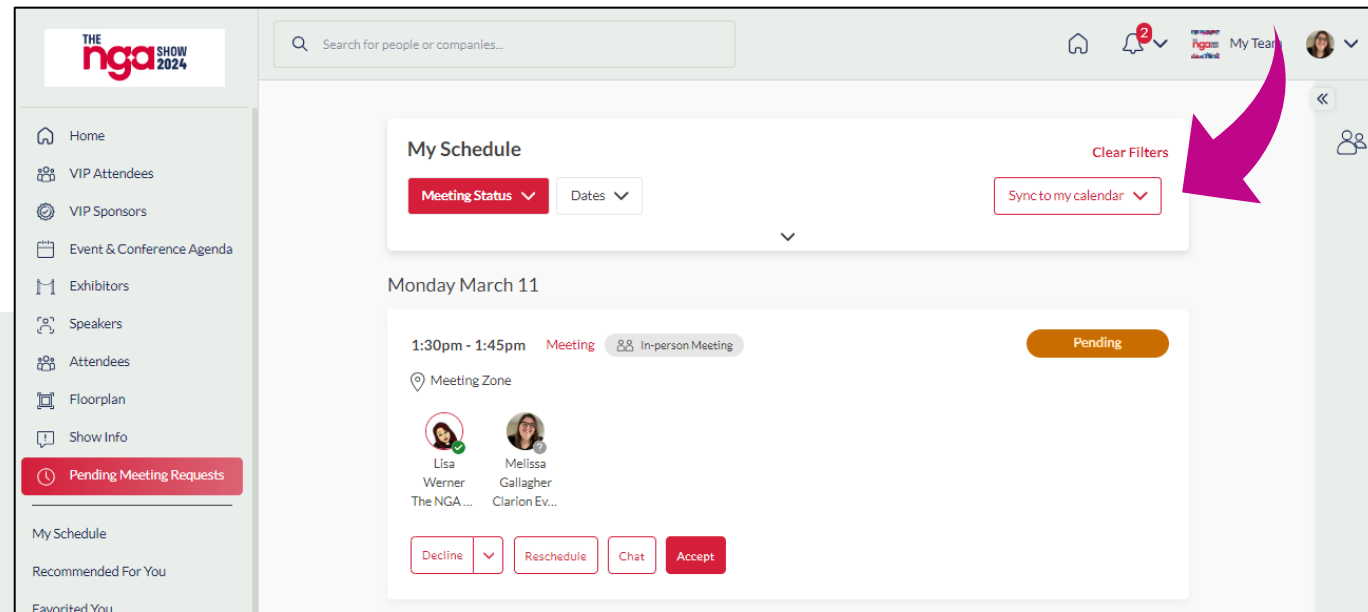
CALENDAR SYNC

Mobile App

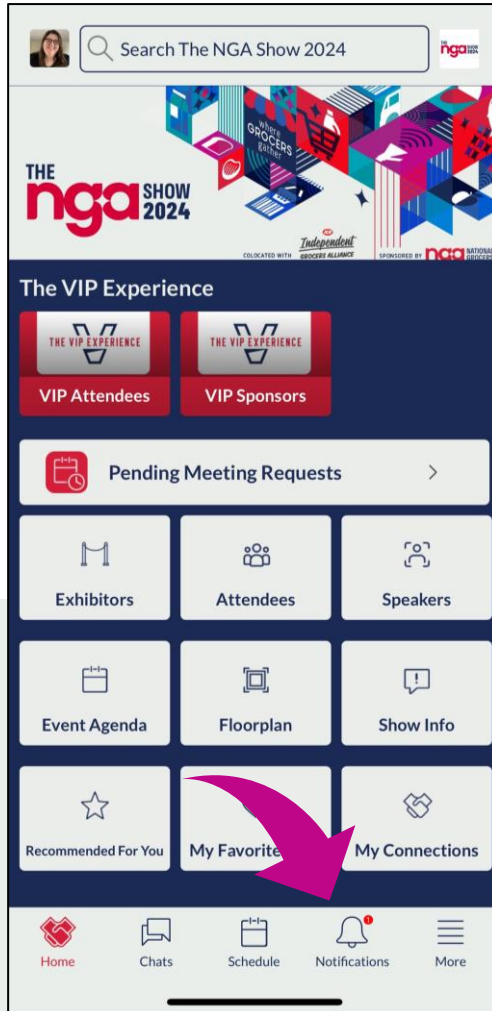


[Sync your calendar](#) (confirmed meetings and registered sessions) automatically to your device. On the web platform, click “My Schedule”, then “Sync to my Calendar”. On mobile, from either the Event Agenda, or the “More” list click “My Calendar Sync”. Follow the instructions to add the Calendar to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

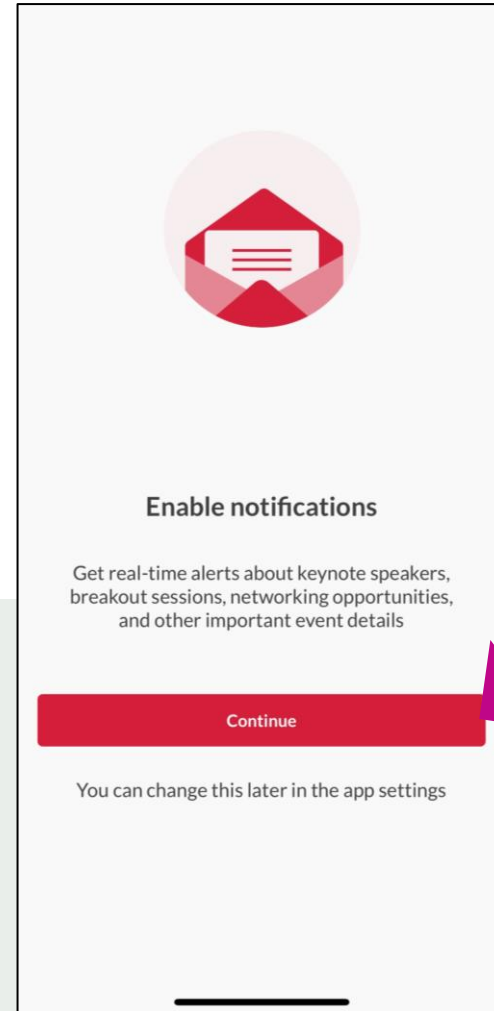
Web Platform



PUSH NOTIFICATIONS

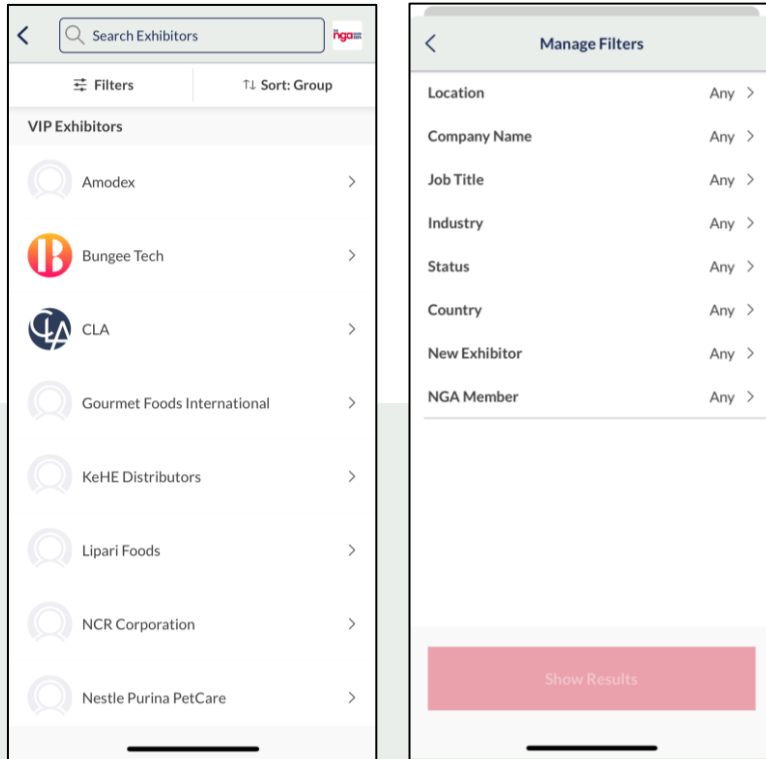



Stay informed while at the show by enabling push notifications to your device. Using the mobile app, click "Notifications" at the bottom, then "Turn on Notifications". A box will pop-up asking you to "Allow" notifications on your device.



BROWSE, FILTER, & SEARCH

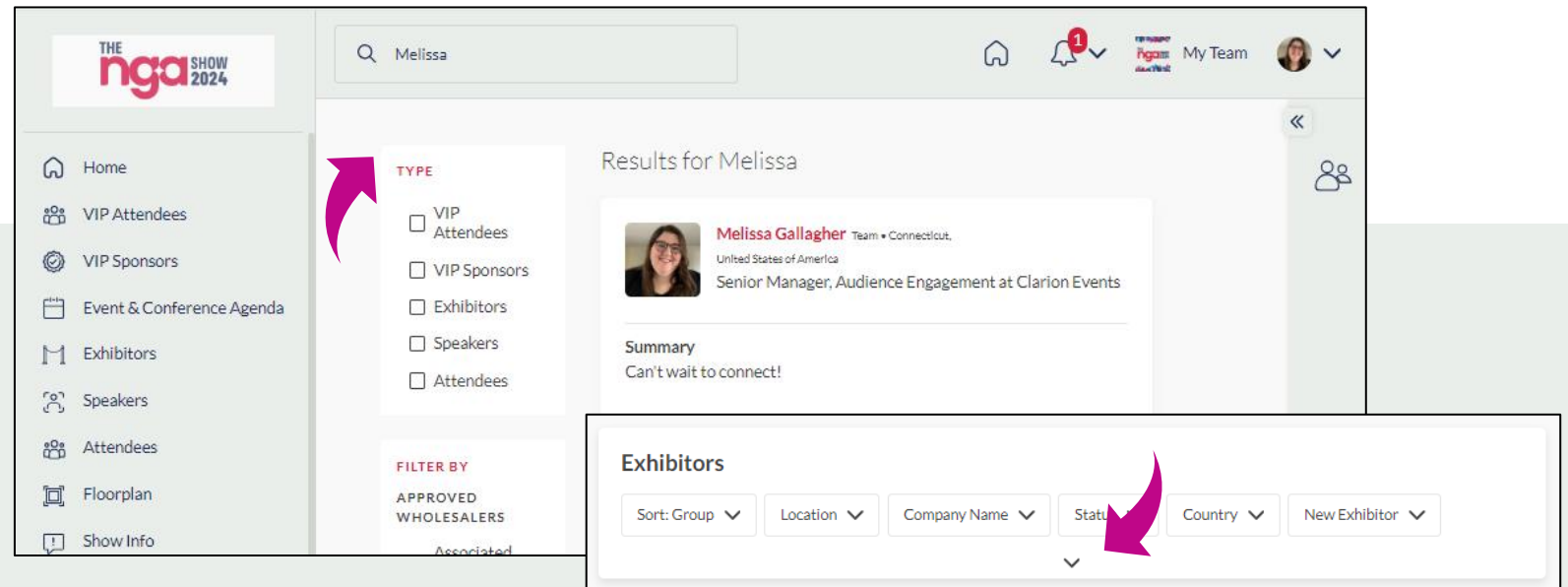
Mobile App



To browse for people or companies to connect with, you can click the icon on the home page ("Attendees", "Exhibitors", etc.) and filter the list with the  (for the web platform) or "Filter" (for the mobile app). You can also search the platform and the app using the search bar at the top. When searching via the web platform, you can also filter the results further.

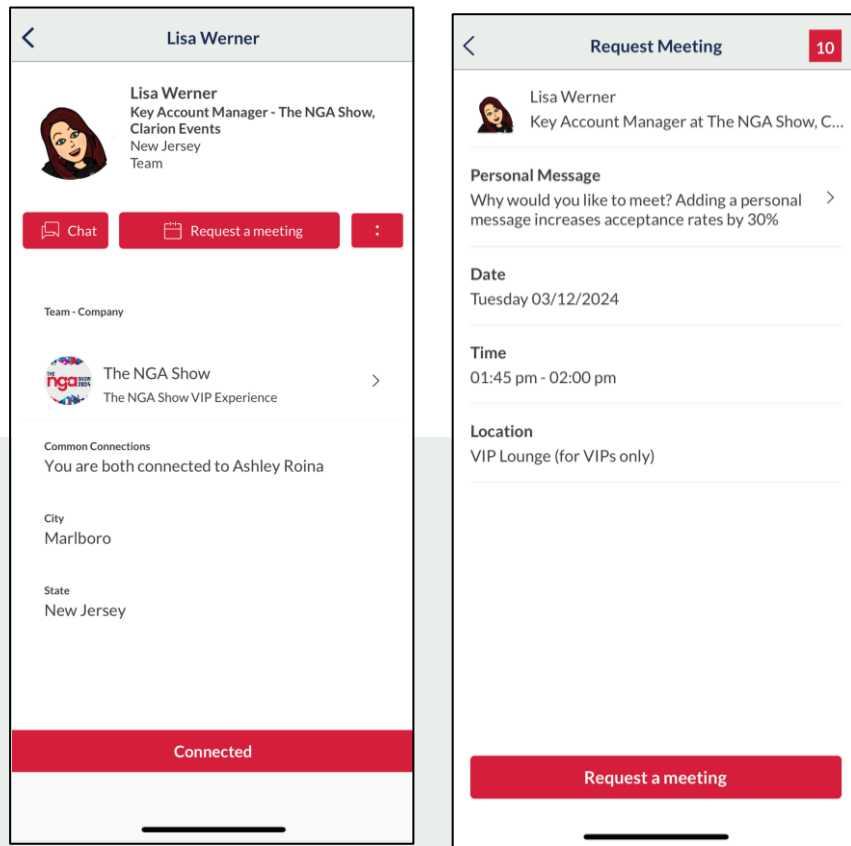
Check "Recommended for You" often to see the names the recommendations from the platform (*the more actions you take the in the platform, the more tailored the recommendations will be!*).

Web Platform



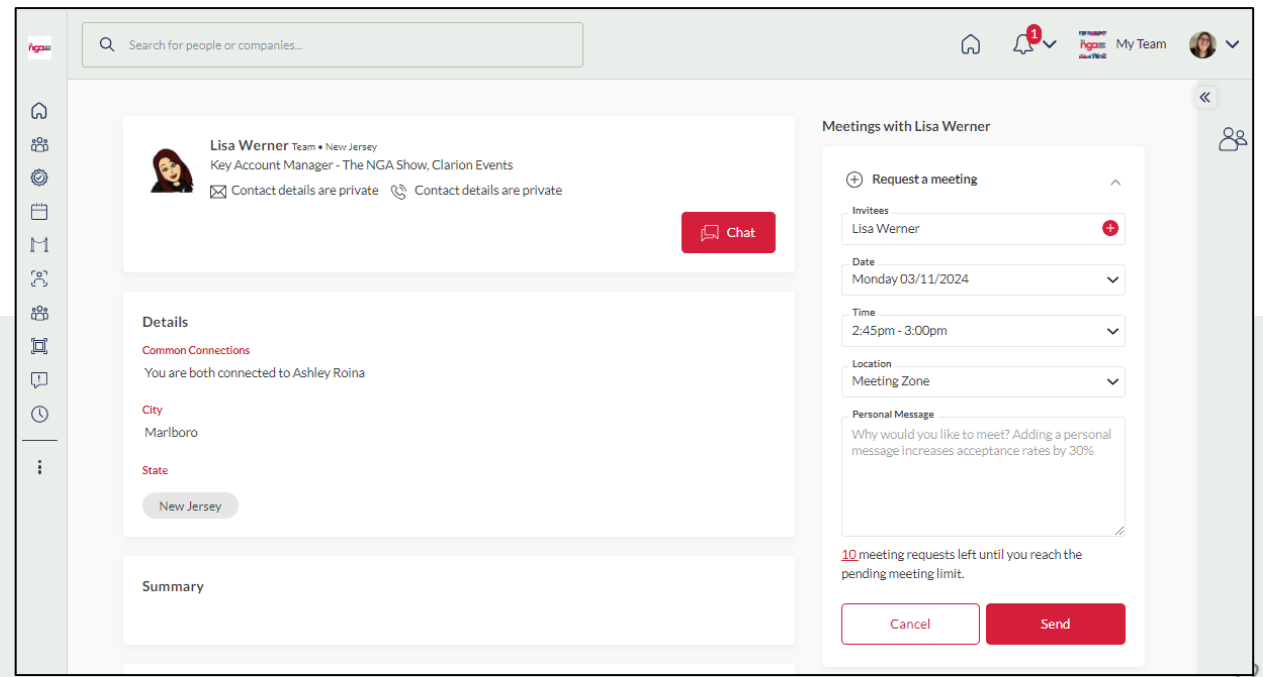
MEETINGS requesting

Mobile App



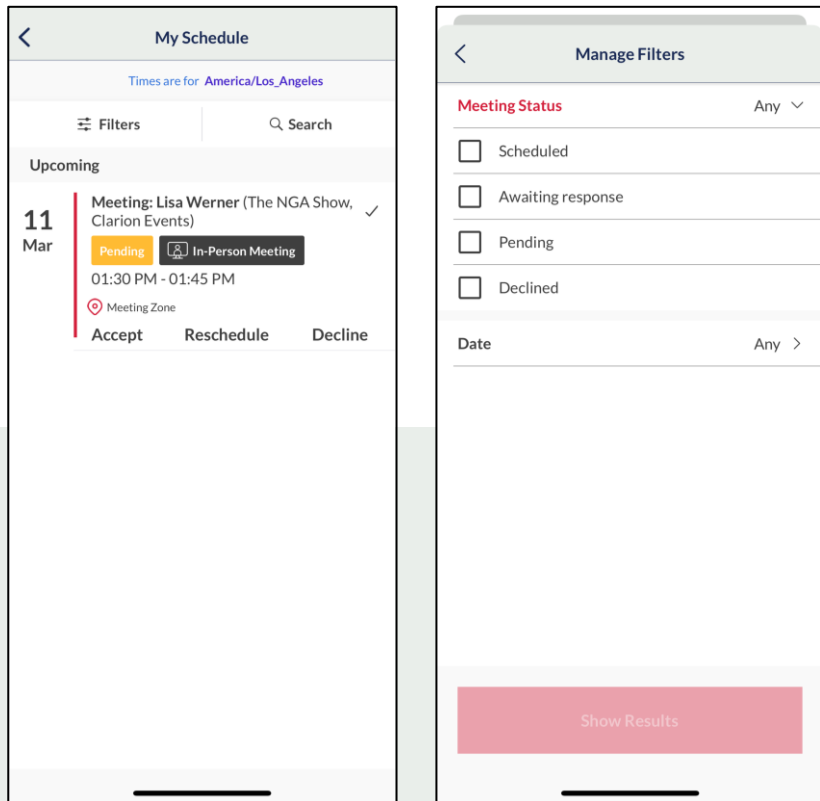
Once you find someone you would like to meet with, click “Request Meeting” next to their name. Add the date/time and location, as well as a personal message, then click “Request Meeting”. They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you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

Web Platform



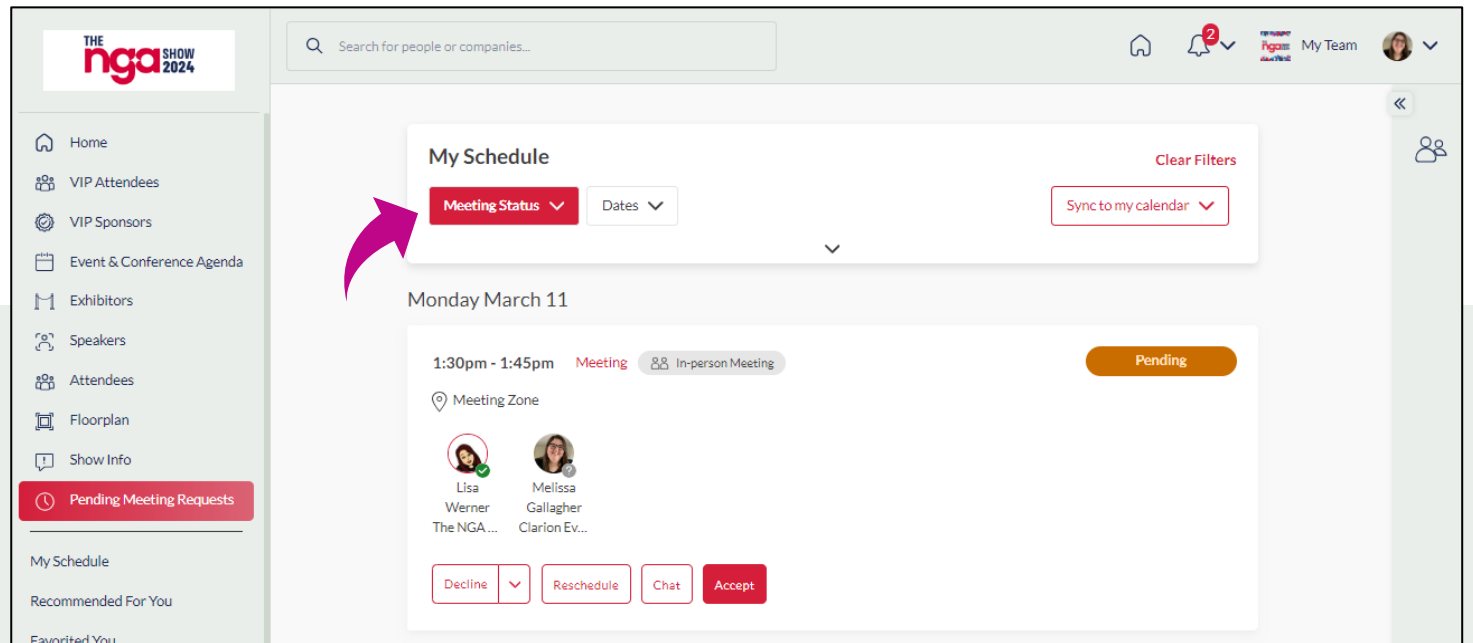
MEETINGS accepting

Mobile App



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.

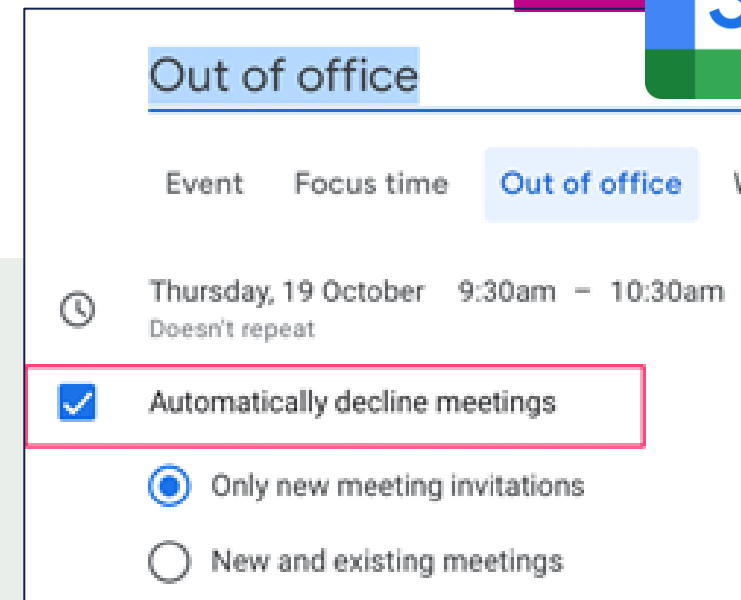
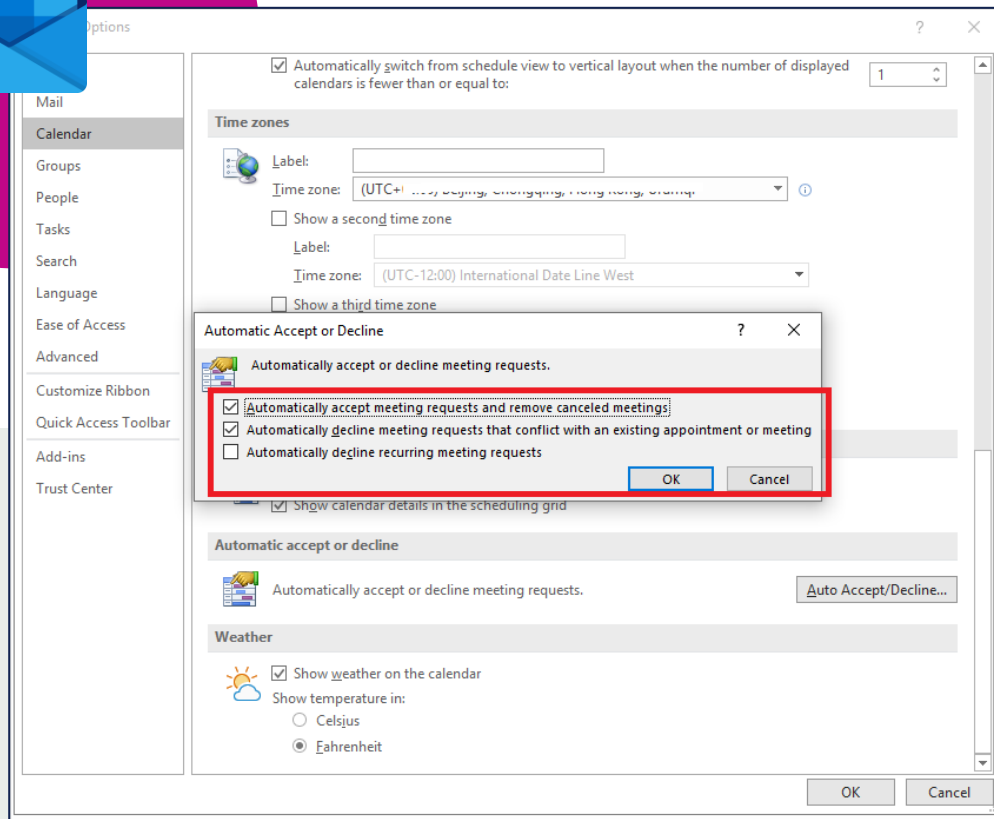
Web Platform



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.



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.

The screenshot shows the Huga web platform interface. At the top, there is a search bar and navigation icons. The main content area is titled 'Export' and contains two sections: 'Export Meetings' and 'Export Connections'. Each section has a red 'Export' button and a descriptive paragraph. The 'Export Meetings' section states: 'Export the data for your confirmed meetings at this event. This export contains the details of any of your meetings where at least two attendees have accepted. Please note: Due to GDPR, email and/or phone numbers will be shared only for the users who decided to share their contact details.' The 'Export Connections' section states: 'Export your personal Connections from this event. Connections are created when you scan someone's badge, show mutual interest or share a confirmed meeting. Please note: Due to GDPR, email and/or phone numbers will be shown only for users who have decided to share their contact details, or those where badge scanning has taken place.' On the left, a sidebar menu under 'MY PROFILE' includes 'Edit Profile', 'Manage My Availability', 'Account Settings', and 'Export' (which is highlighted). Below this is a 'MORE' section with 'User Feedback', 'Help Center', and 'About Grip', each with a checkmark icon. At the bottom of the sidebar is 'Sign Out'.

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

For Sponsors Only

As a Sponsor, you and your team have access to the “Teams” dashboard, only 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.

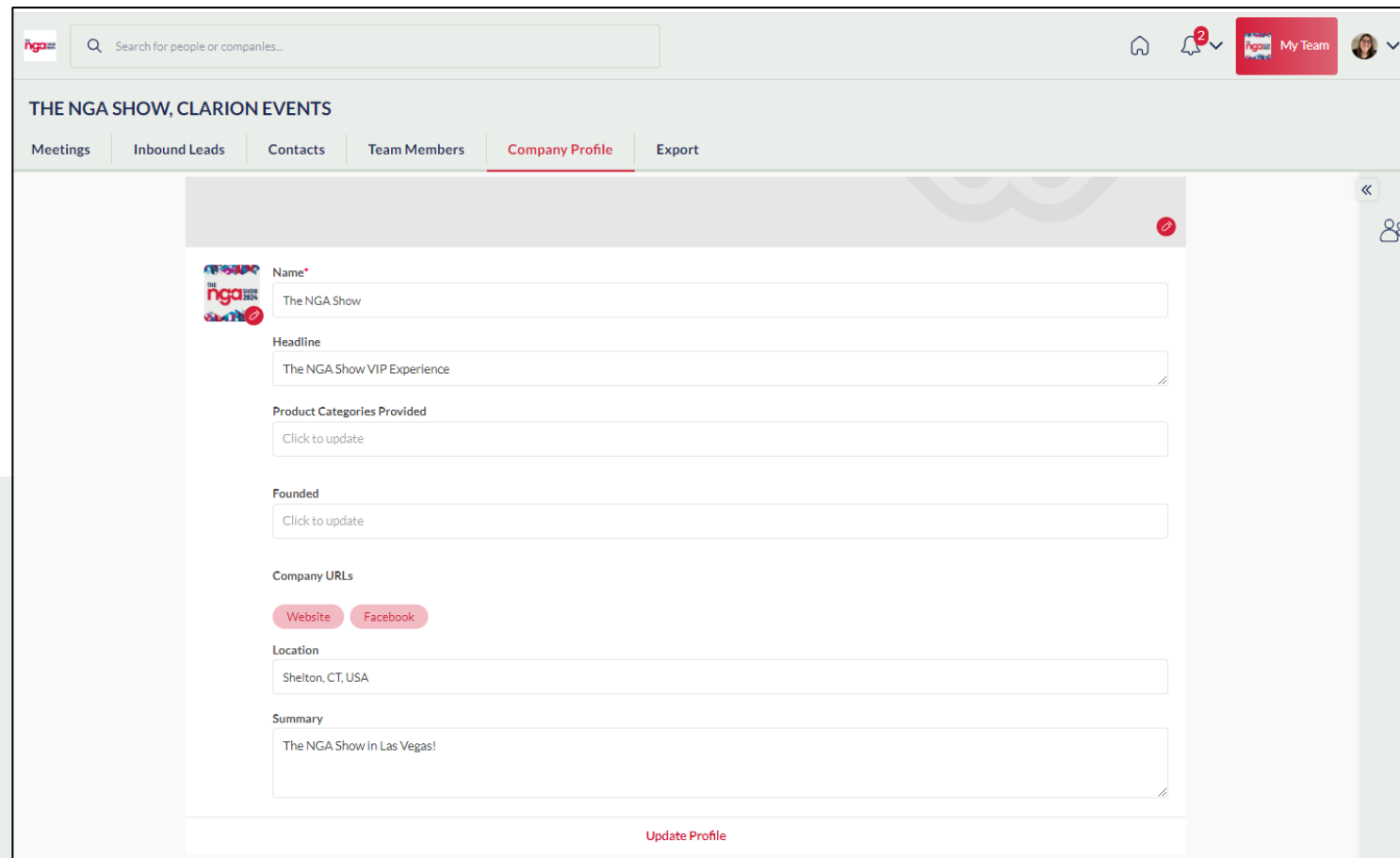
The first person to sign in via the web platform will create your team and become the admin for the team.

Please create your Team prior to arriving on-site to ensure all contacts will be included on your Team Export. Any connections made prior to 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!

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.



The screenshot shows the 'Company Profile' edit page for 'THE NGA SHOW, CLARION EVENTS'. The page has a navigation bar with tabs: Meetings, Inbound Leads, Contacts, Team Members, Company Profile (selected), and Export. The profile form includes the following fields:

- Name***: The NGA Show
- Headline**: The NGA Show VIP Experience
- Product Categories Provided**: Click to update
- Founded**: Click to update
- Company URLs**: Website, Facebook
- Location**: Shelton, CT, USA
- Summary**: The NGA Show in Las Vegas!

An 'Update Profile' button is located at the bottom center of the form.

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.

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.

Toggle the view by clicking the menu icon on the top right.

THE NGA SHOW, CLARION EVENTS

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

Inbound Leads

The Inbound Leads section features profiles of people that have shown interest, connected or interacted with you, your team members and/or company profile. The section is dynamic, as the profiles will remain on the list until you take action on them by requesting a meeting, showing interest or skipping the profile.

Results per page: 20

Name	Company	Qualification Tags	Status	Score
	John Doe	Has viewed The NGA Show	Pending Review	☆☆☆☆☆

- = Image
- = Name
- = Company
- = Headline
- = Job title
- = Location
- = Qualification Tags
- = Team Members
- = Status

Columns

Filters

Row Groups

Drag here to set row groups

1 to 1 of 1 Page 1 of 1

THE NGA SHOW, CLARION EVENTS

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

Inbound Leads

The Inbound Leads section features profiles of people that have shown interest, connected or interacted with you, your team members and/or company profile. The section is dynamic, as the profiles will remain on the list until you take action on them by requesting a meeting, showing interest or skipping the profile.

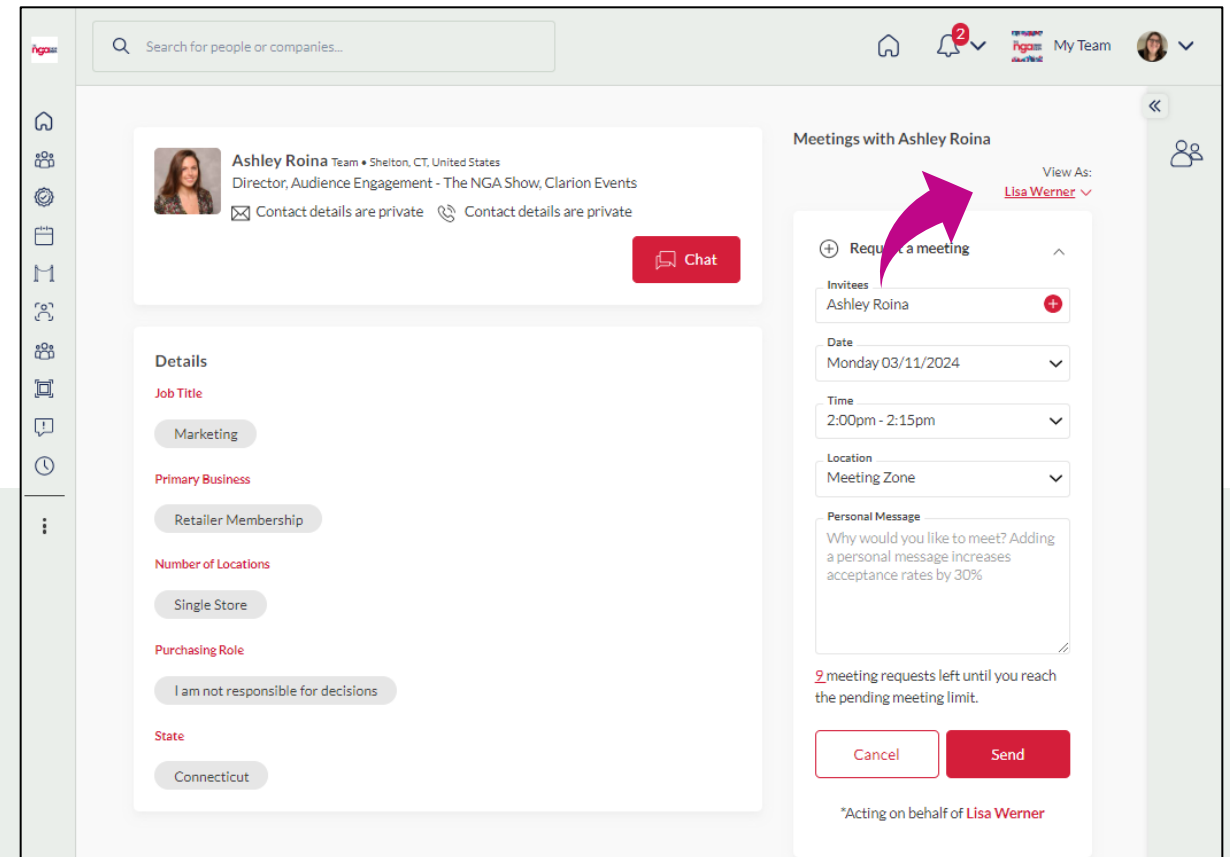
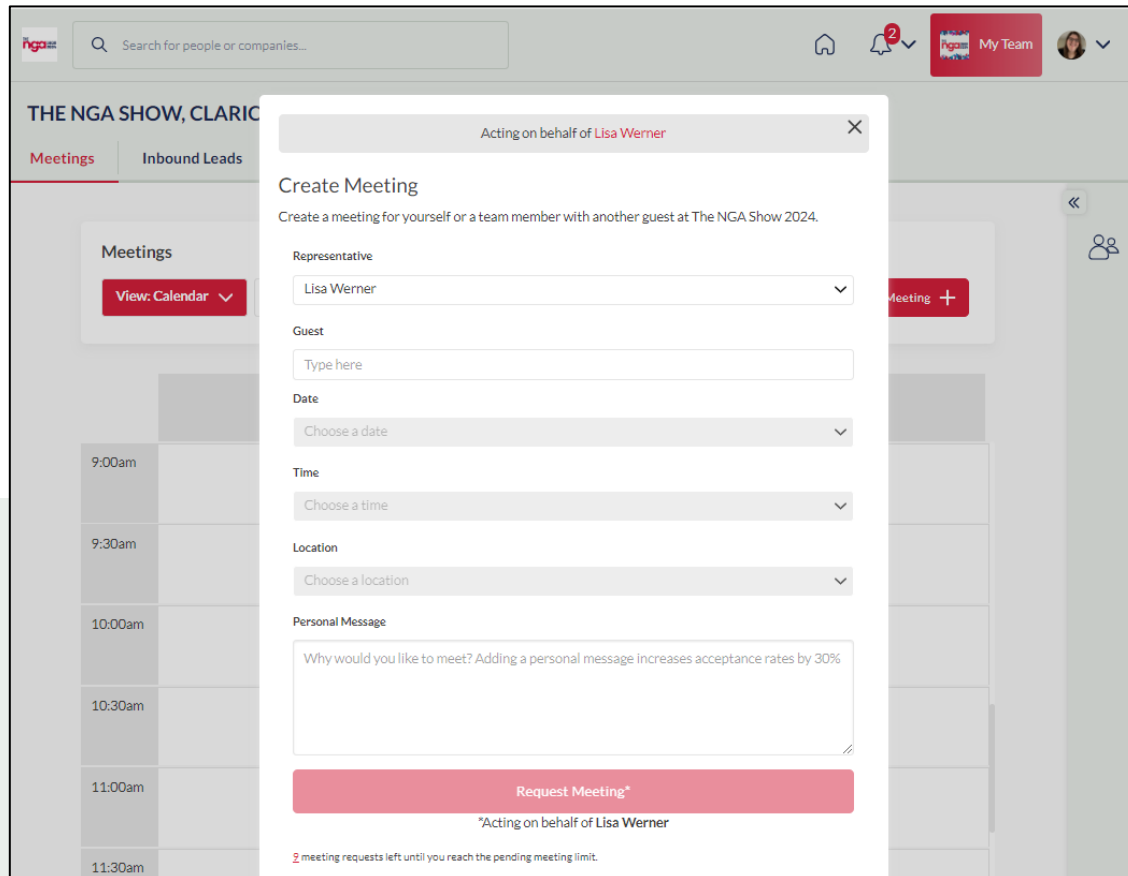
1 To Review

0 Reviewed

1 Total Leads

MEETINGS request for team

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

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 displays the NGA Show dashboard. At the top, there is a search bar and navigation icons for home, notifications (2), and "My Team". Below this is the header "THE NGA SHOW, CLARION EVENTS" with tabs for Meetings, Inbound Leads, Contacts, Team Members, Company Profile, and Export. The "Meetings" tab is active, showing a calendar view for Monday, March 11, and Tuesday, March 12. A meeting is scheduled for 1:30pm on Monday, titled "Meeting 13:30 - 13:45". A detailed view of this meeting is shown on the right, titled "Meetings with Lisa Werner". It includes a "Request a meeting" button, a "Pending Meetings (1)" section, and details for the meeting on Mon Mar 11th 2024 at 1:30pm - 1:45pm (America/Los_Angeles) in Meeting Zone. The organizers are Lisa Werner (Organizer) and Melissa Gallagher (Invitee). The "Accept" button is highlighted in red.

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.

The screenshot shows the 'My Team' dashboard for 'THE NGA SHOW, CLARION EVENTS'. The 'Export' tab is selected in the navigation menu. The main content area is titled 'Export' and contains two export options:

- Export Meetings**: A red button labeled 'Export'. Below it, text reads: "This will generate a file of all of your team's accepted meetings at The NGA Show 2024. You can choose between CSV and Excel format."
- Export Connections**: A red button labeled 'Export'. Below it, text reads: "Export your Team's Contacts within this event. Contacts are Leads that you or your Team members have successfully formed a Connection with. Please note: Due to GDPR, email and/or phone numbers will be shown only for users who decided to share their contact details, or those where badge scanning has taken place."

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