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**nga** NATIONAL  
GROCCERS  
ASSOCIATION

THE  
**nga** SHOW  
2023

COLOCATED WITH  
**IGA**  
*Independent*  
GROCCERS ALLIANCE  
— EST. 1926 —

where *groccers* gather

MOBILE APP  
BROUGHT TO YOU BY:

**UNFI**  
BETTER FOOD. BETTER FUTURE.

FEBRUARY 26-28 / 2023

CAESARS FORUM CONVENTION CENTER, LAS VEGAS, NV

*las vegas*

# Platform Guide



[The NGA Show 2023](#)

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*For Sponsors Only*

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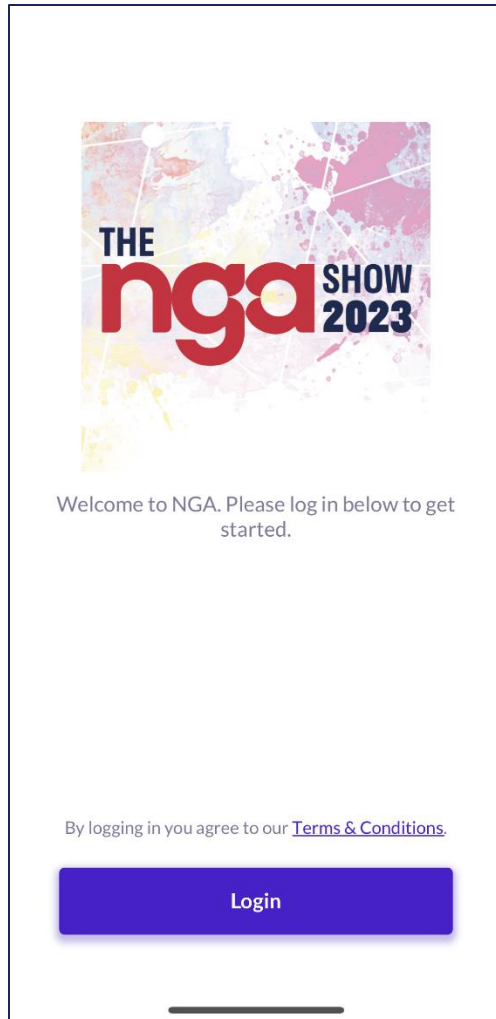
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# LOGIN | *Mobile App*

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



## STEP 1 Add your email address

This screenshot shows the first step of the login process. It features a back arrow, the "nga" logo, and a "Login" link. The main text asks the user to "Enter the email address you provided when you registered for NGA." Below this is a text input field labeled "Enter Your Email" and a blue arrow button to proceed.

## STEP 2 Enter your Mobile App ID

This screenshot shows the second step of the login process. It features a back arrow, the "nga" logo, and a "Login" link. The main text asks the user to "Enter the registration ID you received in your welcome email from noreply@meetingportal.clarionevents.com. It is also printed on your badge." Below this is a text input field labeled "Registration ID" and a blue arrow button to proceed. At the bottom, there is a link that says "Don't know your registration ID? Request a reminder".

## STEP 3 Create a password

This screenshot shows the third and final step of the login process. It features a back arrow, the "nga" logo, and a "Login" link. The main text says "Success" and "Please create a password for your account. You will use this the next time you log in." Below this is a text input field labeled "Create a password" and another labeled "Write Password". At the bottom, there is a large blue button labeled "Complete Login".

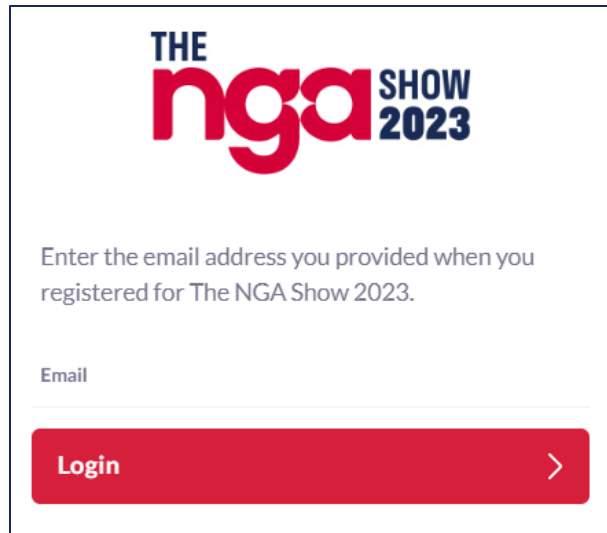
*If you have already claimed your account via your computer, you will just need your email address and password to access the mobile app.*

# LOGIN | *Web Platform*

- Navigate to the event platform and click “**Login**” to access the web platform.

## STEP 1

Add your email address



THE  
**nga** SHOW  
2023

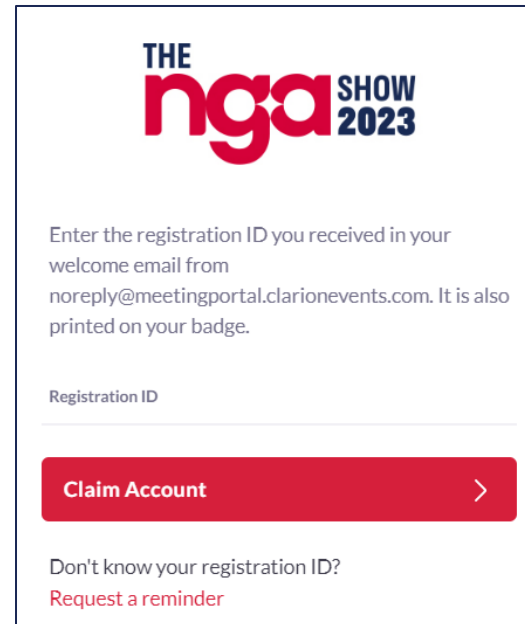
Enter the email address you provided when you registered for The NGA Show 2023.

Email

Login >

## STEP 2

Enter your Mobile App ID



THE  
**nga** SHOW  
2023

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

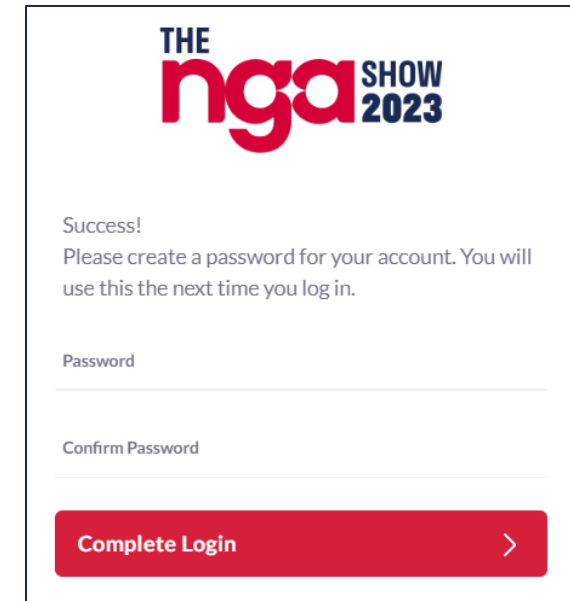
Registration ID

Claim Account >

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

## STEP 3

Create a password



THE  
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2023

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

Password

Confirm Password

Complete Login >

*If you have already claimed your account via the mobile app, you will just need your email address and password to access the web platform.*

# CONFIRM your PROFILE

- When you first login, please confirm or adjust your registration information to help the platform generate recommendations.

## MOBILE APP

←

Complete your profile

Skip

Specify your preferences to get the most out of your experience

Job Title (Single-Choice)

Please select values to get better tailored recommendations

Options

Owner

President

Vice President

CIO/CTO

General Manager

Operations

Marketing

Human Resources

Purchasing

Produce Department

Dairy Department

Meat Department

Merchandising

Communications/PR

Food Safety


Finance/CFO

Center Store

Legal

Next

## WEB PLATFORM



Complete your profile

Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet.

\* Product Categories Interested

Click to update

0 (minimum 1)

☐ You must select at least 1 options.

\* Primary Business

Click to update

Number of Locations

Click to update

\* Job Title

Click to update

\* Purchasing Role

Click to update

Next >

# 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

Users cannot see your contact details

### CONNECTIONS ONLY

Users with connections 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.

<

Contact details

Contact details

Phone Number

6783700339

Email

melissa.gallagher@clarionevents.com

?

Visibility

Private

✓


Connections Only

Public

Providing data is voluntary. By setting your contact details sharing setting to "Private", your details will not be visible to other users on the platform. Other users will not be able to contact you via email or phone unless you choose to share your details separately.

Save Changes

## 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@clarionevents.com

678.370.0339

Connections Only

▼

< Back

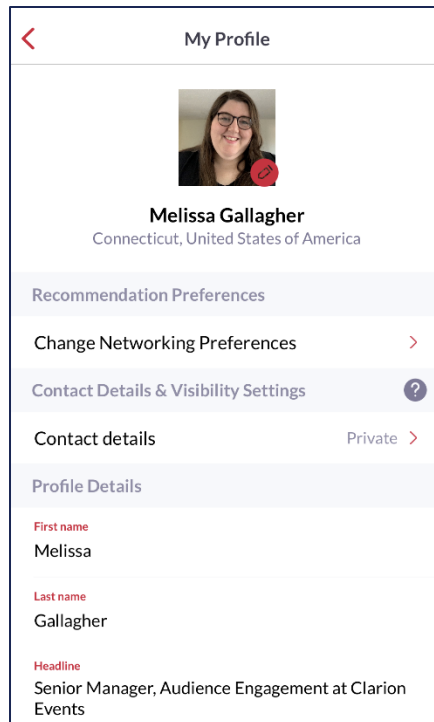
Next >

# EDIT your PROFILE

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

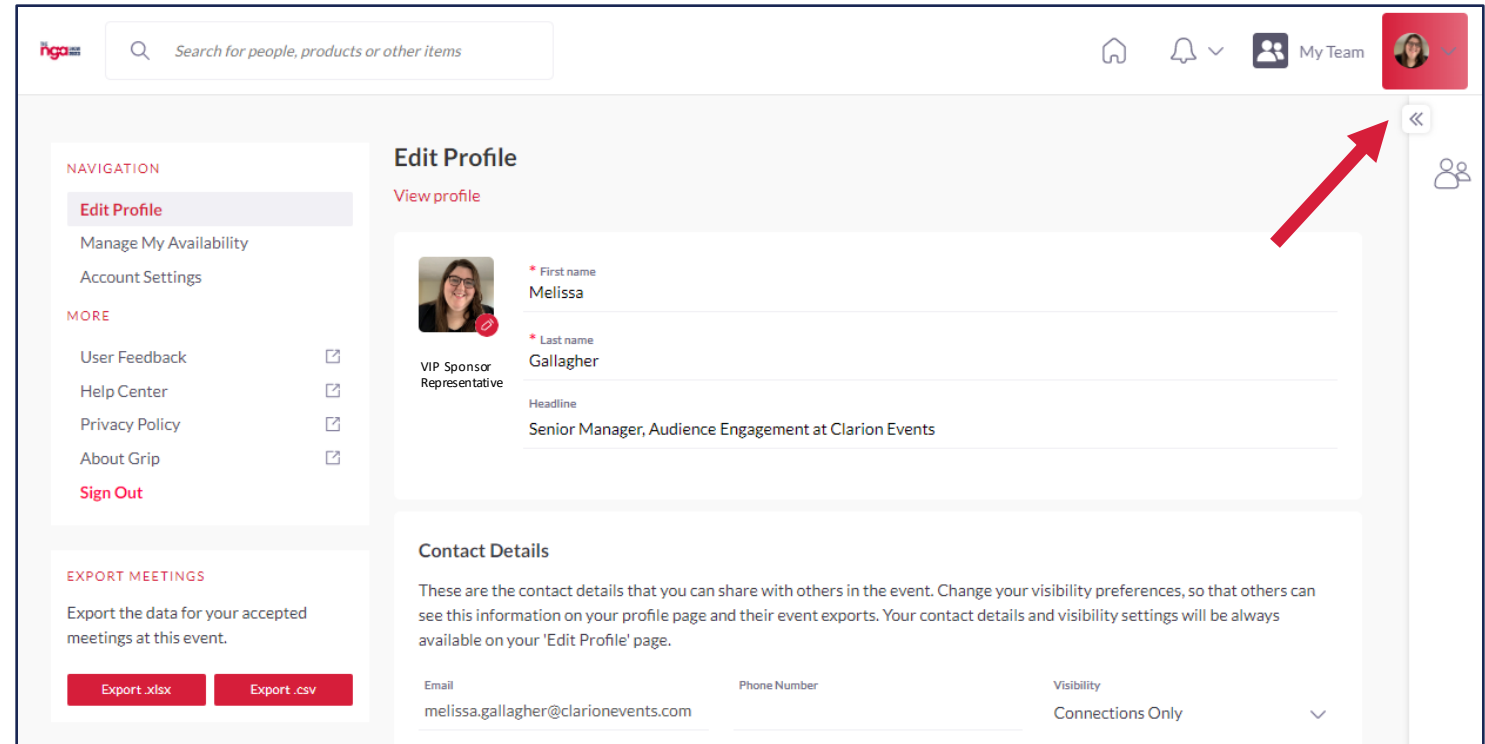
## MOBILE APP

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 AVAILIBILITY | *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 shows the 'Manage My Availability' page in a web application. The interface includes a top navigation bar with a search bar, home, notifications, and user profile icons. A left sidebar contains a 'NAVIGATION' menu with 'Edit Profile', 'Manage My Availability' (highlighted), and 'Account Settings', followed by a 'MORE' section with 'User Feedback', 'Help Center', 'Privacy Policy', 'About Grip', and 'Sign Out'. Below this is an 'EXPORT MEETINGS' section with 'Export .xlsx' and 'Export .csv' buttons. The main content area is titled 'Manage My Availability' and contains instructions, a 'Range of daily availability' section with a time range selector (12:00am to Midnight) and a 'Reset availability' link, and an 'Event Days' table. The table has two rows: 'Monday - February 27' and 'Tuesday - February 28', both with checkboxes and 'Edit Availability' links. A 'Save Changes' button is at the bottom.

**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
<input checked="" type="checkbox"/> Monday - February 27	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Tuesday - February 28	<a href="#">Edit</a>

[Save Changes](#)



# EVENT/CONFERENCE AGENDA

- Build out your schedule by filtering on the agenda and adding sessions to your calendar.

MOBILE APP

My ScheduleEvent Agenda

FiltersSearch

SUN26MON27TUE28

Upcoming

07:00 am06:00 pm

Registration Open

Registration • Registration

10:00 am01:00 pm

Technology Summit

William Lipsky (UNFI)

Summit 224-226 • Technology

01:00 pm02:30 pm

Women's Grocers of American (WGA) Luncheon

Summit 218-220 • Networking

01:00 pm04:00 pm

Financial Symposium

David Schoeder (The Food Partners)

Summit 221-223 • Operations

Session Sponsor  
FMS Solutions

HomeChatsScheduleNotificationsMore

WEB PLATFORM

THE nga SHOW 2023

Search for people or companies...

HomeEvent & Conference AgendaVIP AttendeesExhibitorsSpeakersAttendeesFloorplanShow InfoMy ScheduleRecommended For You

Event Agenda

DatesTracksStageSearch

Sunday 26 February

7:00am - 6:00pm

Registration Open

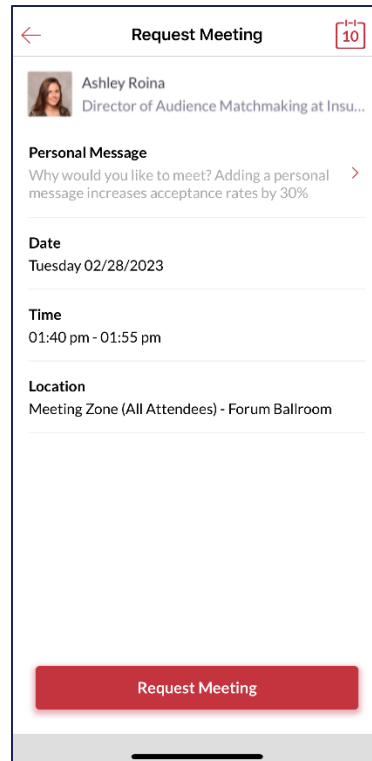
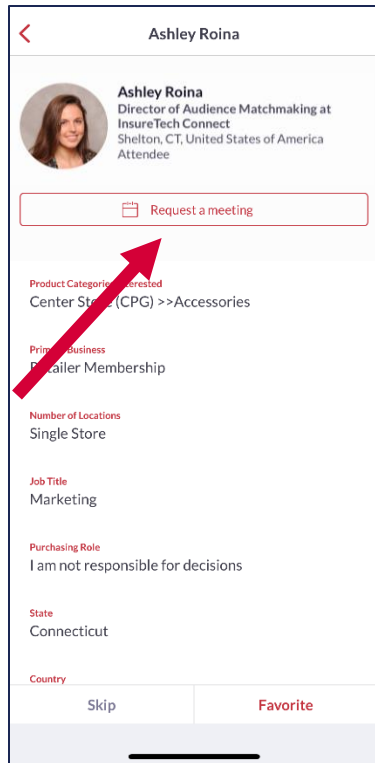
RegistrationRegistration

Send to calendarAdd to Schedule

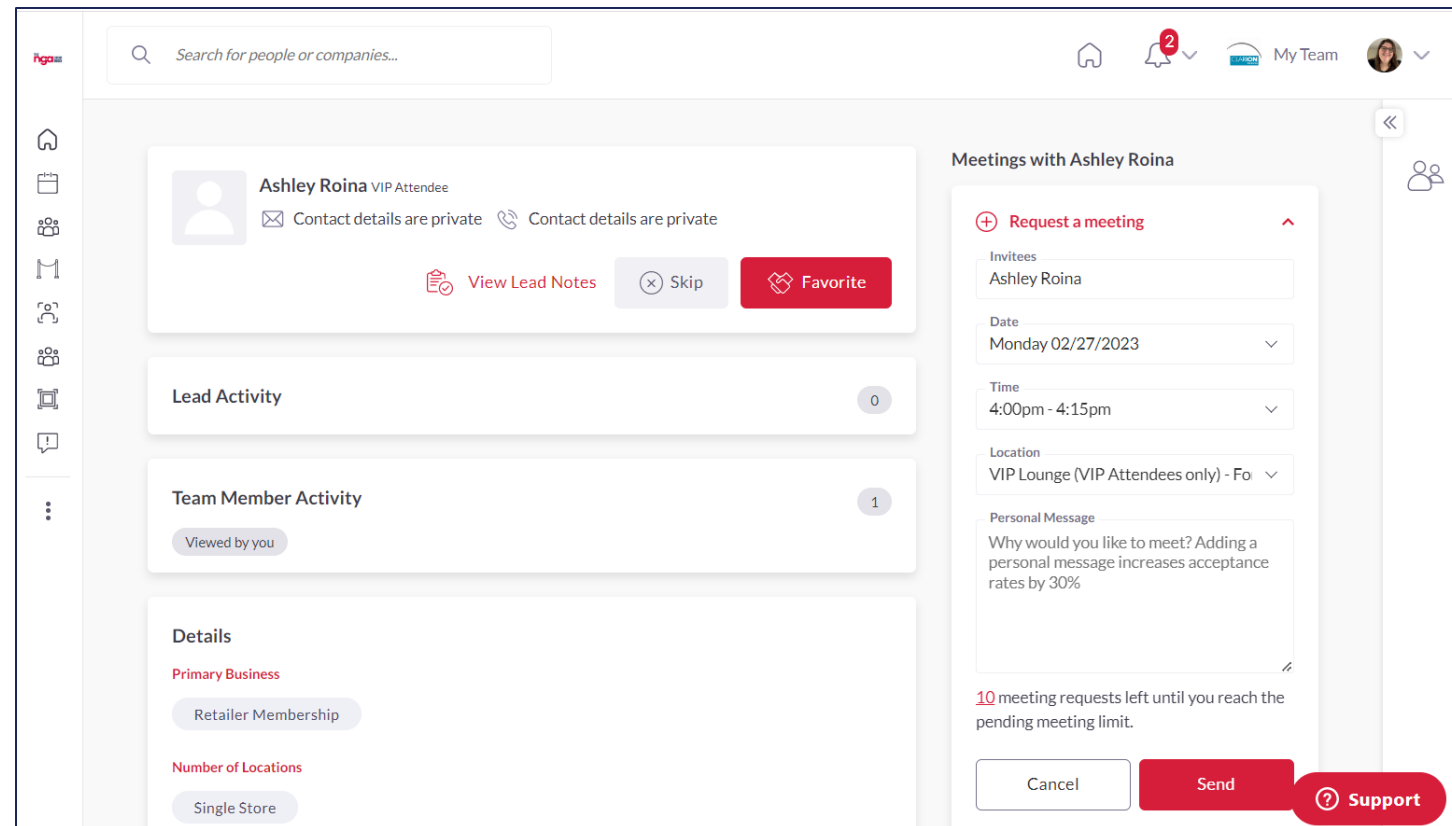
# MEETINGS | *Requesting*

- 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



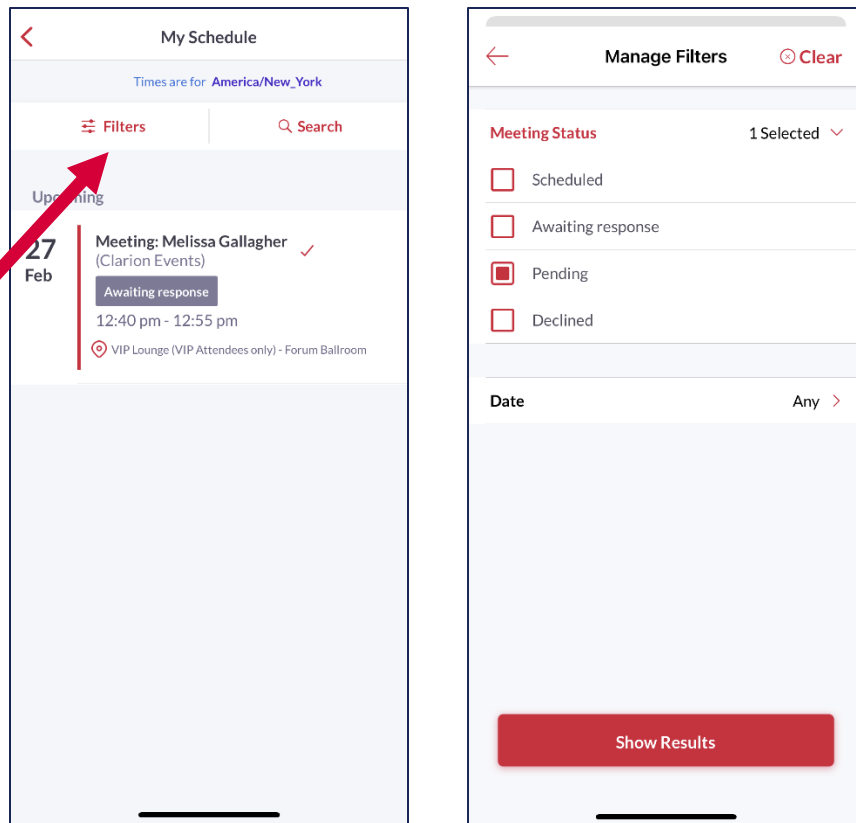
## WEB PLATFORM



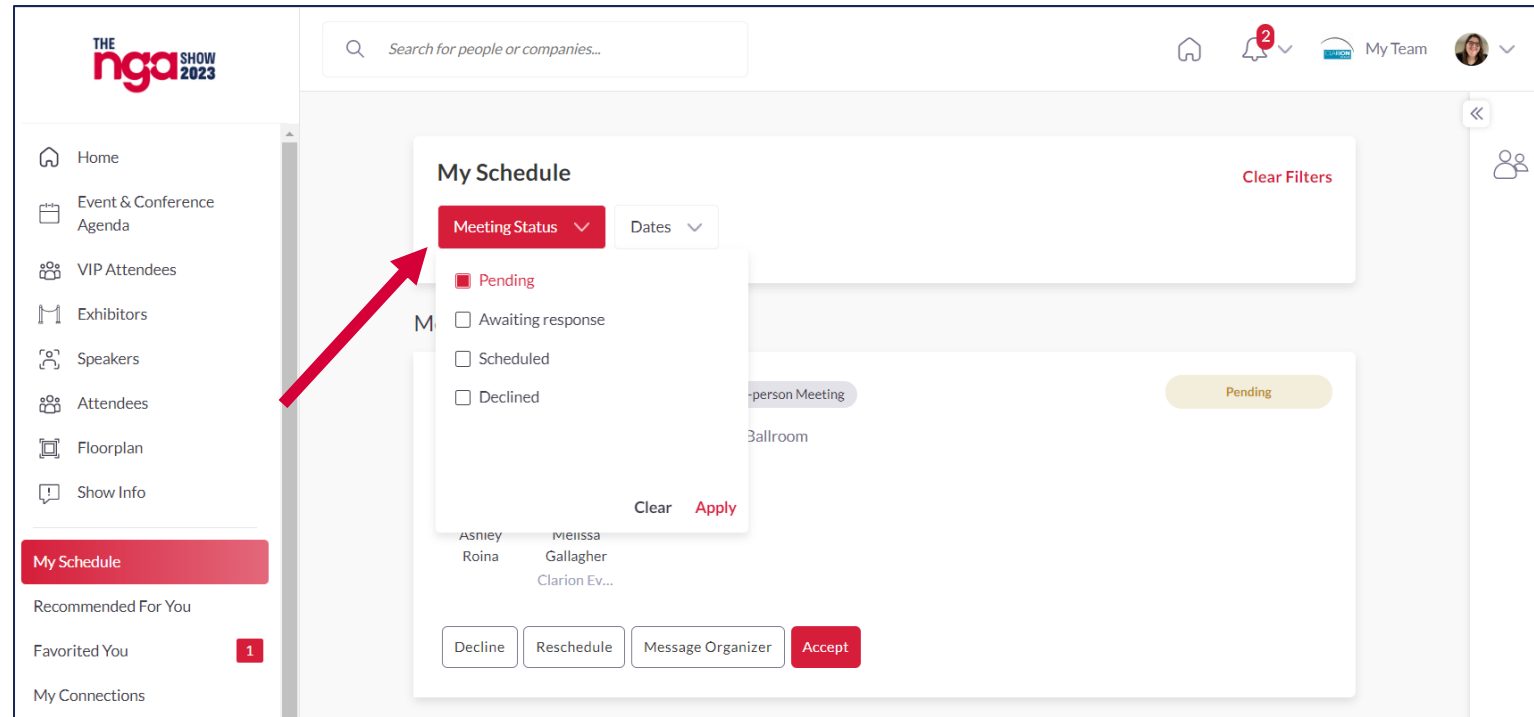
# MEETINGS | *Accepting*

- 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



# MY TEAM | *Web Platform only*

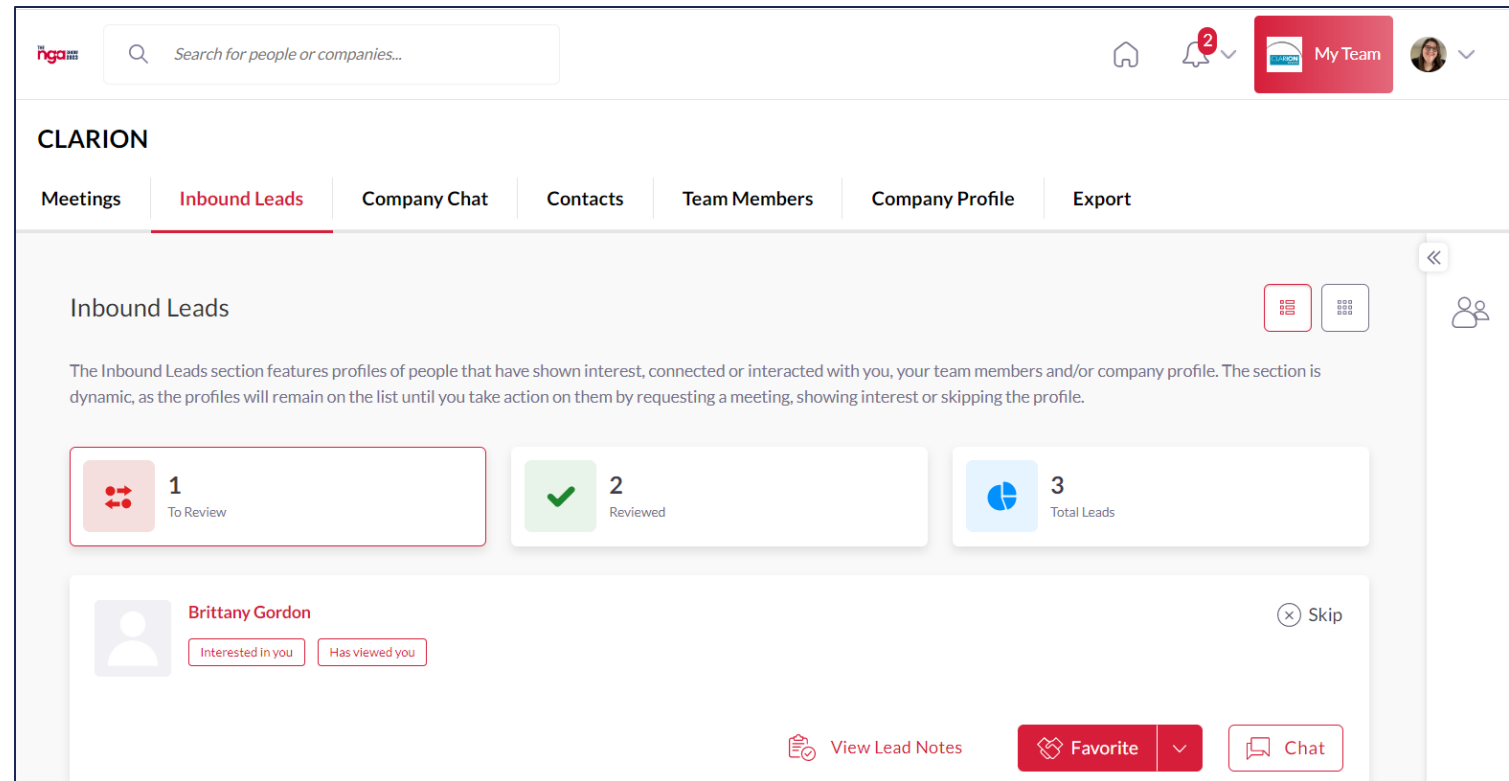
- As a Sponsor, you and your team have access to a dashboard accessible via the web platform (top-right). From here, you can manage meetings for your Team Members, view your Inbound Leads, and Export the Contacts for your entire Team.
- The first person to sign in via the web platform will create your Team and become the Admin for the Team.
- If you registered as an "Attendee", you will not be connected to your team. Please contact [mobileapps@clarionevents.com](mailto:mobileapps@clarionevents.com) and we can add you to your company's Team.
- Please create your Team prior to arriving on-site to ensure all contacts will be included on your Team Export.



# INBOUND LEADS | *Web Platform only*

- 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/Favorites
  - 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* | Web Platform only

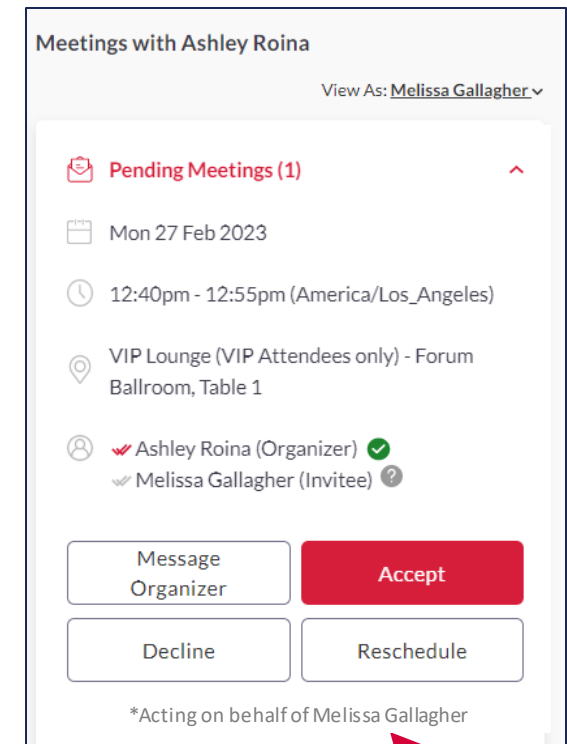
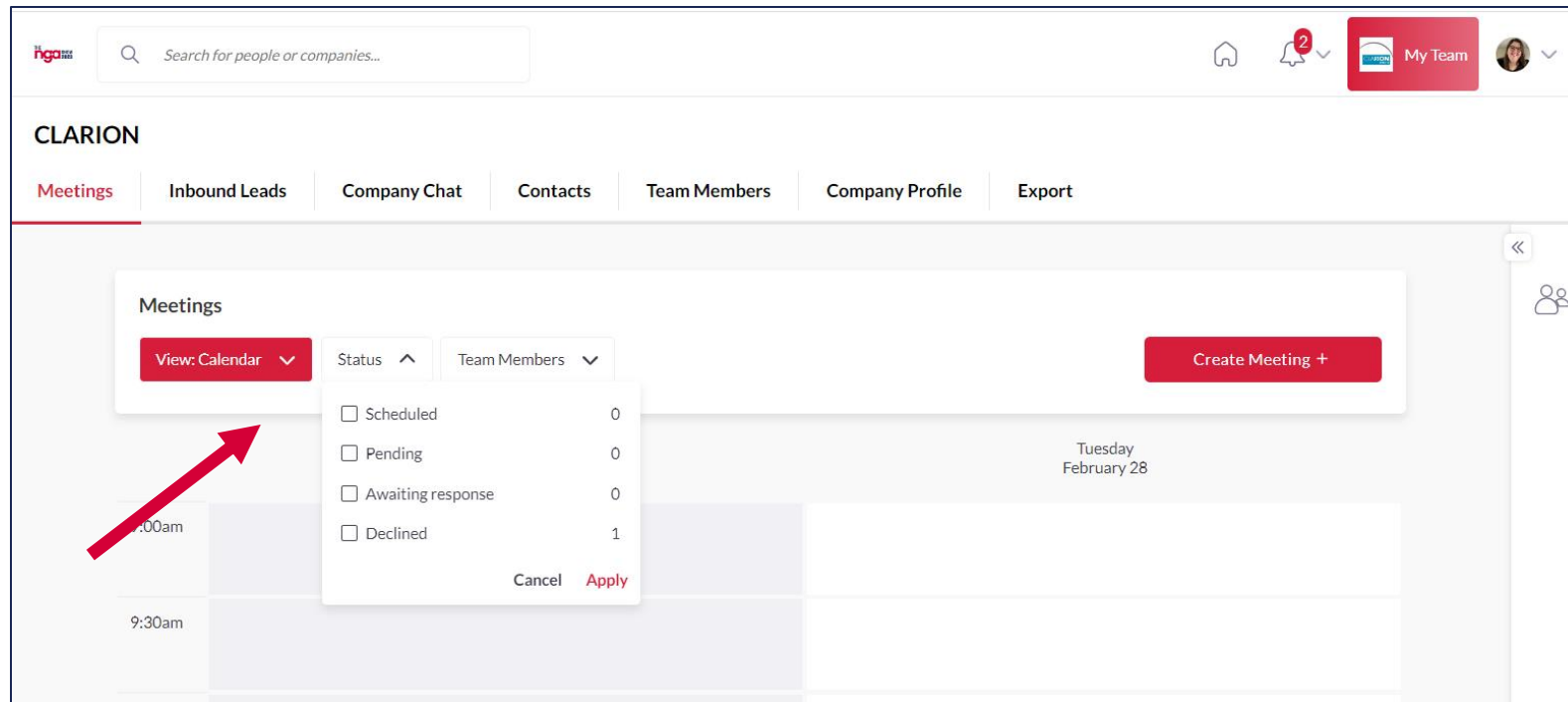
- To request a meeting on behalf of one of your Team Members, navigate to "My Team" at the top right of the home page. Then click "Create a Meeting". Then indicate the Team Member to request the meeting on their behalf. You can also navigate to the profile of who will receive the meeting request and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

The screenshot shows the CLARION web platform interface. At the top, there is a search bar and navigation links for Home, Notifications (2), and My Team. Below the navigation bar, there are tabs for Meetings, Inbound Leads, Company Chat, Contacts, Team Members, Company Profile, and Export. The Meetings tab is active. A modal titled "Create Meeting" is open, showing fields for Representative (Melissa Gallagher), Guest (Type here), Date (Choose a date), Time (Choose a time), Location (Choose a location), and a Personal Message field. A red arrow points to the "Create Meeting +" button in the background, and another red arrow points to the "Request Meeting" button at the bottom of the modal. A notification at the bottom states: "10 meeting requests left until you reach the pending meeting limit."

The screenshot shows a modal titled "Meetings with Ashley Roina". At the top, there is a "View As: Melissa Gallagher" dropdown. Below this, there is a red button labeled "Request a meeting". The modal contains fields for Invitees (Ashley Roina), Date (Monday 02/27/2023), Time (12:20pm - 12:35pm), and Location (VIP Lounge (VIP Attendees only) - Forum B). There is also a Personal Message field with a placeholder text: "Why would you like to meet? Adding a personal message increases acceptance rates by 30%". At the bottom, there are "Cancel" and "Send" buttons. A notification at the bottom states: "10 meeting requests left until you reach the pending meeting limit."

# MEETINGS | *Accepting on behalf of a Team Member* | Web Platform only

- 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 "Filter By" on the left. 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 | *Web Platform only*

- As a Sponsor, you can export the "Contacts" for your entire team. "Contacts" include connections your or your team has made through:
  - Having a **Meeting**
  - Marking each other as **Favorite**
  - Participants **registering** for a session

- 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.**

