



*A hosted buyer event for
gift & souvenir professionals*

THE GATHERING
West

FEBRUARY 7-9, 2023

Town and Country Resort ● San Diego, CA

Mobile App Guide



**GIFT &
SOUVENIR GROUP**

<https://www.thegatheringevent.com/west>

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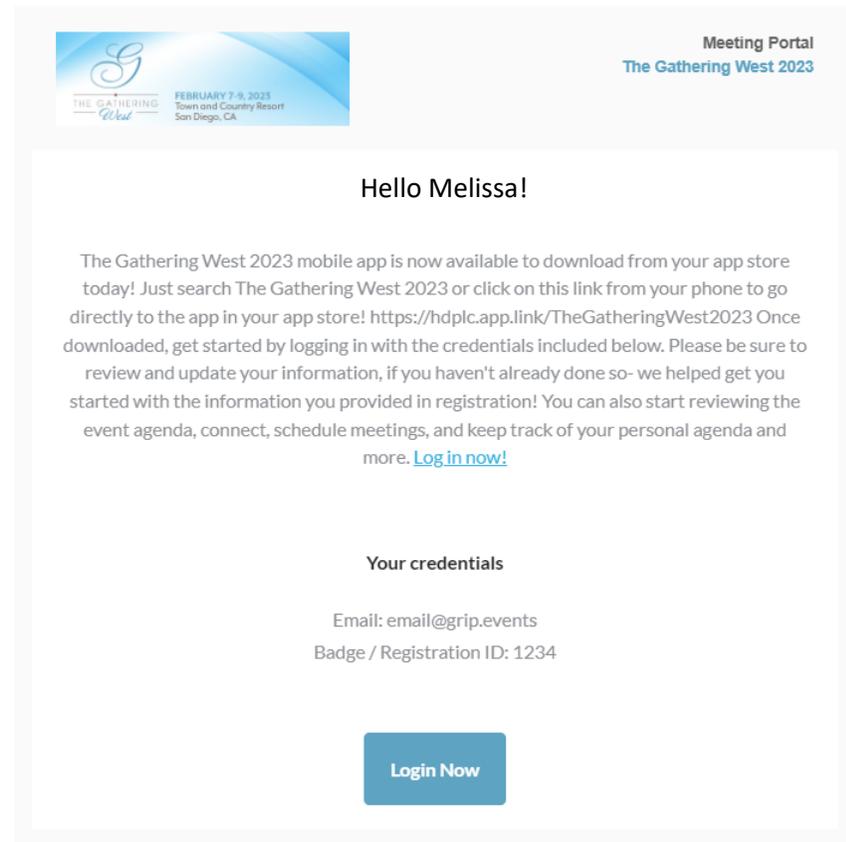
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LOGIN

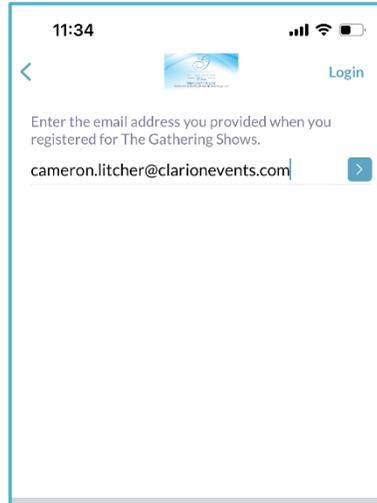
- You'll start by creating your profile via an email sent from The Gathering team (noreply@meetingportal.clarionevents.com) with the subject: **Download The Gathering West 2023 mobile app today!**



If you don't see this email in your inbox, please check your spam or contact the Gathering team.

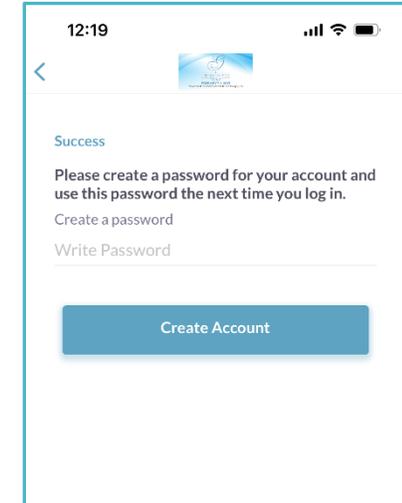
LOGIN

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



NOTE:

When first logging in via the your mobile, add your email address you registered with.

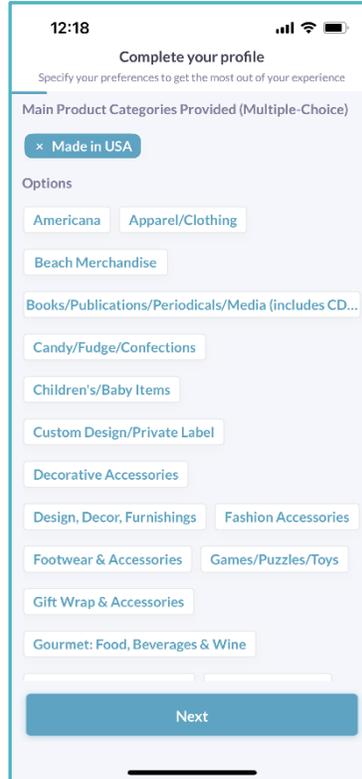


On second page, add your **Mobile App ID** (if you haven't already claimed your account via your computer) or your **password** (that you created when you first logged in via your computer).

For questions on logging into the Mobile App, please contact Cameron at cameron.litcher@clarionevents.com

LOGIN, part 2

- Once you are in the app, it will ask you to confirm any onboarding question selections



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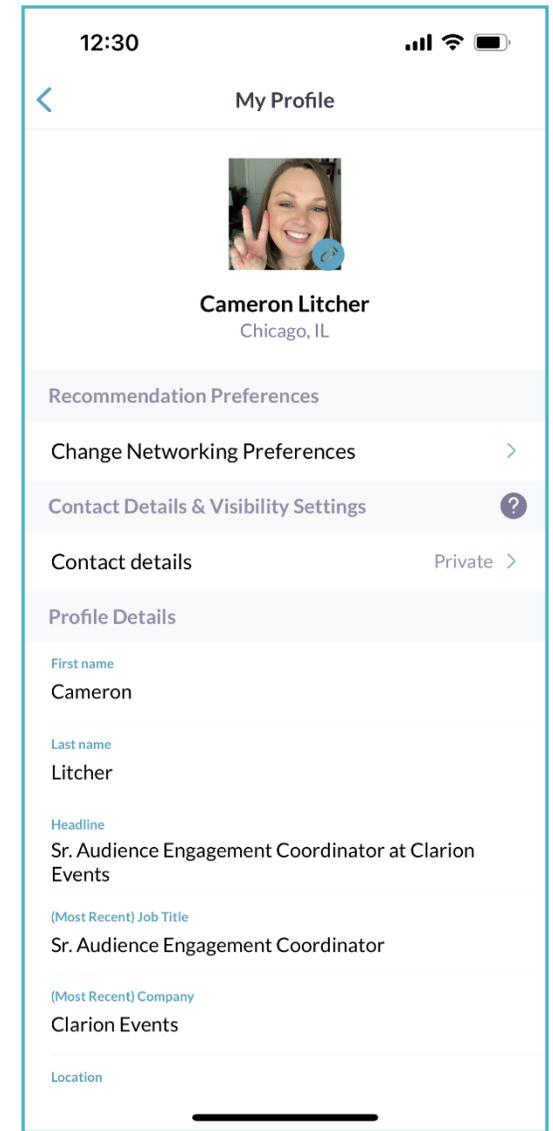
EDITING YOUR PROFILE

To edit your profile, either click the Top LEFT corner icon OR go to the 'More' tab and click on your name at the top of the app.

- You can edit your profile page at any point before, during, and after the show while the app is active
- Click on the profile icon to upload a headshot

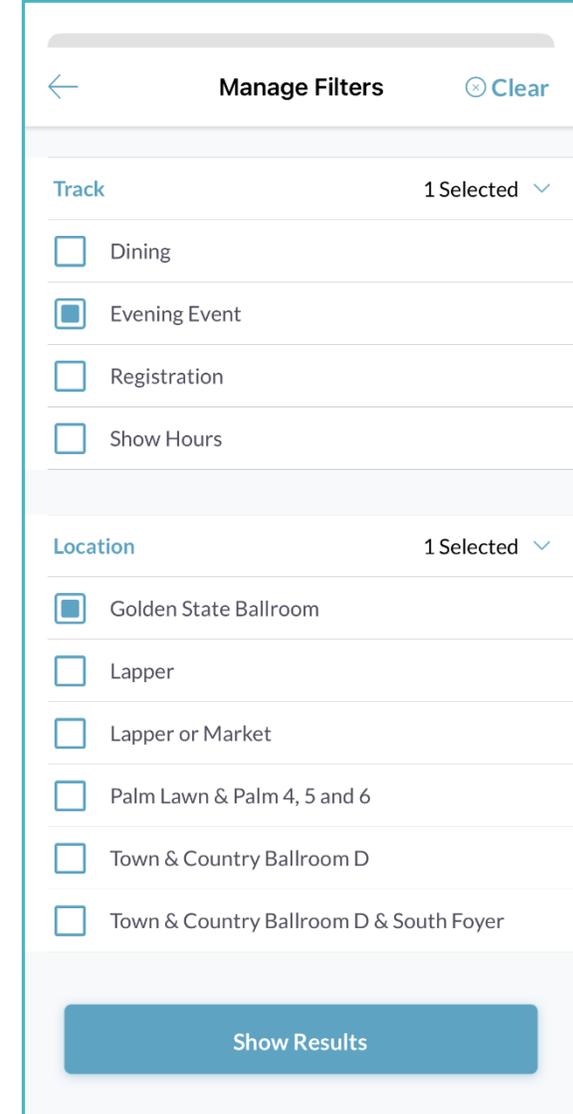
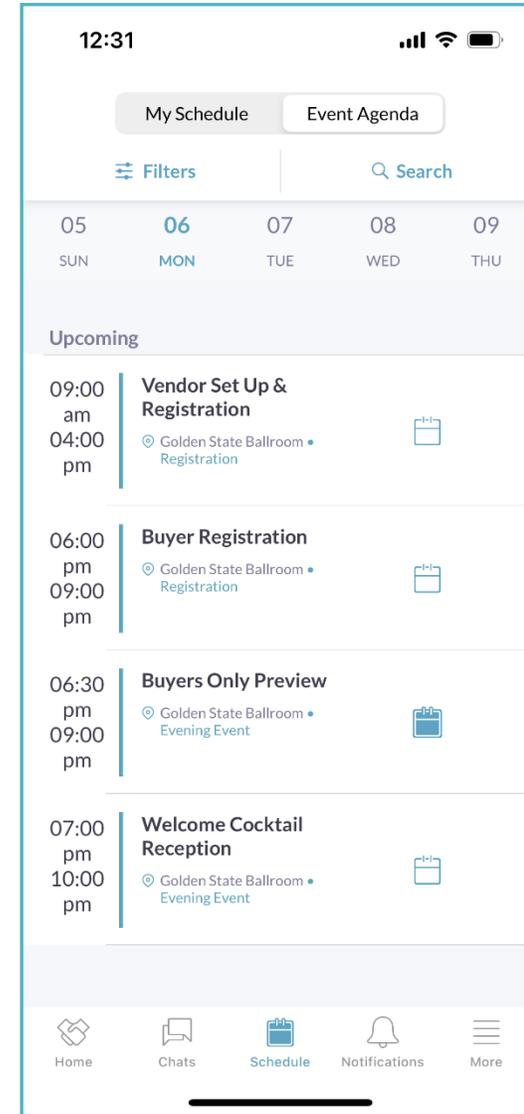
NOTE:

You are not able to search your own profile in the mobile app.

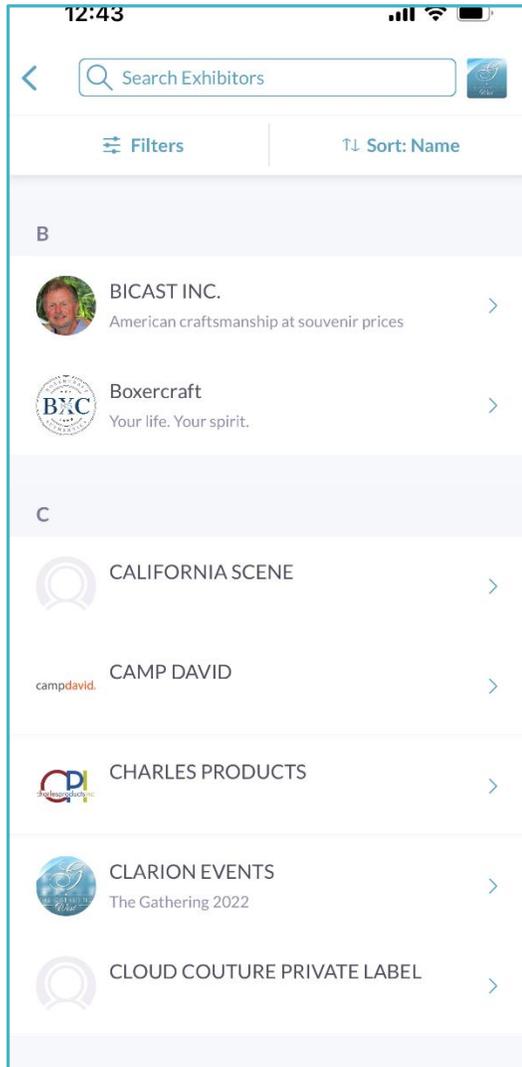


EVENT AGENDA

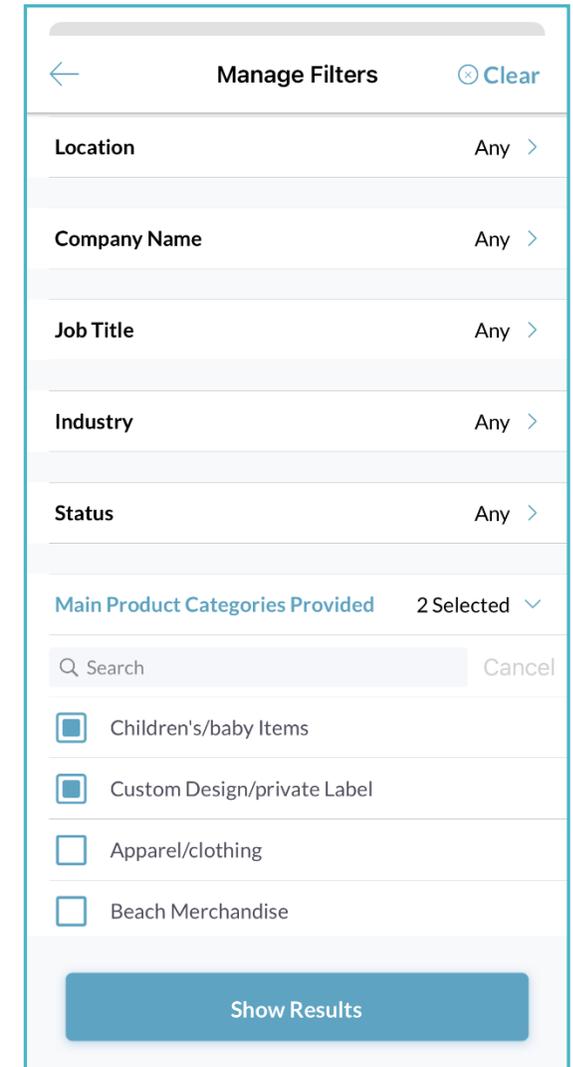
- You can filter the event agenda based on the tracks you are interested in and easily add those to your schedule by clicking the 'Calendar' button on the right
- You can click into a session to learn more about the program content
- You can also view the location to where the session is being held on the main agenda page or by clicking into the session for more info



EXHIBITOR LIST (For Buyers)

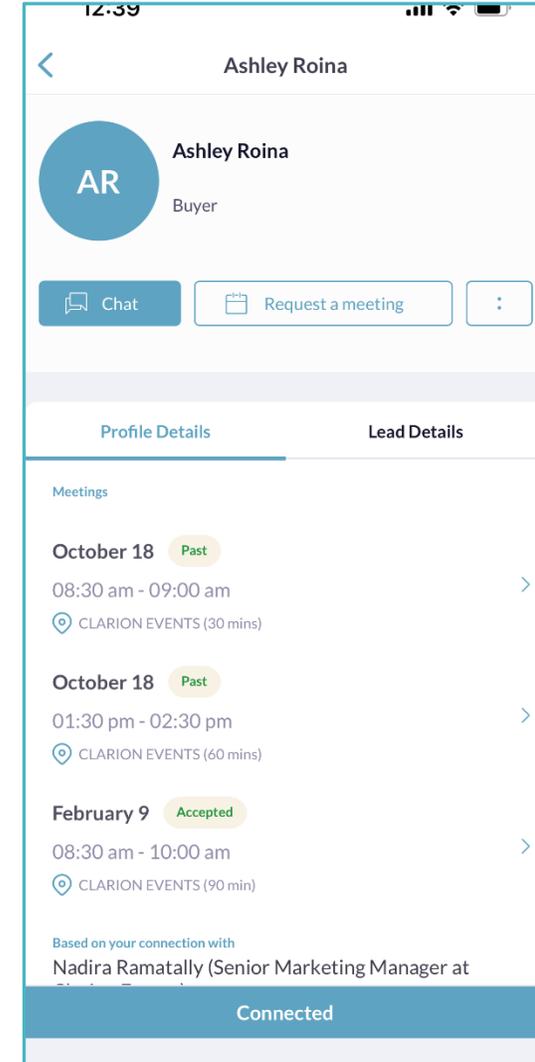
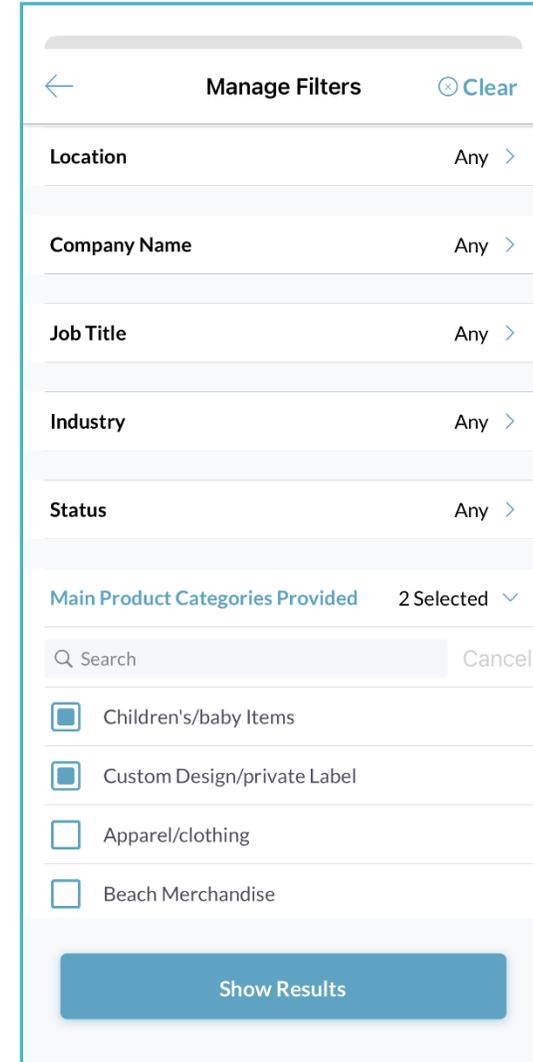


- You can filter the exhibitor list with
 - Main Product Categories Provided : your main categories
- You can learn more about a company by clicking into the profile



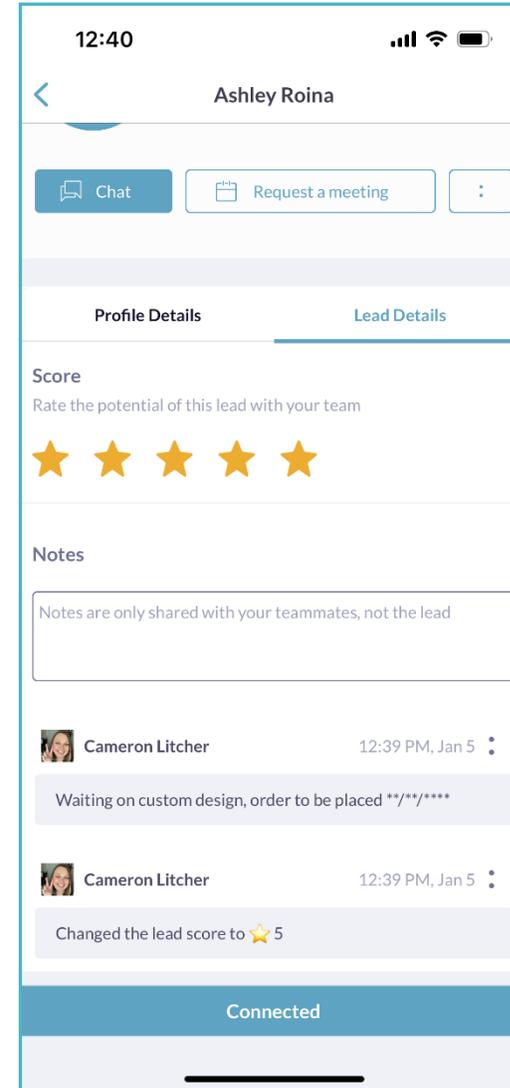
BUYERS LIST (For Exhibitors)

- Just like for the exhibitors, you can filter for the attendee list as well:
 - Main Product Categories Interested : the main categories
- You can click into any attendee profile:
 - Learn more about them
 - Interest them
 - Request to chat
 - Send a meeting request
 - See if you have previously met in the past



LEAD DETAILS / NOTES (for Exhibitors)

- Once you have 'Shown Interest' or have made a connection with someone, you are able to take notes in the 'Lead Details' section for that person.
 - **Pre-Plan:** add questions that you would like to ask at the meeting, so you don't forget!
 - **Take Notes:** take notes while at your meeting or directly after while it's fresh in your mind so you know what happened at your meeting in a convenient spot!
 - **Rate Your Potential Lead:** you can now rate your lead on a 5-star system as a quick visual reminder; you can update this as you get to know your lead more

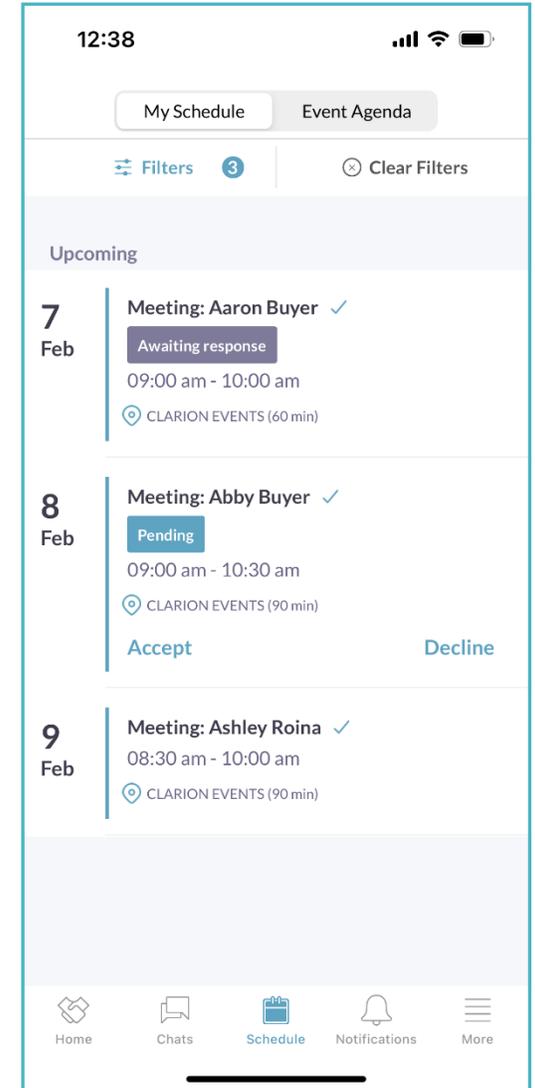
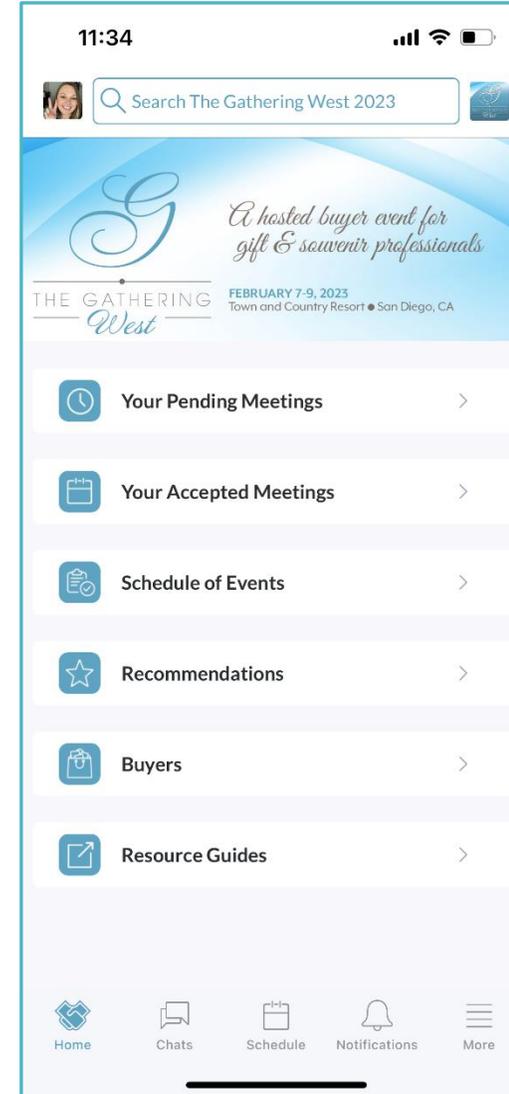


YOUR SCHEDULE

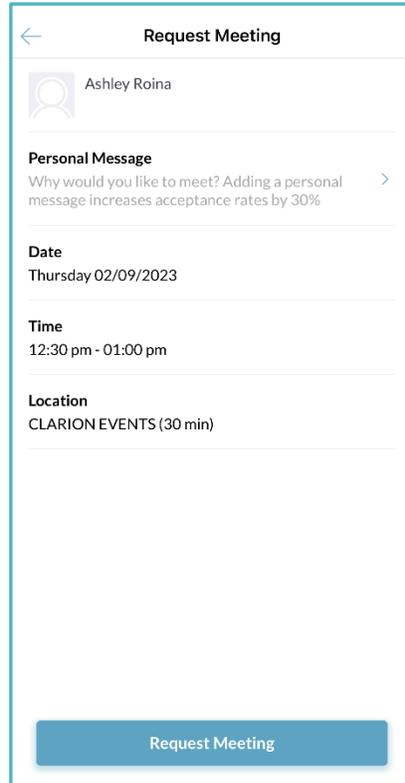
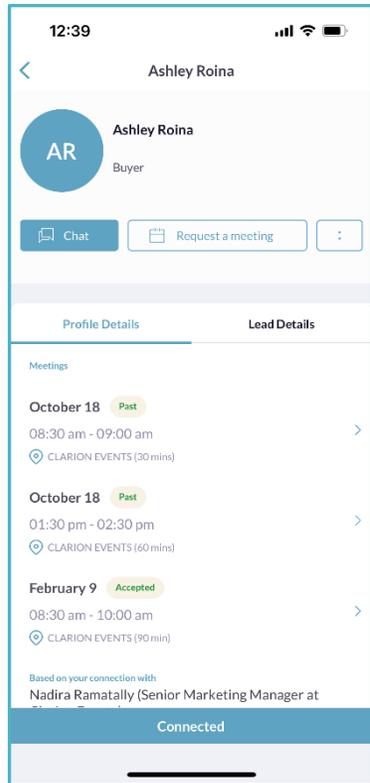
Great News! You'll be able to access your personal The Gathering Schedule of Events and Meeting Schedule via The Gathering West 2023 Show App!

This section of the app will include:

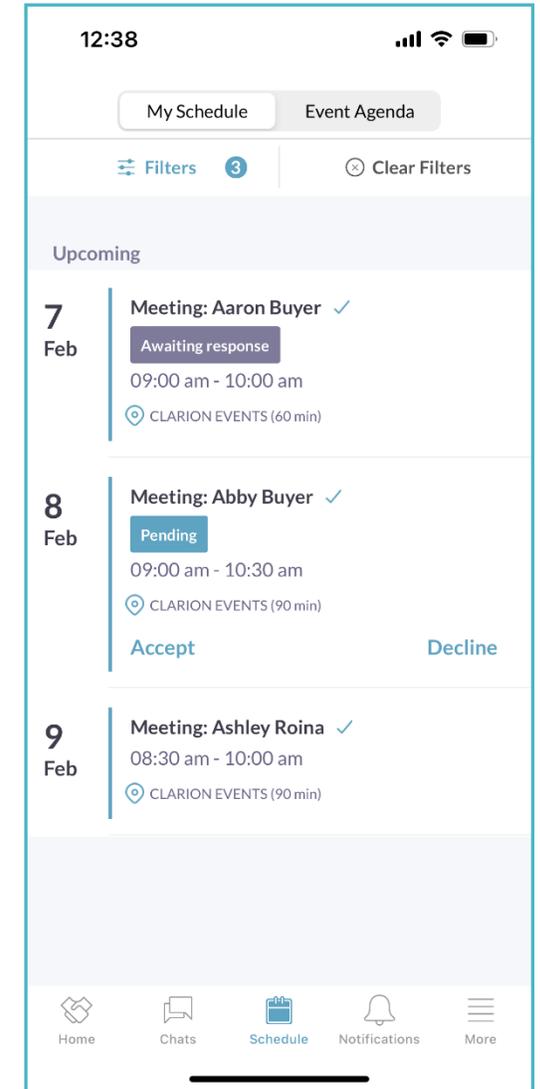
- Your Accepted Meetings
- Your Pending Meetings- received or sent
- Our Schedule of Events
 - You can add any session to you personal calendar
- Your Full Schedule (all meetings and sessions) from the Schedule Tab at the bottom of the app



REQUESTING / ACCEPTING MEETINGS



- Regularly check the app to send meeting requests and accept any meetings sent to you.
 - **Request a Meeting:** click on a profile you would like to meet with, click 'Request a Meeting', and select the time/date/location.
 - **Accepting a Meeting:** go to 'Your Schedule', filter 'Pending' meetings, and accept/reschedule any meetings sent to you!
- **For Buyers:** when requesting a meeting, you must click onto an Exhibitor Representatives page from the company you would like to meet with!



NOTE:

When sending a meeting request, be sure to include a meeting location in the Personal Message!

Rating Your Meeting

Great News! You can rate your meeting(s) after it has concluded.

- Click into the meeting that just occurred (It will say Past on the meeting)
- You have the option to choose Good, Bad, or Didn't Happen
- Each response will have an additional comments to choose from

