

Mobile App Guide



https://www.thegatheringevent.com/west

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LOGIN

• You'll start by creating your profile via an email sent from The Gathering team (<u>noreply@meetingportal.clarionevents.com</u>) 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.



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



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

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.

12:30		''II 🕹
<	My Profile	
	Cameron Litcher Chicago, IL	
Recommenda	ation Preferences	
Change Net	working Preferences	>
Contact Deta	ils & Visibility Settings	?
Contact det	ails	Private >
Profile Detai	s	
First name Cameron		
Last name Litcher		
Headline Sr. Audience Events	Engagement Coordinator a	at Clarion
(Most Recent) Job Sr. Audience	Title Engagement Coordinator	
(Most Recent) Com Clarion Even	pany ts	
Location		

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

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pm	Registration			
06:00	Buyer Regi	stration		
pm 09:00	Golden State Registration	e Ballroom •		
pm				
06:30	Buyers Onl	y Preview		
pm 09:00	Golden State Evening Even	e Ballroom • nt		
pm				
07:00	Welcome C	Cocktail		
рт 10:00	 Reception Golden State 	e Ballroom •		
pm	Evening Ever	nt		
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Home	Chats	Schedule	دےے Notifications	More
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Clear

EXHIBITOR LIST (For Buyers)

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- 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

\leftarrow	Manage Filters	⊗Clear		
Loca	tion	Any >		
Com	pany Name	Any >		
Job T	ītle	Any >		
Industry Any >				
Status Any >				
Main Product Categories Provided 2 Selected 🗸				
Q S	earch	Cancel		
	Children's/baby Items			
	Custom Design/private Label			
	Apparel/clothing			
	Beach Merchandise			
Show Results				

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

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Any >	Ashley Roina	a
Any >	Duyer	
Any >	🛱 Chat 💾 Re	quest a meeting
Any >	Profile Details	Lead Details
Any >	Meetings	
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2 Selected $$	08:30 am - 09:00 am	
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Cancel	October 18 Past	
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		ected
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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

12:40	. II.
<	Ashley Roina
🟳 Chat	Request a meeting
Profile Details	Lead Details
Score	
Rate the potential of thi	s lead with your team
$\star \star \star$	* *
Notes are only shared v	with your teammates, not the lead
Cameron Litcher	r 12:39 PM, Jan 5 🚦
Waiting on custom d	esign, order to be placed **/**/****
Cameron Litcher	r 12:39 PM, Jan 5 :
Changed the lead sco	pre to 🖕 5
	Connected

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



12:38		al 🗢 🗩	
	My Schedule	Event Agenda	
	럎 Filters 3	🛞 Clear F	ilters
Upcon	ning		
7 Feb	Meeting: Aaron B Awaiting response 09:00 am - 10:00 a © CLARION EVENTS (6	uyer 🗸 am .0 min)	
8 Feb	Meeting: Abby Bu Pending 09:00 am - 10:30 a © CLARION EVENTS (S Accept	iyer √ am ™min)	Decline
9 Feb	Meeting: Ashley R 08:30 am - 10:00 CLARION EVENTS (S	Roina √ am º0 min)	
Home	Chats Sche	dule Notifications	More

REQUESTING / ACCEPTING MEETINGS



 Personal Message

 Why would you like to meet? Adding a personal

 message increases acceptance rates by 30%

 Date

 Thursday 02/09/2023

 Time

 12:30 pm - 01:00 pm

 Location

 CLARION EVENTS (30 min)

 Output

 Personal Message

 YOU.

 YOU.

 Time

 12:30 pm - 01:00 pm

 Location

 CLARION EVENTS (30 min)

 Select

 YPer

 message

<u>NOTE:</u> <u>When sending a meeting</u> <u>request, be sure to include a</u> <u>meeting location in the</u> Personal Message!

- Regularly check the app to send meeting requests and accept any meetings sent to
 - 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!



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

Ashley Roina Ashley Roina Ashley Roina Buyer Chat Request a meeting Chat Request a meeting Image: Chat Lead Details Meetings October 18 Details State of the second o		all 😤 💻	
Ashley Roina Buyer Chat Request a meeting Profile Details Lead Details Meetings October 18 Profile Tetails Meetings Si 30 am - 09:00 am			
AR Buyer Chat Profile Details Lead Details October 18 Past 08:30 am - 09:00 am	How would you rate your meeting? Ratings are private and collected to improve your experience		
Chat Request a meeting Profile Details Lead Details Meetings October 18 Past 08:30 am - 09:00 am			
Profile Details Lead Details Meetings October 18 08:30 am - 09:00 am Details Image: Clark of the second seco	Feedback is Anonymous		
Meetings Image: Clark Details October 18 Past 08:30 am - 09:00 am >	To improve your exper events we kindly ask yo sessions with "Good"	ience at this and future ou to anonymously rate ', "Didn't Go" or "Bad"	
October 18 Past 08:30 am - 09:00 am	i 🍐 🖻	3 👎	
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08:30 am - 09:00 am	Re-arranged for	a different time	
CLARION EVENTS (30 mins)	Immediate bus	siness potential	
Ashley Roina (Accented)			
October 18 Past	Great pre	sentation	
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CLARION EVENTS (60 mins)	Cancel	Submit	
February 9 Accepted			
08:30 am - 10:00 am >			
⊙ CLARION EVENTS (90 min)			
Based on your connection with Nadira Ramatally (Senior Marketing Manager at			
Connected			