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THE GATHERING
— — — — —
West

*A hosted buyer event for
gift & souvenir professionals*

Mobile App & Platform Resource Guide

[The Gathering West](#)



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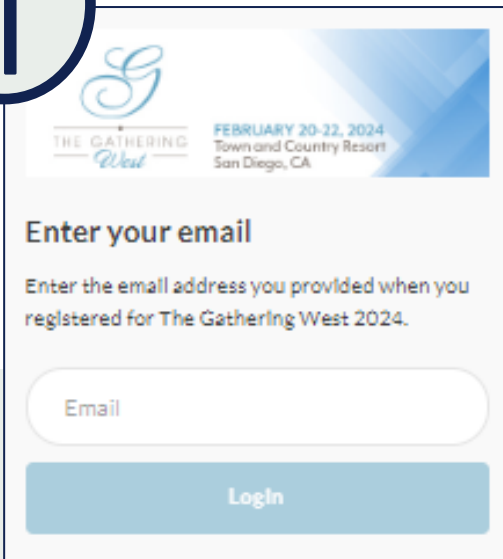
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LOGIN web platform

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 GATHERING West FEBRUARY 20-22, 2024
Town and Country Resort San Diego, CA

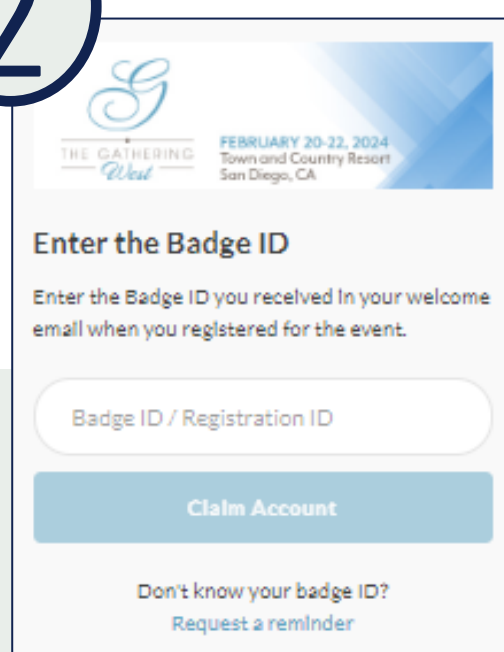
Enter your email

Enter the email address you provided when you registered for The Gathering West 2024.

Email

Login

2



THE GATHERING West FEBRUARY 20-22, 2024
Town and Country Resort San Diego, CA

Enter the Badge ID

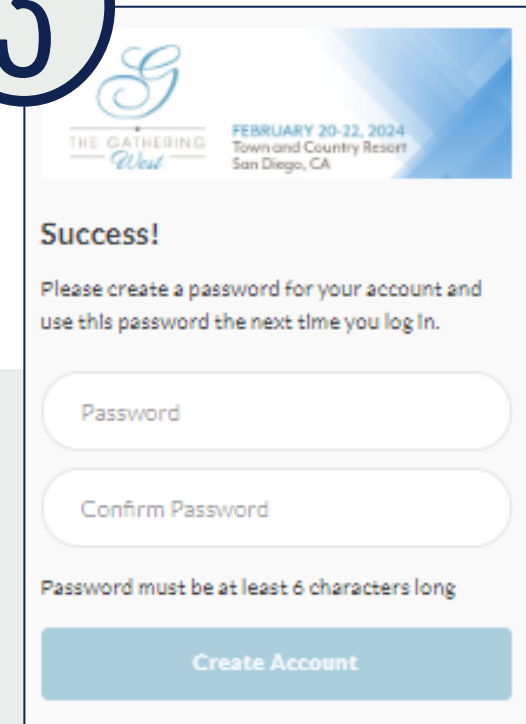
Enter the Badge ID you received in your welcome email when you registered for the event.

Badge ID / Registration ID

Claim Account

Don't know your badge ID?
Request a reminder

3



THE GATHERING West FEBRUARY 20-22, 2024
Town and Country Resort San Diego, CA

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

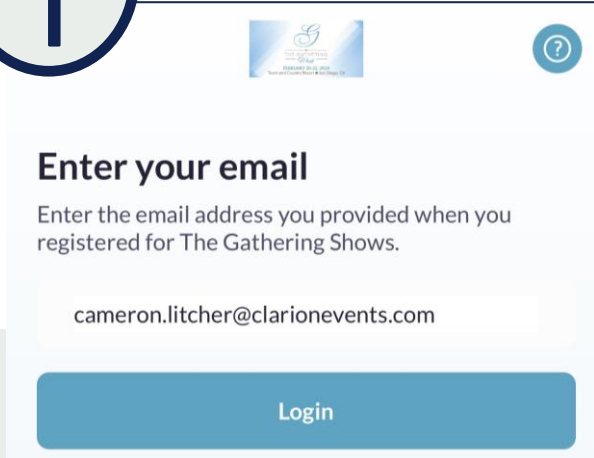
Create Account

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



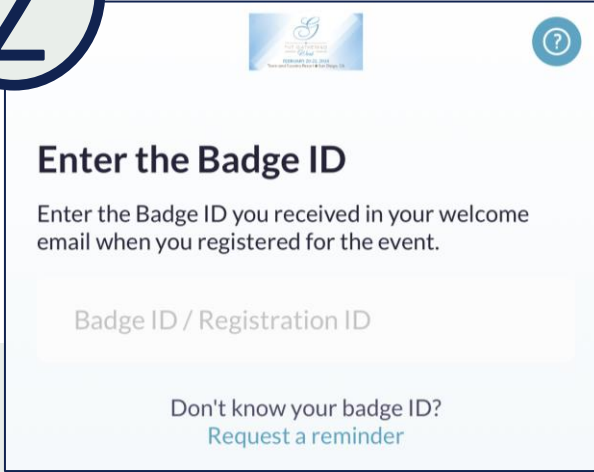
Enter your email

Enter the email address you provided when you registered for The Gathering Shows.

cameron.litcher@clarionevents.com

Login

2



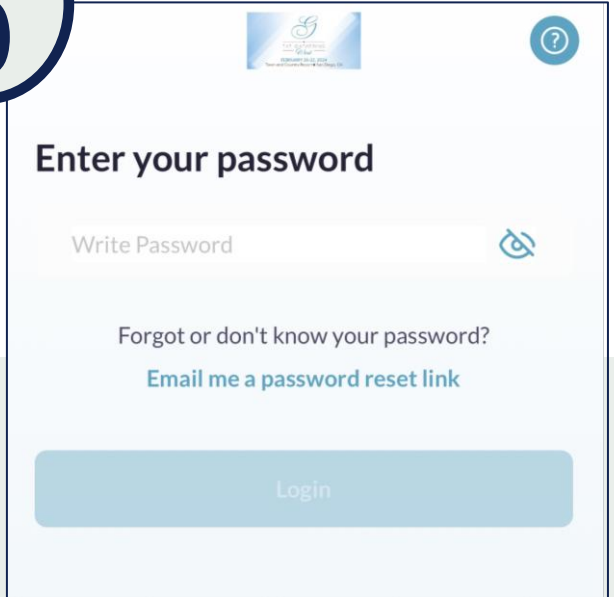
Enter the Badge ID

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

3



Enter your password

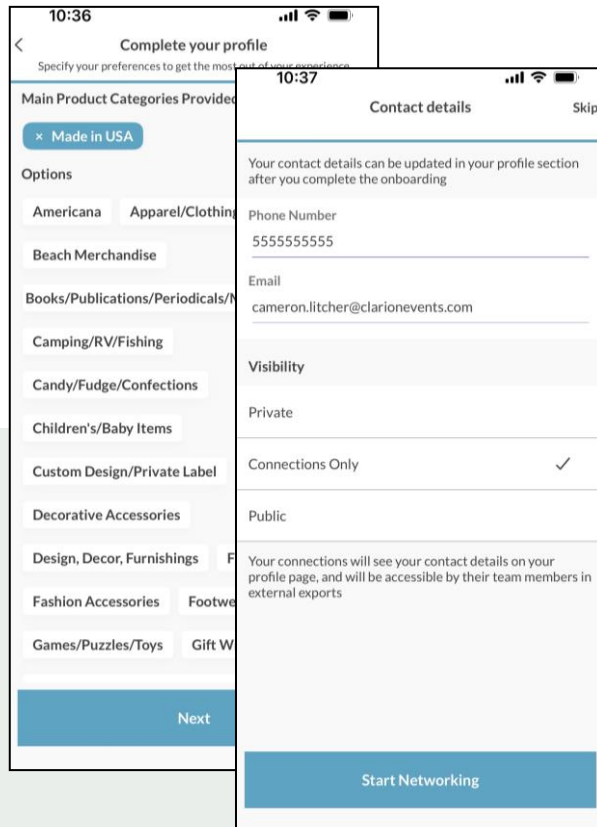
Write Password

Forgot or don't know your password?
Email me a password reset link

Login

ONBOARDING

Mobile App

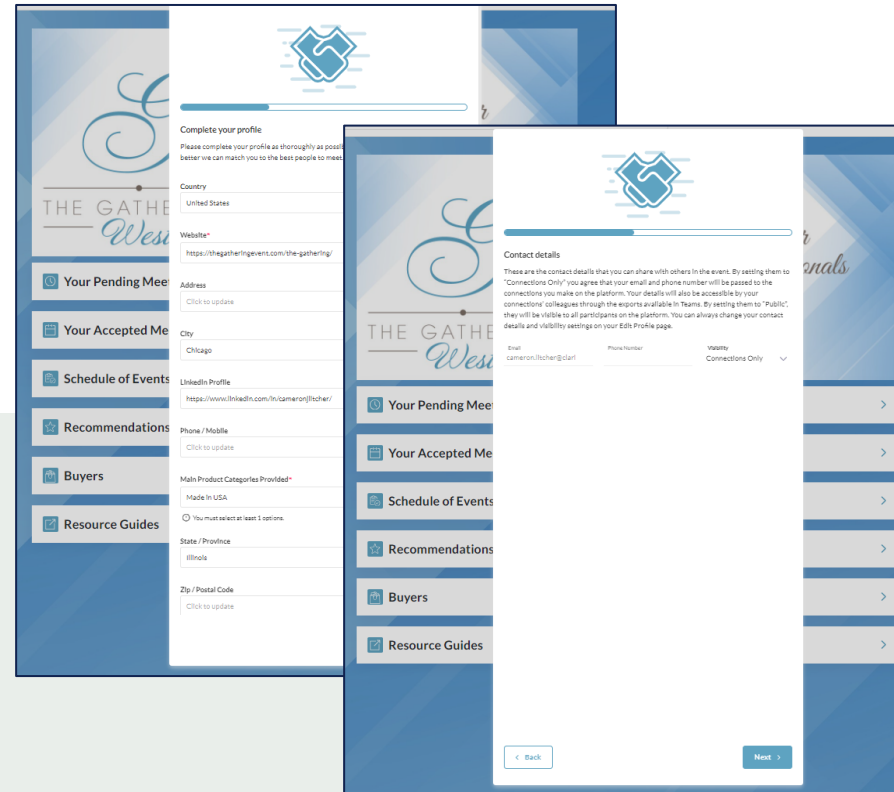


During onboarding, you'll be asked to confirm your registration information.

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



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

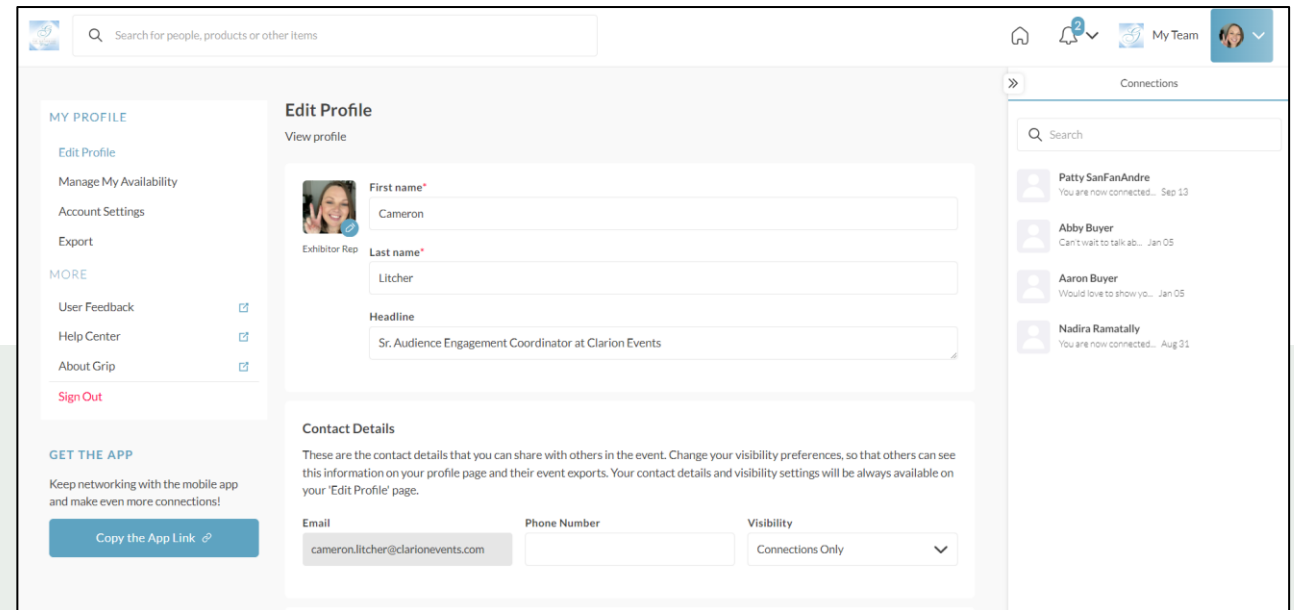
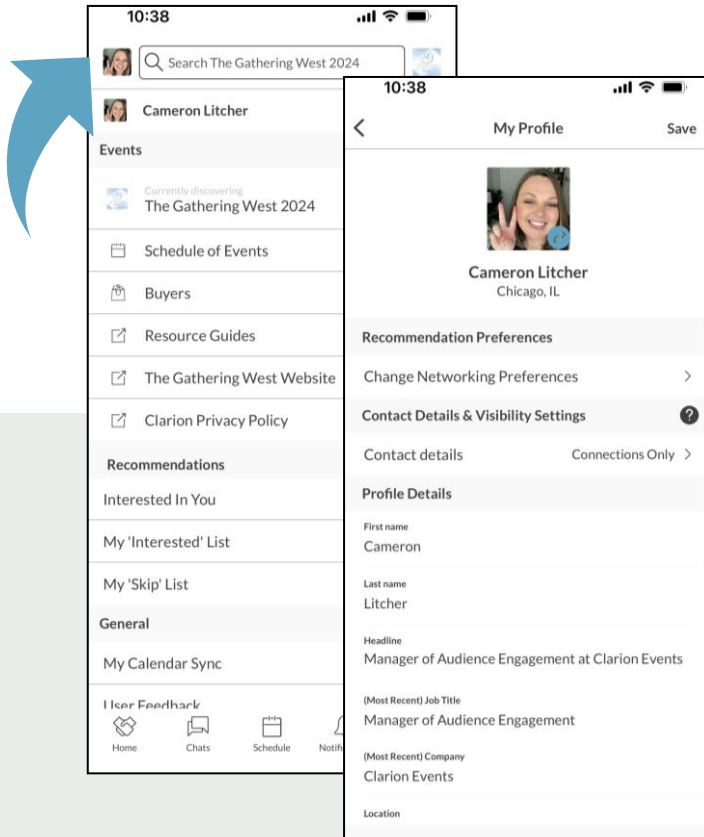
You can edit your profile at any time through both the mobile app and the web platform.

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

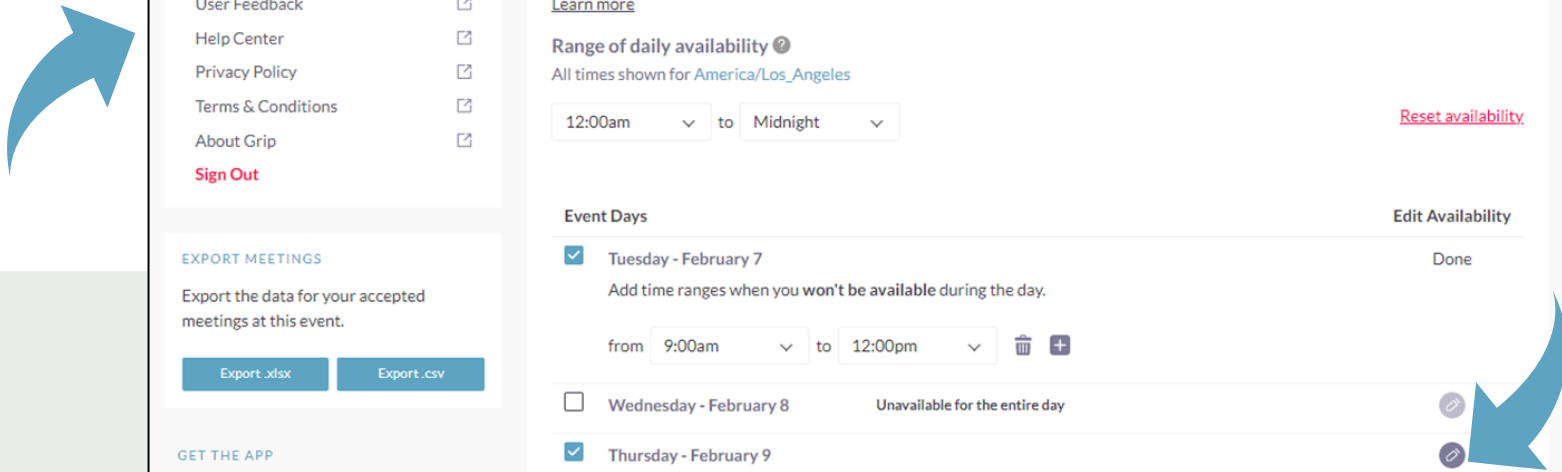
Web Platform



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.

Click “Profile”, “Manage My Availability”, the “Edit Availability”. Adjust the times your unavailable to meet for each day.



NAVIGATION

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

MORE

- User Feedback
- Help Center
- Privacy Policy
- Terms & Conditions
- About Grip
- Sign Out**

EXPORT MEETINGS

Export the data for your accepted meetings at this event.

[Export .xlsx](#) [Export .csv](#)

GET THE APP

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

[Copy the App Link](#)

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*

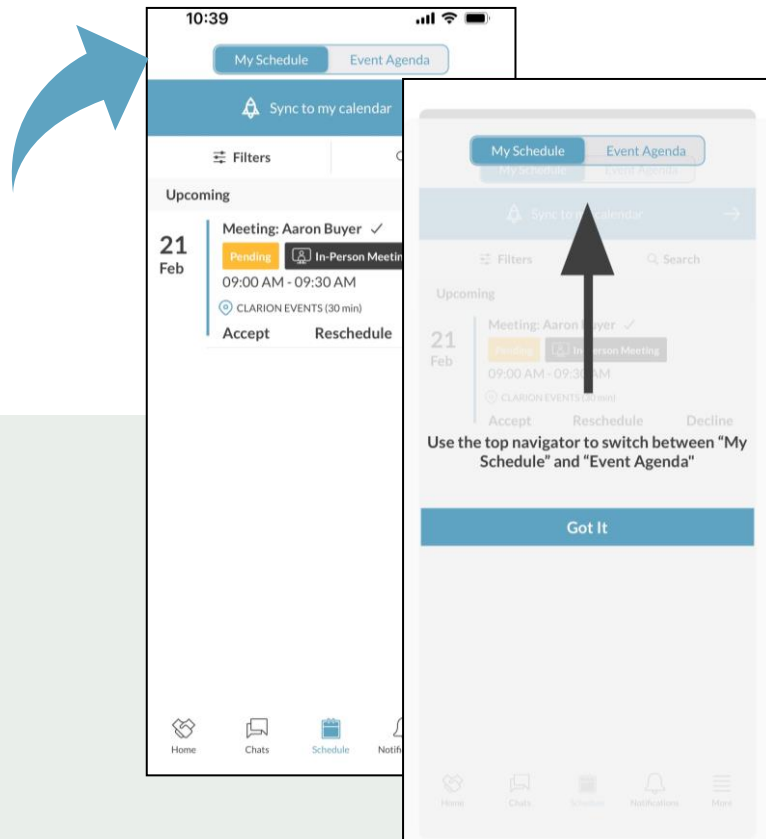
12:00am to Midnight [Reset availability](#)

Event Days	Edit Availability
<input checked="" type="checkbox"/> Tuesday - February 7 Add time ranges when you won't be available during the day. from 9:00am to 12:00pm	Done
<input type="checkbox"/> Wednesday - February 8 Unavailable for the entire day	Edit Availability
<input checked="" type="checkbox"/> Thursday - February 9	Edit Availability

[Save Changes](#)

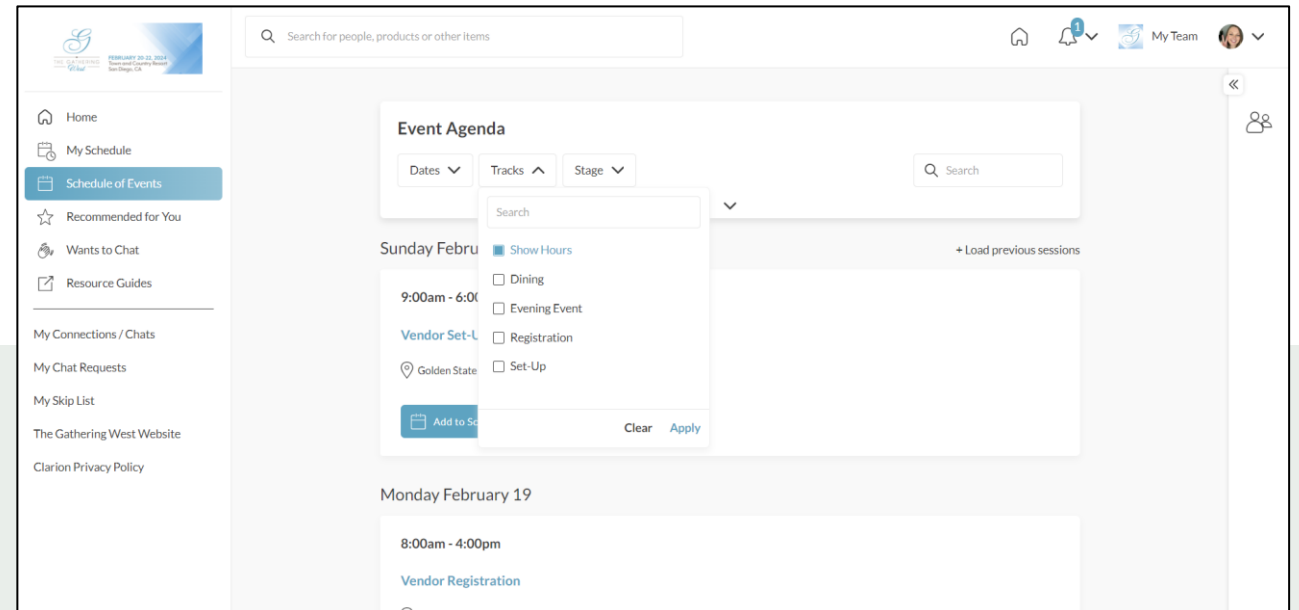
EVENT AGENDA

Mobile App



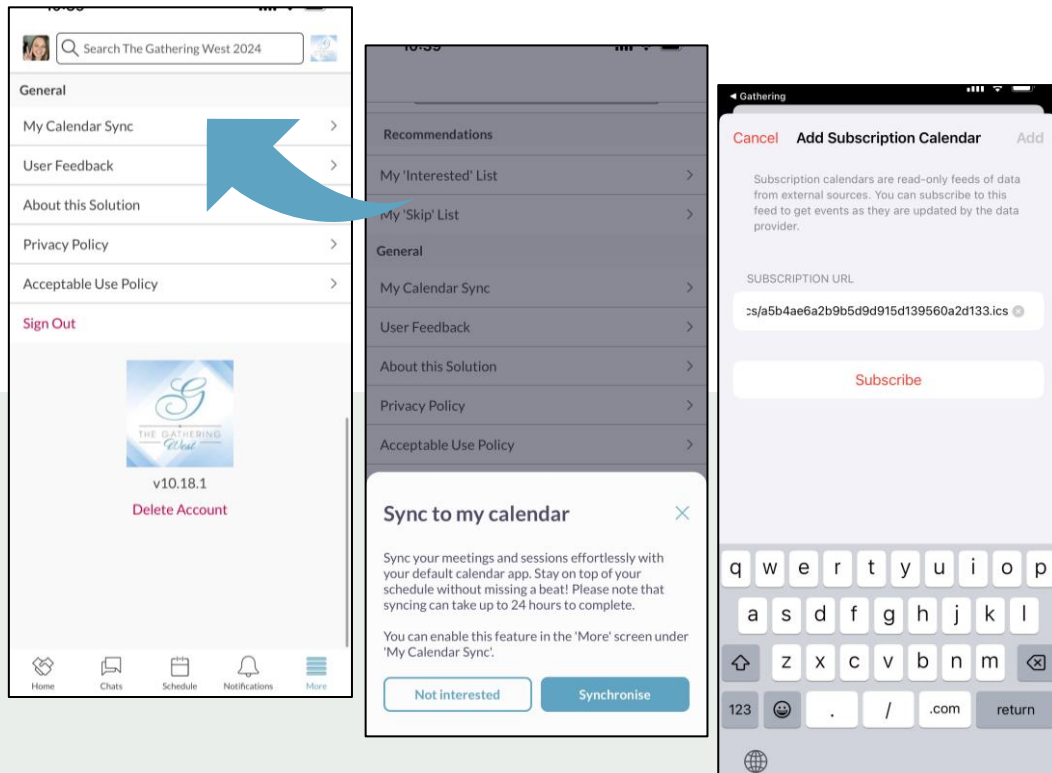
Tailor your event experience by adding sessions to your calendar. Filter the agenda by tracks, location (stage), or tags. "Add to Schedule" or use the calendar icon to add a session to your calendar.

Web Platform



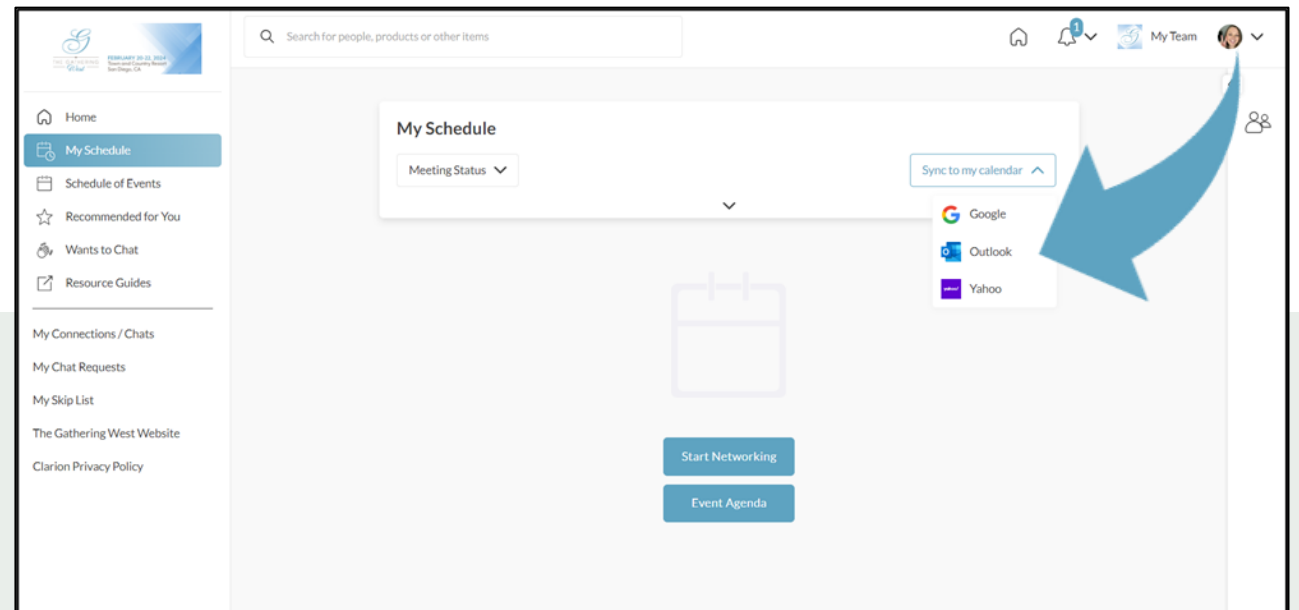
CALENDAR SYNC

Mobile App



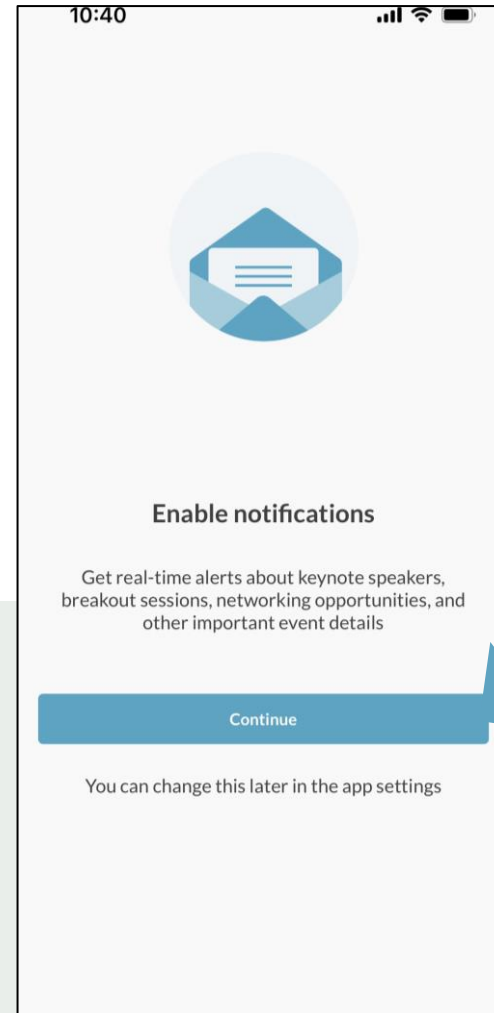
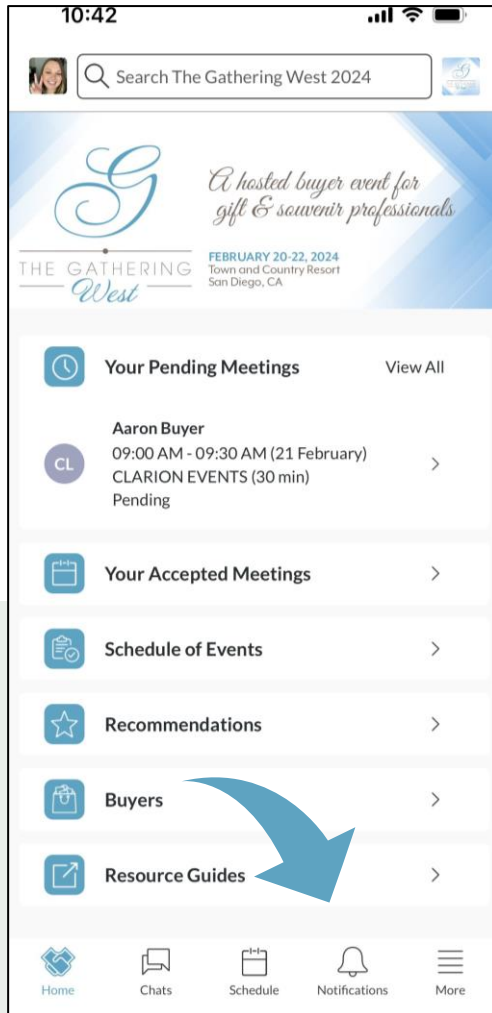
[Sync your calendar](#) (confirmed meetings and registered sessions) automatically to your device. On the web platform, click “My Schedule”, then “Sync to my Calendar”. On mobile, from either the Event Agenda, or the “More” list click “My Calendar Sync”. Follow the instructions to add the Calendar to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

Web Platform



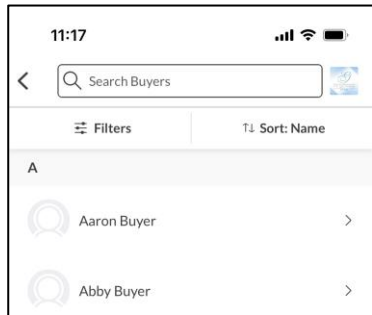
PUSH NOTIFICATIONS


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

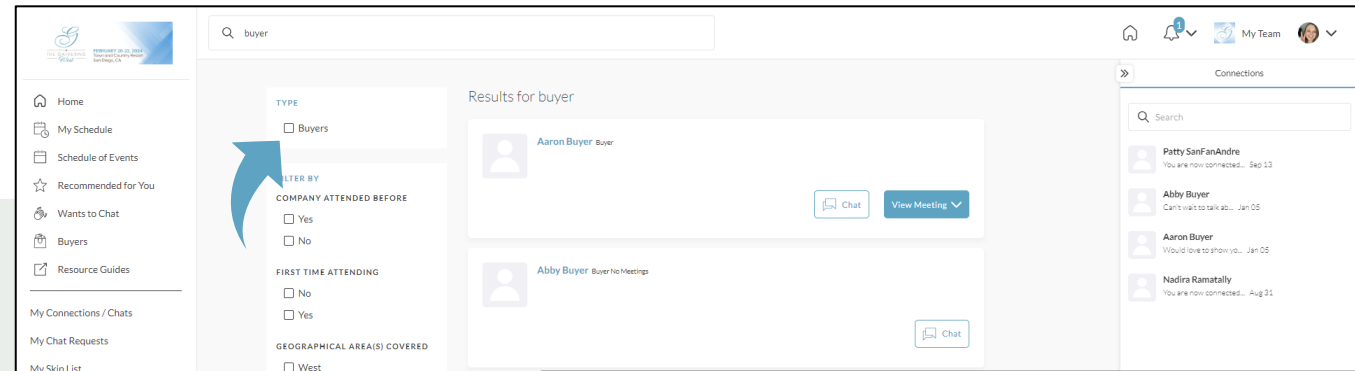
Mobile App



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

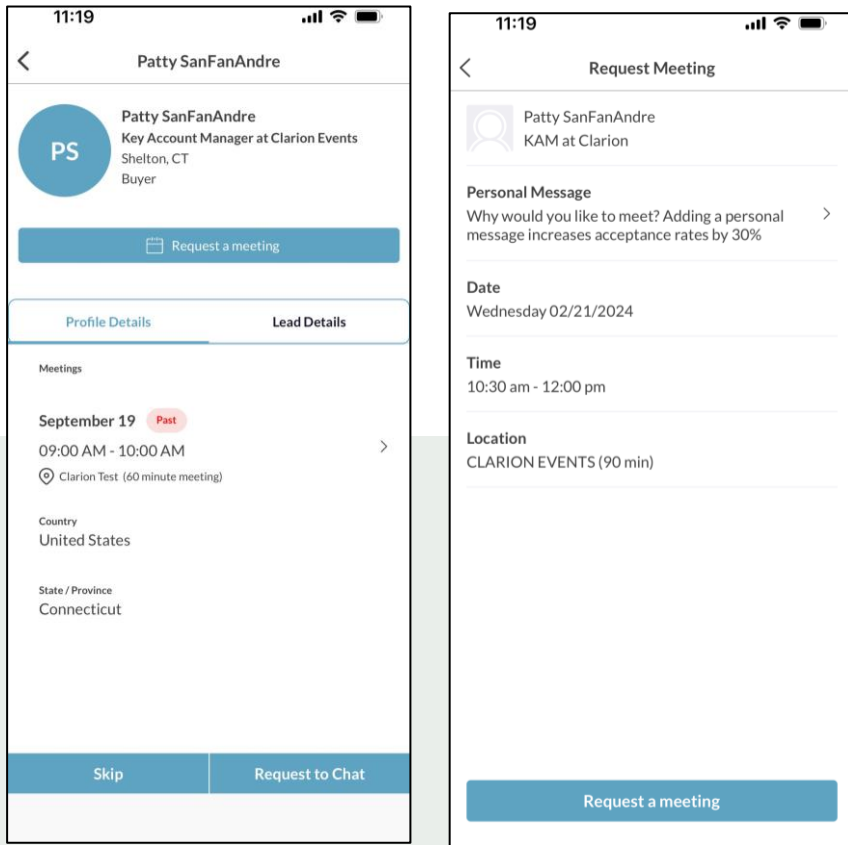


Exhibitors

Sort: Group  Location  Company Name  Status  Country  New Exhibitor 

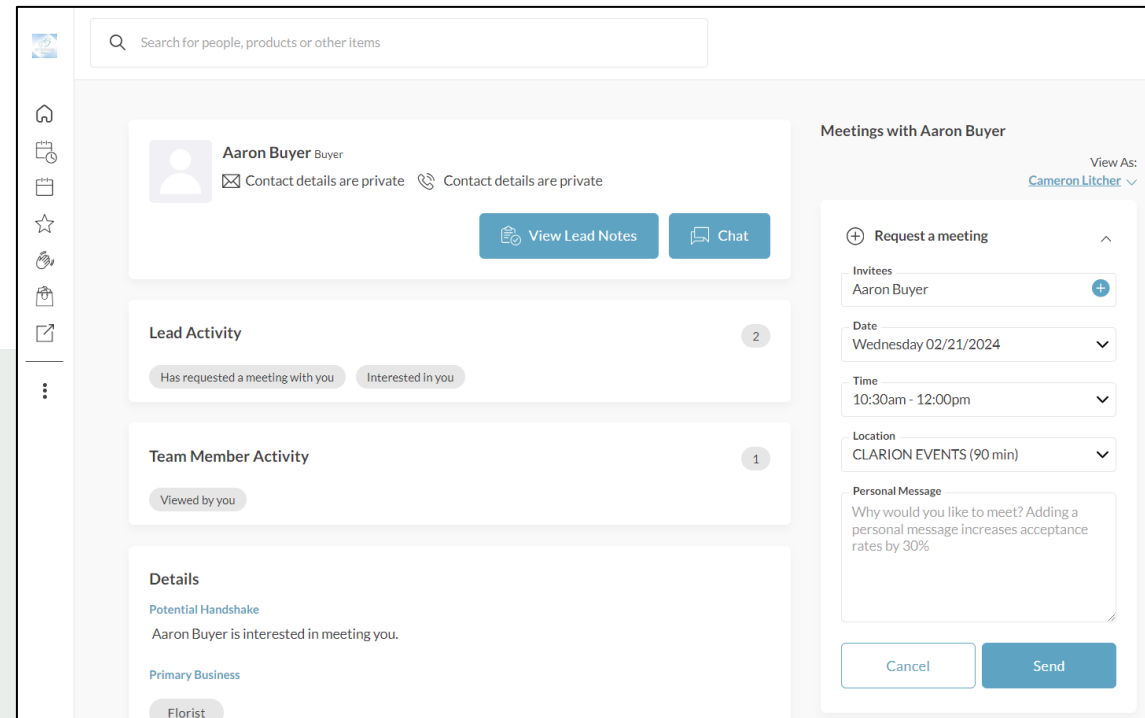
MEETINGS requesting

Mobile App



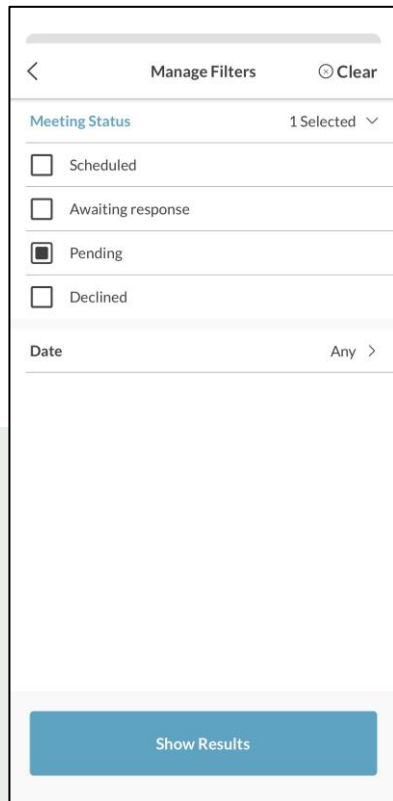
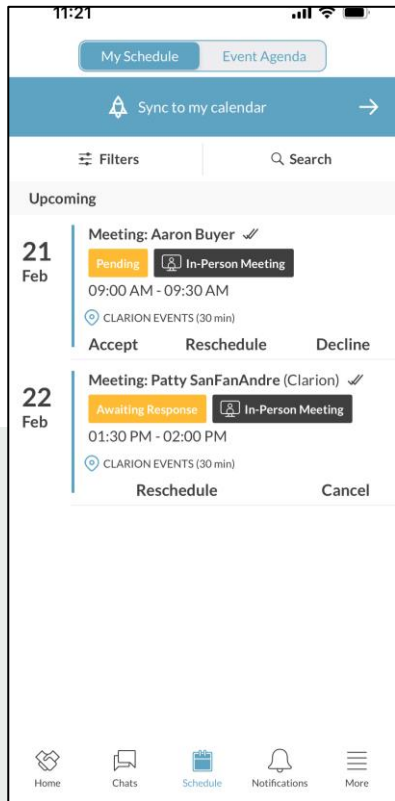
Once you find someone you would like to meet with, click “Request Meeting” next to their name. Add the date/time and location, as well as a personal message, then click “Request Meeting”. They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you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

Web Platform



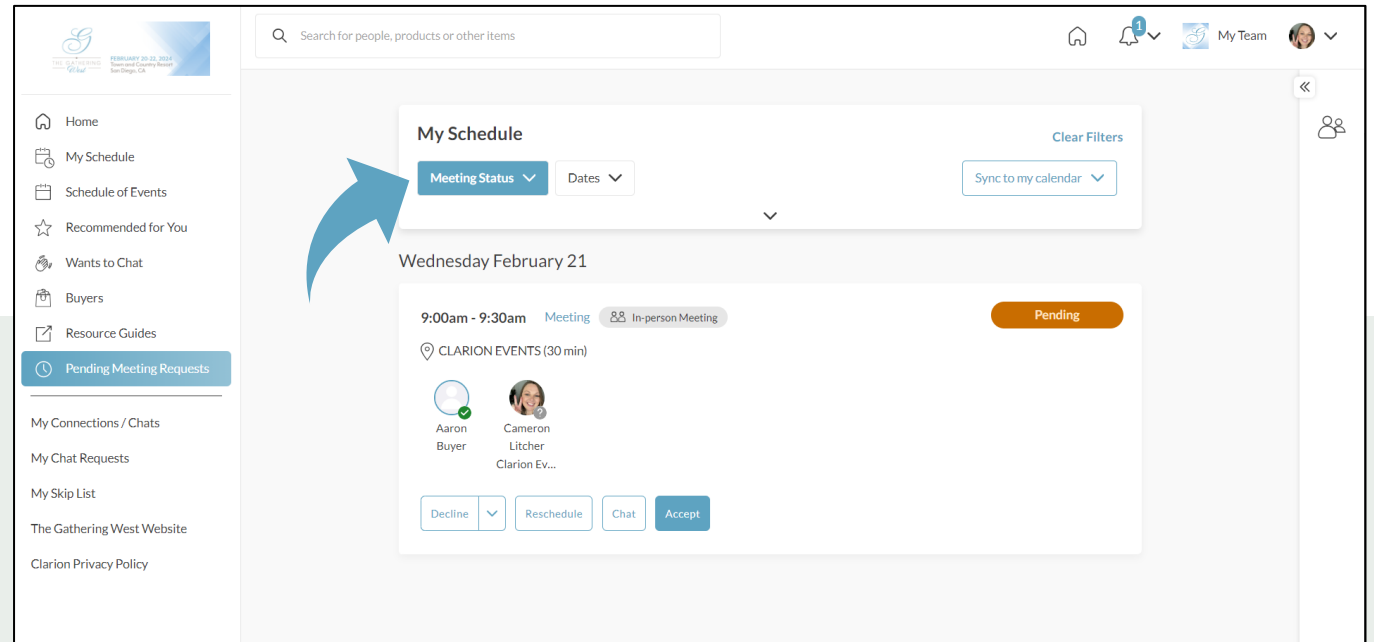
MEETINGS accepting

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.

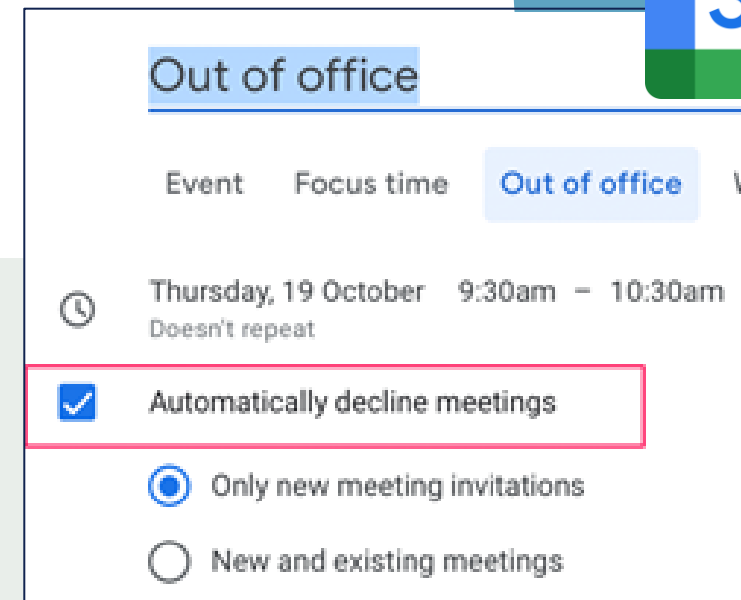
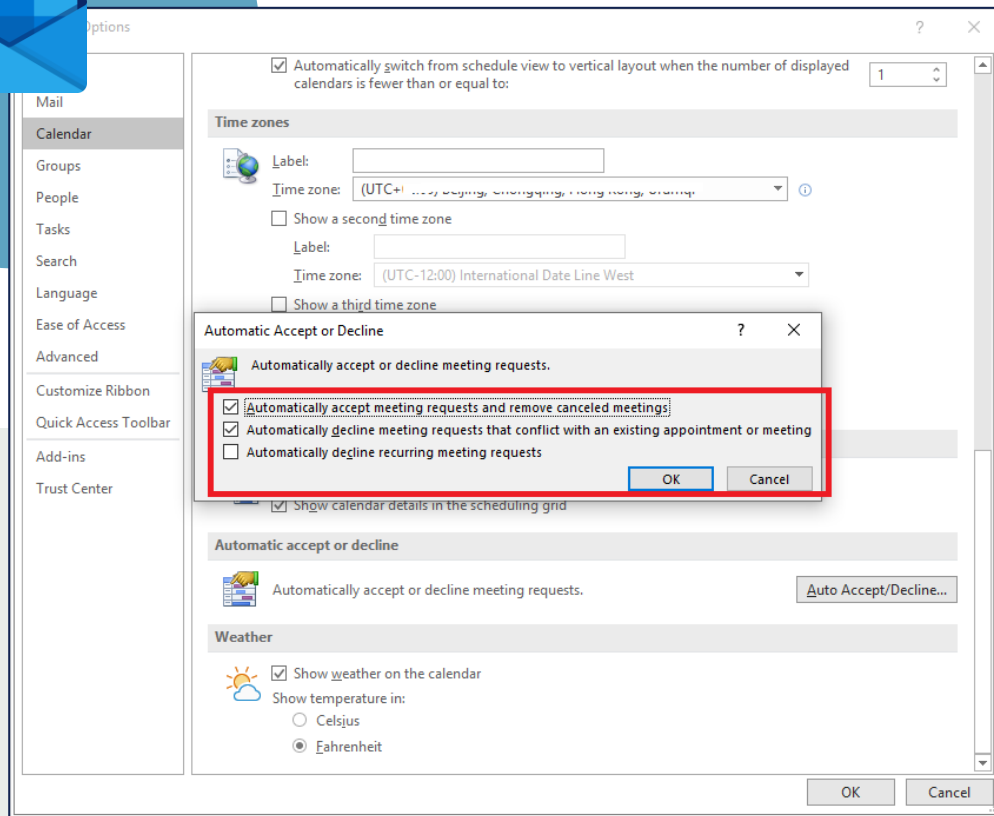
Web Platform



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.

Search for people, products or other items

Home 1 My Team

MY PROFILE

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

MORE

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

GET THE APP

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

Copy the App Link

Export

Export Meetings

Export

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.

Export Connections

Export

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.

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.

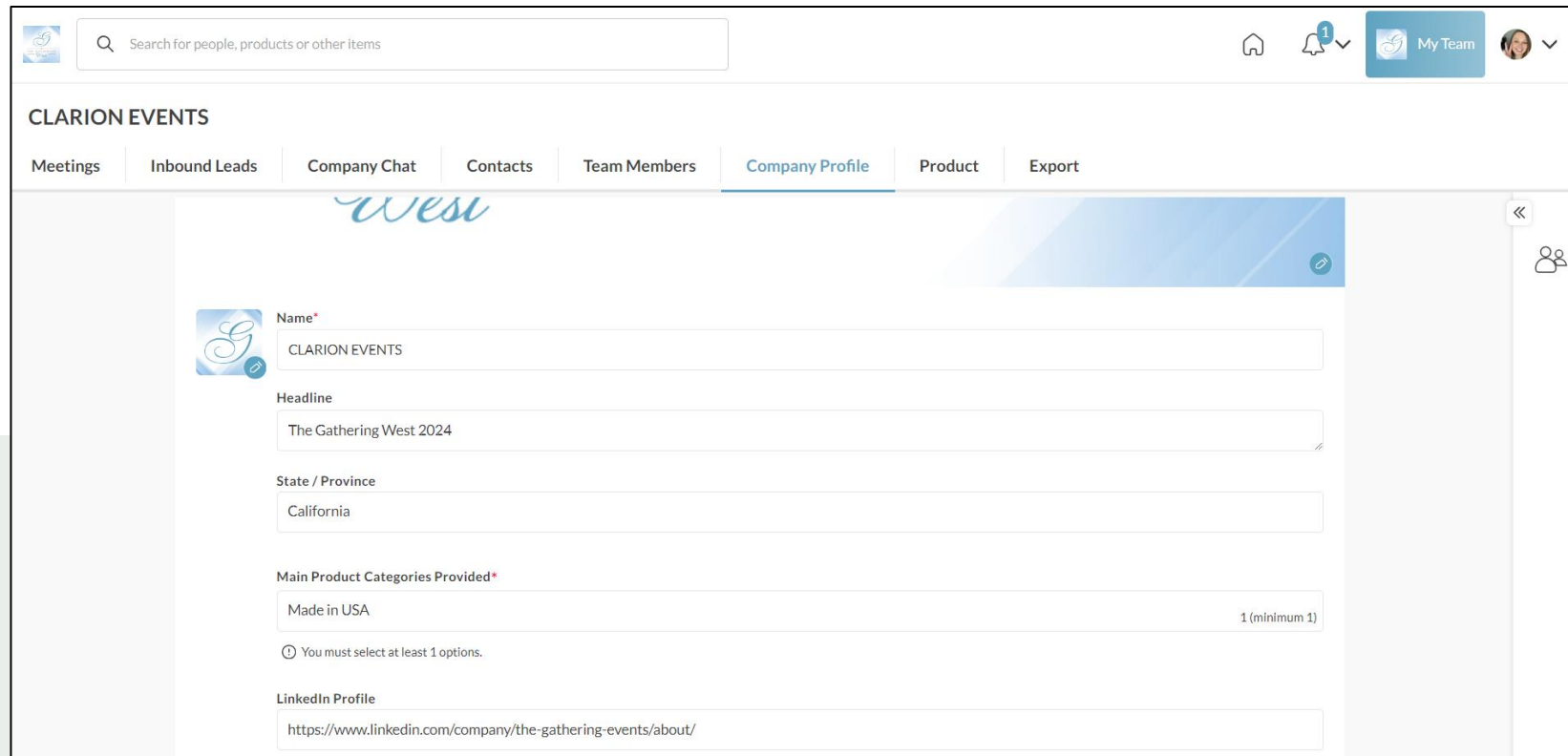
The first person to sign in via the web platform will create your team and become the admin for the team.

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' form within the 'CLARION EVENTS' dashboard. The dashboard has a search bar at the top and navigation tabs for Meetings, Inbound Leads, Company Chat, Contacts, Team Members, Company Profile (selected), Product, and Export. The form fields are as follows:

- Name***: CLARION EVENTS
- Headline**: The Gathering West 2024
- State / Province**: California
- Main Product Categories Provided***: Made in USA (1 (minimum 1))
- LinkedIn Profile**: <https://www.linkedin.com/company/the-gathering-events/about/>

A note below the product categories field states: "You must select at least 1 options."

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.

CLARION EVENTS

Meetings **Inbound Leads** Company Chat Contacts Team Members Company Profile Product 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
Aaron Buyer		Has requested a meeting with you Interested in you more	Pending Review	☆☆☆☆☆
John Doe		Has viewed you Has viewed CLARION EVENTS more	Pending Review	☆☆☆☆☆

CLARION EVENTS

Meetings **Inbound Leads** Company Chat Contacts Team Members Company Profile Product 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.

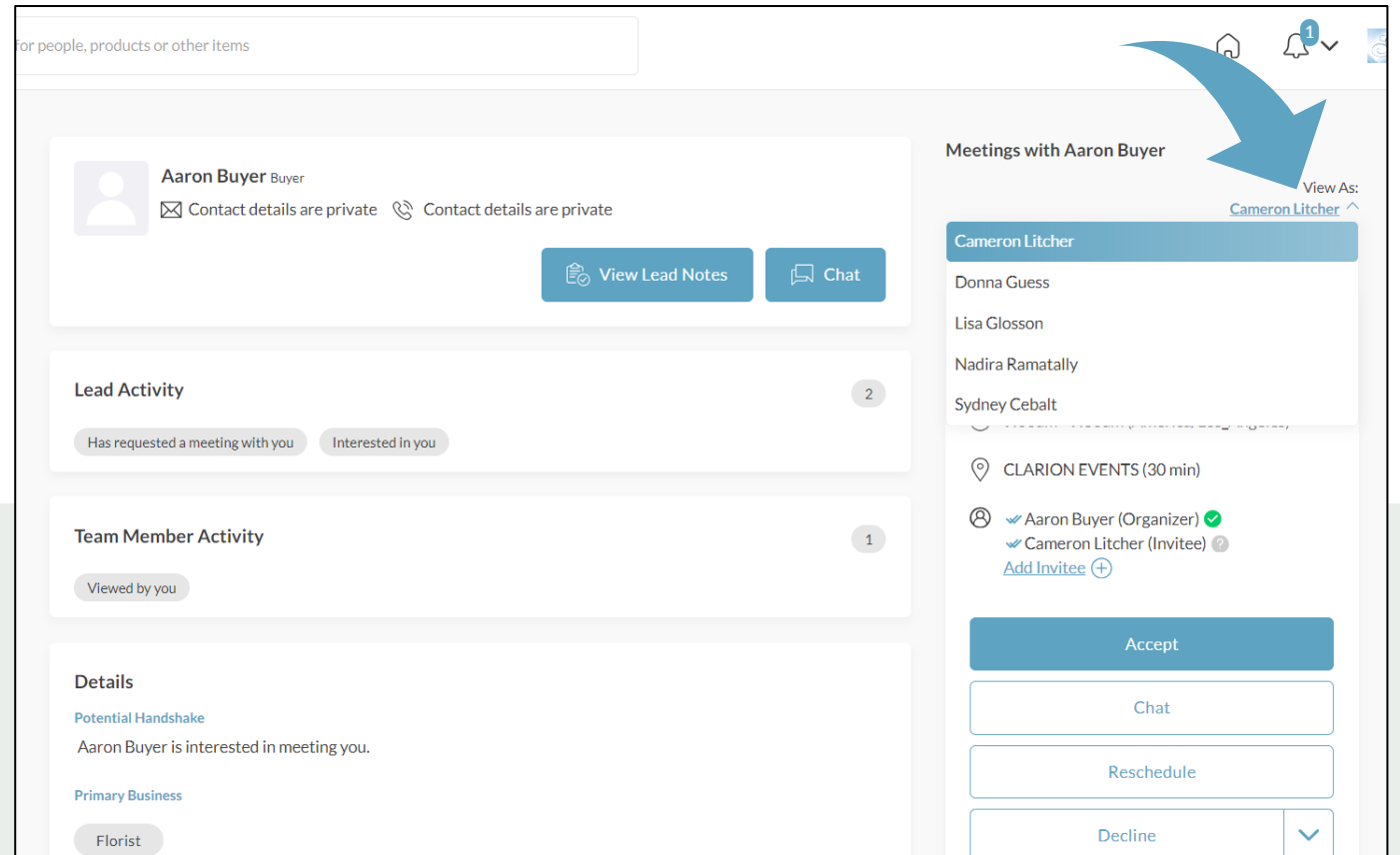
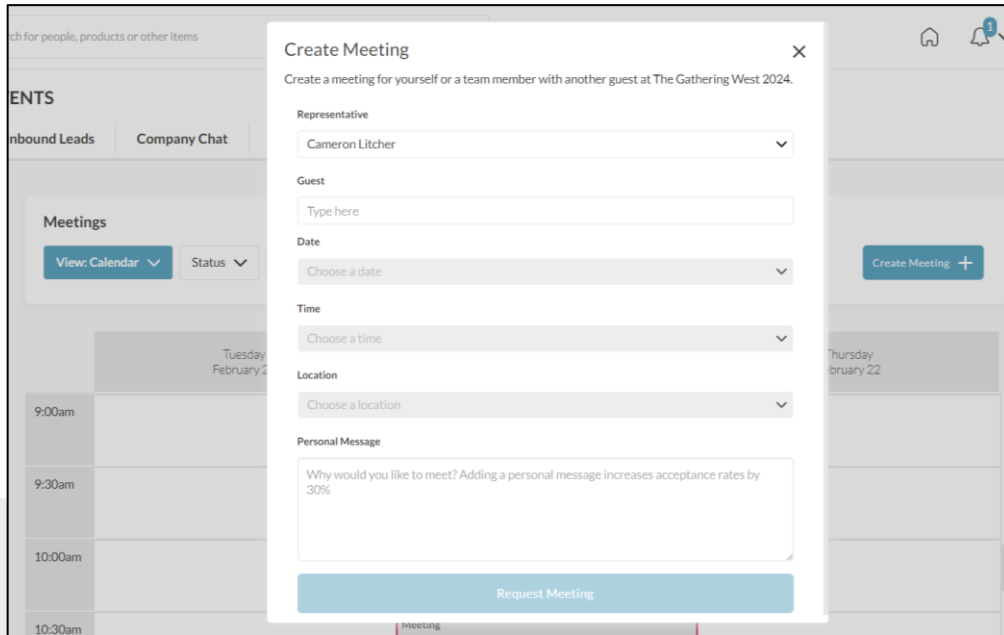
6 To Review

0 Reviewed

6 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 Microsoft Teams dashboard. At the top, there is a search bar and navigation icons for home, notifications, and 'My Team'. Below this, the 'CLARION EVENTS' section is visible, with tabs for Meetings, Inbound Leads, Company Chat, Contacts, Team Members, Company Profile, Product, and Export. The 'Meetings' tab is active, showing a calendar view for Tuesday, Wednesday, and Thursday of February 2024. A meeting titled 'Meeting' is scheduled for Wednesday, February 21st, from 9:00am to 9:30am. A 'Request a meeting' dialog box is open on the right side of the screen, showing details for a pending meeting on Wednesday, February 21st, 2024, from 9:00am to 9:30am (America/Los_Angeles) at CLARION EVENTS (30 min). The meeting is organized by Aaron Buyer and Cameron Litcher. The dialog box includes buttons for 'Accept', 'Chat', 'Reschedule', and 'Decline'.

	Tuesday February 20	Wednesday February 21	Thursday February 22
8:30am			
9:00am		Meeting 09:00 - 09:30	
9:30am			
10:00am			

Request a meeting

Pending Meetings (1)

Wed Feb 21st 2024

9:00am - 9:30am (America/Los_Angeles)

CLARION EVENTS (30 min)

Aaron Buyer (Organizer) ✓
Cameron Litcher (Invitee) ?
[Add Invitee](#) +

Accept

Chat

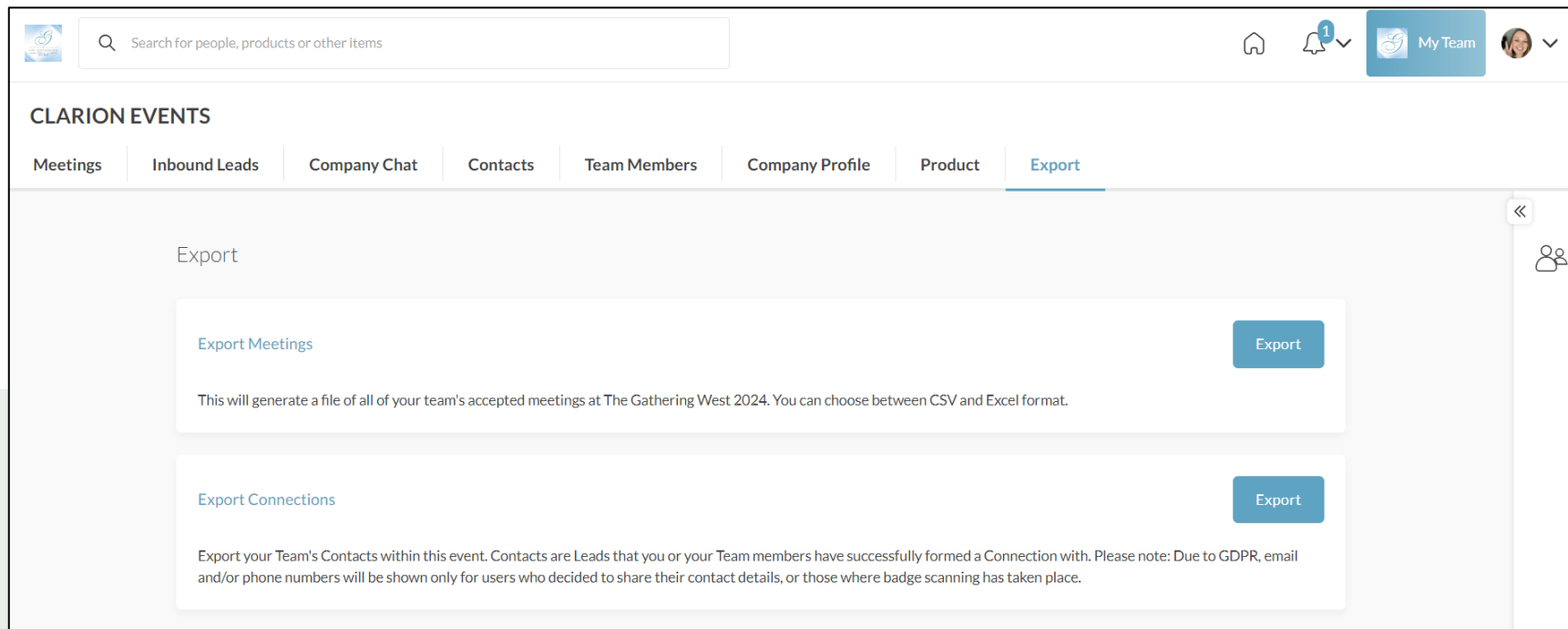
Reschedule

Decline

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.



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