

Mobile App & Platform Resource Guide

The Gathering West



TABLE OF CONTENTS

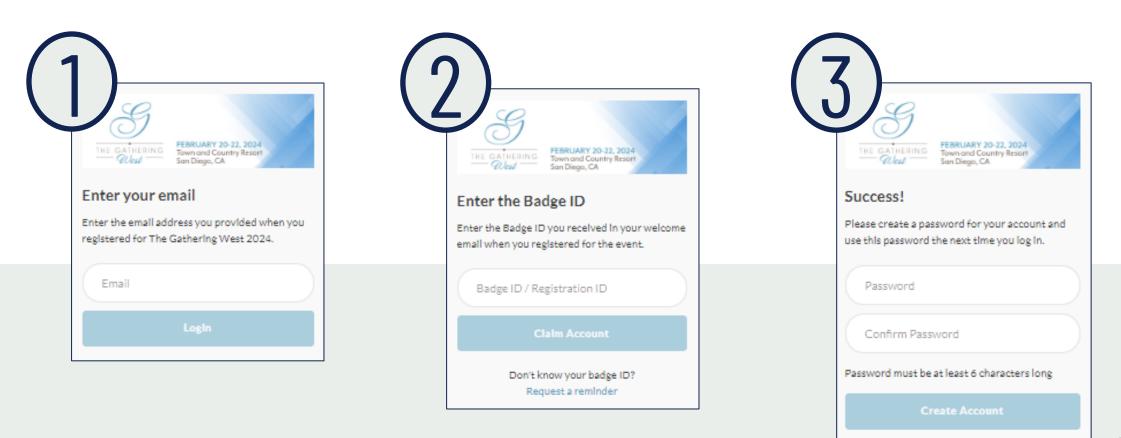
Login, web platform	3
Login, mobile app	4
Onboarding	5
Edit Profile	6
Calendar Availability	7
Event Agenda	8
Calendar Sync	9
Push Notifications	10
Browse, Filter & Search	11
Meetings, requesting	12

 Meetings, accepting 	13
 Meetings, unintentional decline 	14
Export Contacts	15
FOR SPONSORS ONLY	
 My Team Dashboard 	16
Company Profile	17
Inbound Leads	18
 Meetings, request for team 	19
 Meetings, accept for team 	20
Export Team Contacts	21

LOGIN web platform

Navigate to the <u>web platform</u> 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.



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.



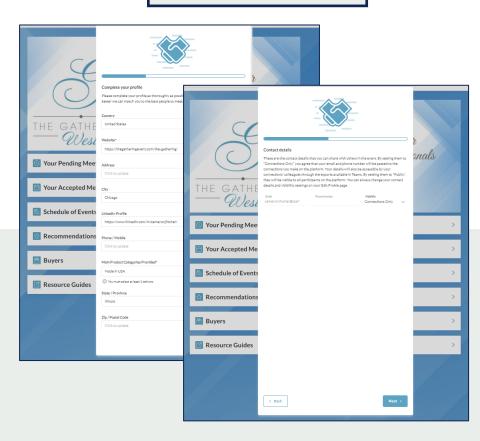
ONBOARDING

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

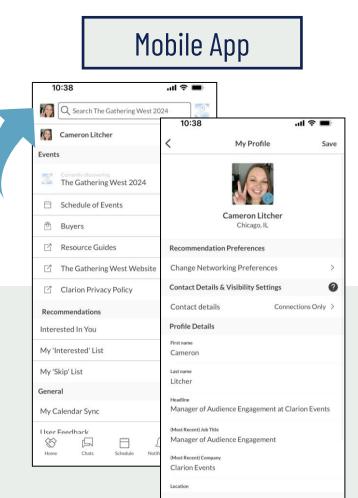
PUBLIC

Contact Details will be displayed on your profile page and available in exports for everyone at the event

Mobile App

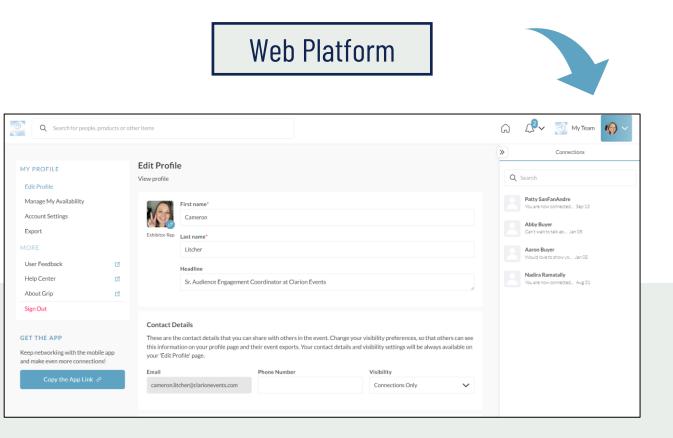
10:36	ul ≎ ■			
< Complete your pro				
Specify your preferences to get the most	10:37 :			
Main Product Categories Provided	Contact details Skip			
× Made in USA				
Options	Your contact details can be updated in your profile section after you complete the onboarding			
Americana Apparel/Clothing	Phone Number			
Beach Merchandise	555555555			
beachmerenandise	Email			
Books/Publications/Periodicals/N	cameron.litcher@clarionevents.com			
Camping/RV/Fishing				
	Visibility			
Candy/Fudge/Confections				
Children's/Baby Items	Private			
Custom Design/Private Label	Connections Only 🗸			
Decorative Accessories	Public			
Design, Decor, Furnishings F	Your connections will see your contact details on your profile page, and will be accessible by their team members in			
Fashion Accessories Footwe	external exports			
Games/Puzzles/Toys Gift W				
Next				
	Start Networking			

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.



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		Manage My Availability				
Edit Profile Manage My Availability		During this event, other users can request meetings with you at times set by the organiser. On this page, y your availability so that other users can only send meeting requests for times which are convenient for yo				
Account Settings MORE User Feedback	Ľ	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				
Help Center Privacy Policy		Range of daily availability @ All times shown for America/Los_Angeles				
Terms & Conditions About Grip	Ľ	12:00am v to Midnight v	<u>Reset availability</u>			
Sign Out		Event Days	Edit Availability			
EXPORT MEETINGS Export the data for your accepted meetings at this event. Export xlsx Export	_	 Tuesday - February 7 Add time ranges when you won't be available during the day. from 9:00am v to 12:00pm v m T 	Done			
GET THE APP Keen networking with the mobile	ann and	Wednesday - February 8 Unavailable for the entire day Image: Thursday - February 9 Image: Thursday - February 9	0			
Keep networking with the mobile app and make even more connections! Copy the App Link ${\mathcal O}$		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.





☆ Recommended for You Search ✓ 沙 Wants to Chat Sunday Febru Show Hours + Load previous sessions ☞ Resource Guides 9:00am - 6:00 Evening Event + Load previous sessions My Connections / Chats Vendor Set-L Registration + Load previous sessions My Chat Requests ⓒ Golden State - Set-Up - Set-Up My Skip List The Cathering Meet Websing Clear Apply	sus sessions	+ Load previous sessions		Search		
[^] Resource Guides [^] Dining [^] Y:00am - 6:0([^] Evening Event [^] My Connections / Chats [^] Vendor Set-t [^] My Chat Requests [^] O Golden State [^] My Skip List [^] Model to Set	sus sessions	+ Load previous sessions	rs			Recommended for You
My Connections / Chats Y:00am - 6:0(My Connections / Chats Vendor Set - L My Chat Requests © Golden State My Skip List Evening Event				Febru 🔳 Sho	S	🗞 Wants to Chat
My Chat Requests O Golden State Set-Up My Skip List			rent	m - 6:0(Resource Guides
My Skip List			n	or Set-L 🔲 Reg		My Connections / Chats
H Add to Sc				len State 🗌 Set-		My Chat Requests
The Cathering West West Helpita						My Skip List
The Gauleting West Website			Clear Apply	Add to Sc		The Gathering West Website
Clarion Privacy Policy						Clarion Privacy Policy
Monday February 19				February 19	Ν	

CALENDAR SYNC

Mobile App

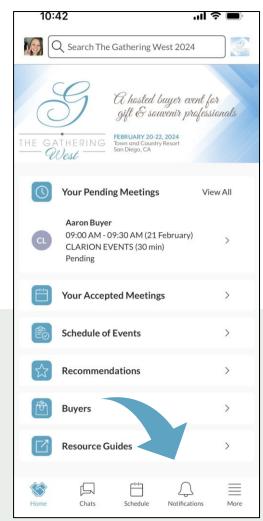
Q Search The Gathering West 2024

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.

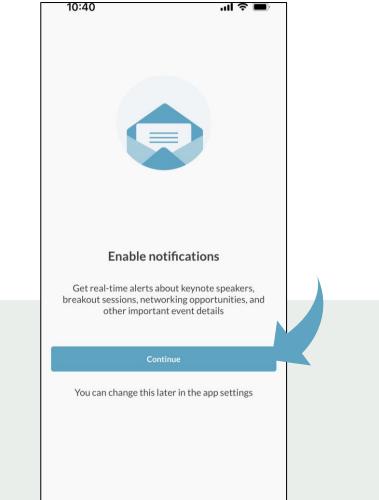
Web Platform

	A
My Calendar Sync	9~ 🚿 My Team 🌘 🗸
User Feedback My'Interested' List Subscription calendars are read-only feeds of data	
About this Solution (My 'Skip' List) from external sources. You can subscribe to this feed to get events as they are updated by the data (My Schedule)	84
Privacy Policy Composition Privacy Policy Composition	
Acceptable Use Policy My Calendar Sync SubSCRIPTION URL	
Sign Out User Feedback > 2:s/a5b4ae6a2b9b5d9d915d139560a2d133.ics 3 3/ Technikal doct Not Tool Tool Tool Tool Tool Tool Tool To	
About this Solution	
Privacy Policy Subscribe Privacy Policy My Connections / Chats	
International Acceptable Use Policy	
v10.18.1	
Delete Account Sync to my calendar × The Gathering West Website	
Sync your meetings and sessions effortlessly with Clarion Privacy Policy	
Sync your meetings and sessions on top of your your default calendar app. Stay on top of your schedule without missing a beat! Please note that syncing carlake up to 24 hours to complete.	
syncing can take up to 24 hours to complete. You can enable this feature in the 'More' screen under	
☆ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Home Chais Schedule Netifications Mare Not interested Synchronise 123 😀 . / .com return	
	9

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.



10

BROWSE, FILTER, & SEARCH



11:17 Q Sear

Aaror

	< Manage Filters		
1↓ Sort: Name	Location	Any	>
	Company Name	Any	>
	Job Title	Any	>
>	Industry	Any	>
>	Status	Any	>
	Company attended before	Any	>
	First time attending	Any	>
	Geographical Area(s) Covered	Any	>
	Meeting as a Team	Any	>
	Meeting Team Role	Any	>
	Primary Business	Any	>
	Main Product Categories Interested	Any	>
	State / Province	Any	>

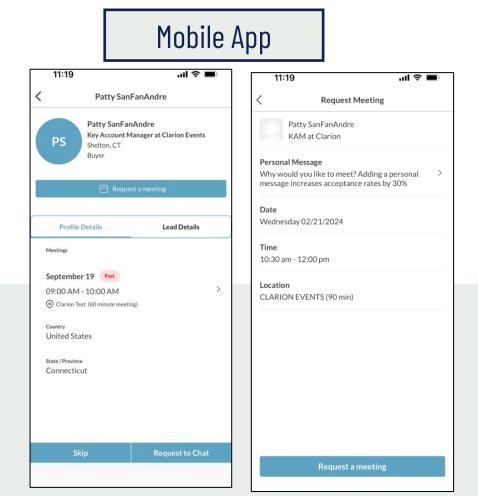
To browse for people or companies to connect with, you can click the icon on the home page ("Attendees", "Exhibitors", etc.) and filter the list with the \checkmark (for the web platform) or "Filter" (for the mobile app). You can also search the platform and the app using the search bar at the top. When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

Successful two standard to 22, 2004 Successful two Successful the standard to 20, 2004 Successful two standards to 20, 2004 Successful two stan	Q buyer				G 🗘 ─ 🚿 MyTeam	() ~
		Results for buyer		(Connections	
Home My Schedule Schedule of Events	TYPE	Aaron Buyer			Q Search Patty SanFanAndre You are now connected Sep 13	
Recommended for You Wants to Chat	COMPANY ATTENDED BEFORE		Chat View Meeting V		Aboy Buyer Can't wait to talk ab Jan 05 Aaron Buyer	
Buyers Resource Guides Connections / Chats	FIRST TIME ATTENDING	Abby Buyer No Meetings			Would love to show yo Jan 05 Nadira Ramatally You are now connected Aug 31	
Chat Requests Skip List	GEOGRAPHICAL AREA(S) COVERED		[_ Chat			
		Exhibitors)		
		Sort: Group 🗸	Location 🗸 Company Name	✓ Status ✓	Country 🗸 New	Exhibitor 🗸
				~		
		L				

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.

Web Platform

B	Q Search for people, products or other items	
	Aaron Buyer Buyer Contact details are private Contact details are private Contact details are private	Meetings with Aaron Buyer View As: Cameron Litcher ~ Provides Aaron Buyer
	Lead Activity 2 Has requested a meeting with you Interested in you	Aaron Buyer Date Wednesday 02/21/2024 V Time 10:30am - 12:00pm V
	Team Member Activity 1 Viewed by you 1	Location CLARION EVENTS (90 min) Personal Message Why would you like to meet? Adding a personal message increases acceptance rates by 30%
	Details Potential Handshake Aaron Buyer is interested in meeting you. Primary Business Florist	Cancel Send

12

MEETINGS accepting

Mobile App

	My Schedule	Event Agen		<	Manage Filters	⊗Cl
	🛕 Sync to my	calendar	\rightarrow	Meeting Stat	us	1 Selected
	幸 Filters	9	Search	Schedu	led	
Upcom	ning			Awaitir	ng response	
21 Feb	Meeting: Aaron Bu	erson Meeting		Pendin	g	
	09:00 AM - 09:30			Decline	ed	
	1. S.	chedule	Decline	Date		Any
	01:30 PM - 02:00 F) min)	Cancel			
\$			=		Show Results	

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.

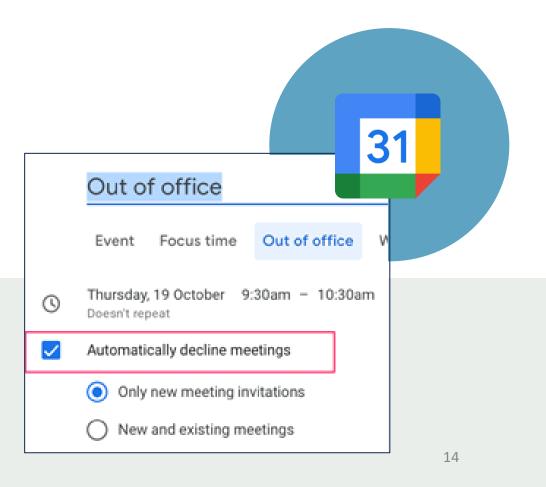
Web Platform

HE GATEBRE REAL TO 20 22, 2024 THE GATEBRE REAL OF COMPARIS	Q Search for people, products or other items	ନ <i>କ</i>	🗸 <u> </u> My Team 🌘 🗸
Wy Schedule Schedule of Events Recommended for You Vants to Chat	My Schedule Meeting Status V Dates V Wednesday February 21	Clear Filters Sync to my calendar	« 8
Provide the circle Buyers Buyers Resource Guides Pending Meeting Requests Ay Connections / Chats Ay Connections / Chats Ay Chat Requests Ay Skip List the Gathering West Website Clarion Privacy Policy	9:00am - 9:30am Meeting & In-person Meeting © CLARION EVENTS (30 min) Querto Aaron Buyer Clarion Ev Decline V Reschedule Chat Accept	Pending	

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.

	2 ×
Mail Calendar Groups People Tasks Search Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Automatically gwitch from schedule view to vertical layout when the number of displayed calendars is fewer than or equal to: Ime zones Label: Ime zone: Label: Ime zone: Label: Ime zone: (UTC-1:2:00) International Date Line West Automatically accept or decline meeting requests. Automatically accept or decline meeting requests. Automatically accept or decline meeting requests. Automatically decline meeting requests. OK Cancel
	Automatic accept or decline Image: Automatically accept or decline meeting requests. Automatically accept or decline meeting requests. Image: Automatically accept or decline meeting r

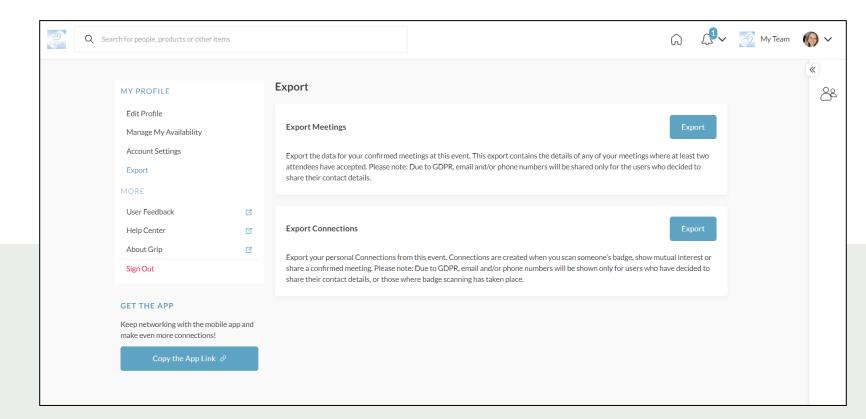


EXPORT CONTACTS

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.



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: <u>mobileapps@clarionevents.com</u>, 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.

Q Search for people, pro	ducts or other items			() <
CLARION EVENTS				
Meetings Inbound Leads	Company Chat Contacts Team Members	Company Profile Product Export		
	Wesi		0	* 82
	Name*			
T	CLARION EVENTS			
	Headline			
	The Gathering West 2024		ĥ	
	State / Province			
	California			
	Main Product Categories Provided*			
	Made in USA		1 (minimum 1)	
	① You must select at least 1 options.			
	LinkedIn Profile			
	https://www.linkedin.com/company/the-gathering-events/about/			

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.

Q 5	earch for people, products or other items			۵ 4 ¹	✓ Ø MyTeam Ø ✓		Toggle the view by clicking the men	u l
CLARION							icon on the top right.	
Meetings				nbers and/or company profile. The section is dynamic, as		Q Search for people, pr		G 🗘 My Team 🊱 Y
	Name 🗟 Cor Aaron Buyer John Doe	npany Qualification Tags (Has requested a meeting with you) (Interested in you) more (Has viewed you)	Status Pending Review Pending Review	Results per page: 20 ✓ Score ☆☆☆☆☆	# Column			Export Exp
		Has viewed CLARION EVENTS more	0		T Filters	:	6 To Review Reviewed	Cotal 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.

					•	
h for people, prod	ducts or other items	Create Meeting	×	G	∠ ⁰~	for people, products or other items
ENTS		Create a meeting for yourself or a team member with another guest at The Gathering West	2024.			
bound Leads	Company Chat	Representative Cameron Litcher	~			
		Guest				Aaron Buyer Buye
Meeting	5	Type here				Contact details
	alendar 🗸 Status 🗸	Date		Create Meeting	+	
			~	er euter meeting	<u> </u>	
		Time Choose a time	\sim			
	Tuesday February 2	Location	Ť	Thursday Ibruary 22		Lond Anti-itu
9:00am			\sim			Lead Activity
		Personal Message				Has requested a meeting with you
9:30am		Why would you like to meet? Adding a personal message increases acceptance rates by 30%				
						Team Member Activity
10:00am			i			Viewed by you
		Request Meeting			[
10:30am		Meeting				

ople, products or other items		
Aaron Buyer Buyer Contact details are private Contact details are private		Meetings with Aaron Buyer
ê View	Lead Notes	Cameron Litcher Donna Guess Lisa Glosson
Lead Activity Has requested a meeting with you Interested in you	2	Nadira Ramatally Sydney Cebalt
Team Member Activity Viewed by you	1	 ✓ Aaron Buyer (Organizer) ✓ ✓ Cameron Litcher (Invitee)
		Accept
Details Potential Handshake		Chat
Aaron Buyer is interested in meeting you. Primary Business		Reschedule
Florist		Decline

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.

C C	Search for people, pro	ducts or other items						G	<u>(</u> 1√	🔗 My Team	() ~		
CLARION	EVENTS										+ Req	uest a meeting	
Meetings	Inbound Leads	Company Chat	Contacts	Team Members	Company Profile	Product	Export				P	ending Meetings (1)	^
											V	/ed Feb 21st 2024	
	Meeting View: C	alendar 🗸 Status 🗸	Team Member	s 🗸				Create Meeting	+		() 9:	00am - 9:30am (America/Los_Angeles	s)
											⊘ c	LARION EVENTS (30 min)	
		Tuesc Februar			Wednesday February 21			Thursday February 22			~	ø Aaron Buyer (Organizer) ⊘ ø Cameron Litcher (Invitee) ⊘ <u>dd Invitee</u> ⊕	
	8:30am											Accept	
	9:00am			Meeting 09:00 - 09:30		((1)						Chat	
	9:30am											Reschedule	
	10:00am											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.

Single Q	Search for people, products or other items		G ↓ G My Team	() ~	
CLARION	EVENTS				
Meetings	Inbound Leads Company Chat Contacts Team Members	Company Profile Product Export			
	Export			* 82	
	Export Meetings		Export		To download your individual connections report, go to
	This will generate a file of all of your team's accepted meetings at The Gathering West 2	2024. You can choose between CSV and Excel format.			"My Profile", then "Export".
	Export Connections		Export		
	Export your Team's Contacts within this event. Contacts are Leads that you or your Tear and/or phone numbers will be shown only for users who decided to share their contact o		to GDPR, email		