Mobile App & Platform Resource Guide

The Gathering

TABLE OF CONTENTS
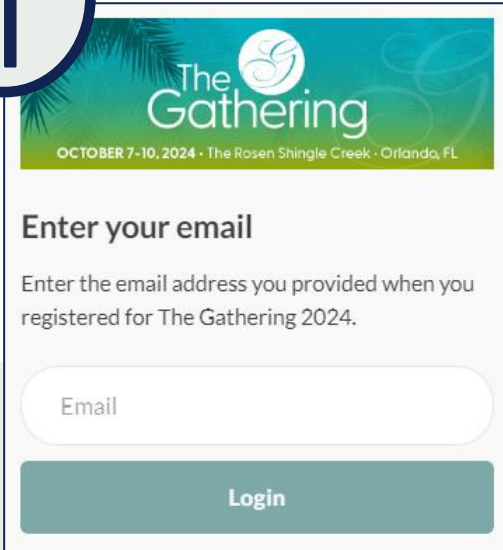
LOGIN
web platform

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.
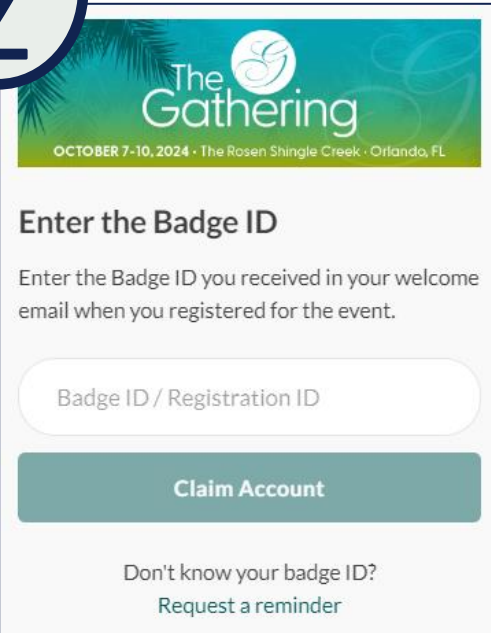
To reset your password, click "Request a reminder" on the login page.

①

The Gathering
OCTOBER 7-10, 2024 · The Rosen Shingle Creek · Orlando, FL

Enter your email

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

Email

Login

②

The Gathering
OCTOBER 7-10, 2024 · The Rosen Shingle Creek · Orlando, FL
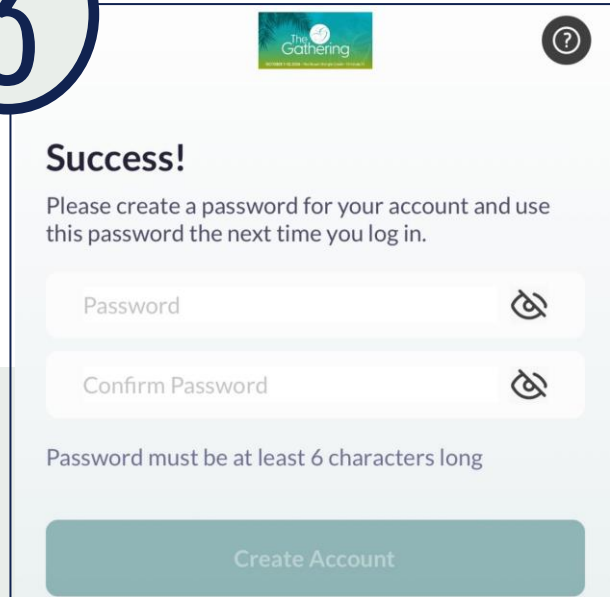
Enter the Badge ID

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
OCTOBER 7-10, 2024 · The Rosen Shingle Creek · Orlando, FL

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.

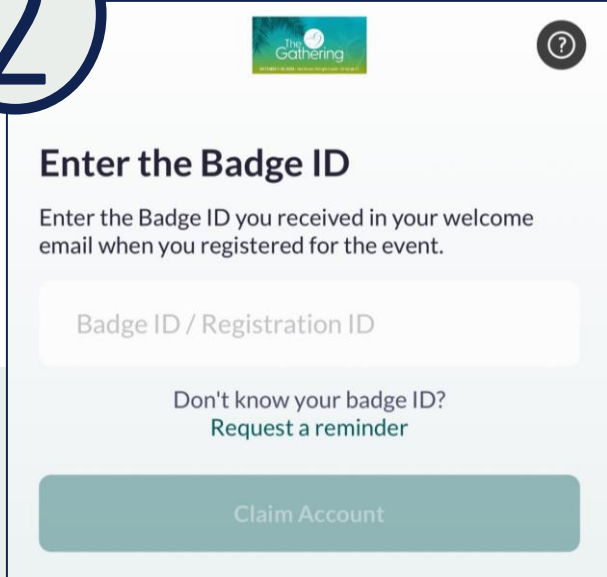**To reset your password, click "Request a reminder" on the login page.**

①

②

③
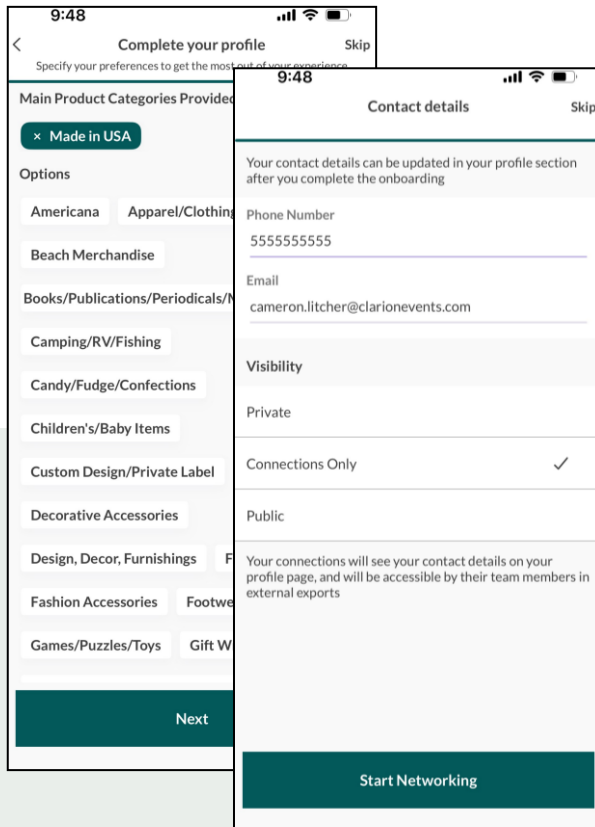
ONBOARDING

During onboarding, you'll be asked to confirm your registration information. This will help recommend profiles to meet with.
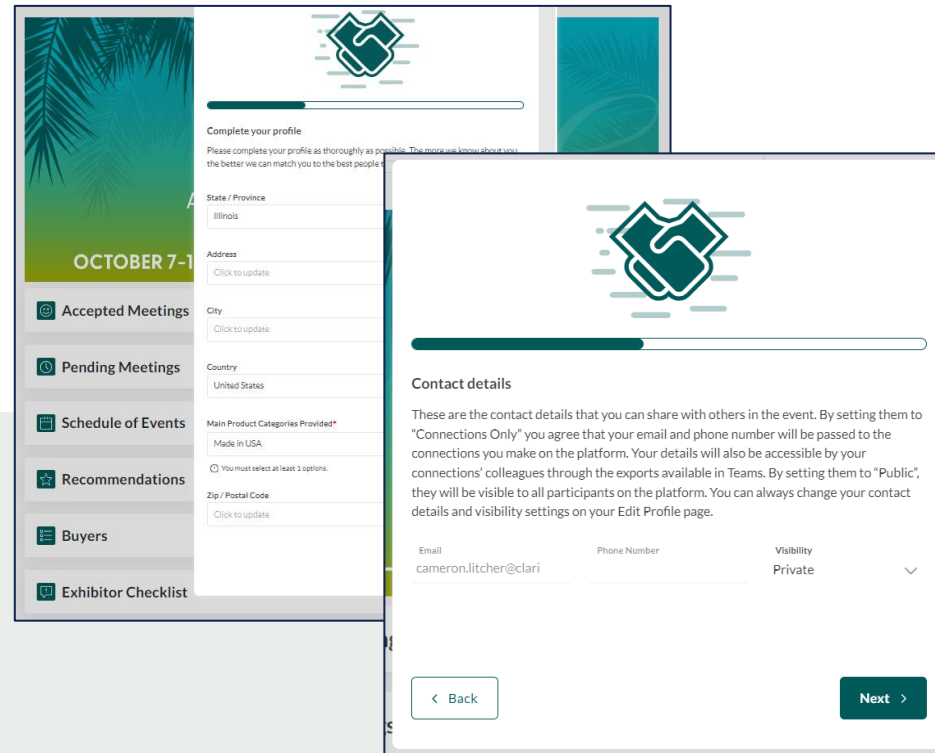
You will also be asked to confirm how you'd like your contact information to appear in the platform. **The platform will default to "Connections Only"**.

Mobile App

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
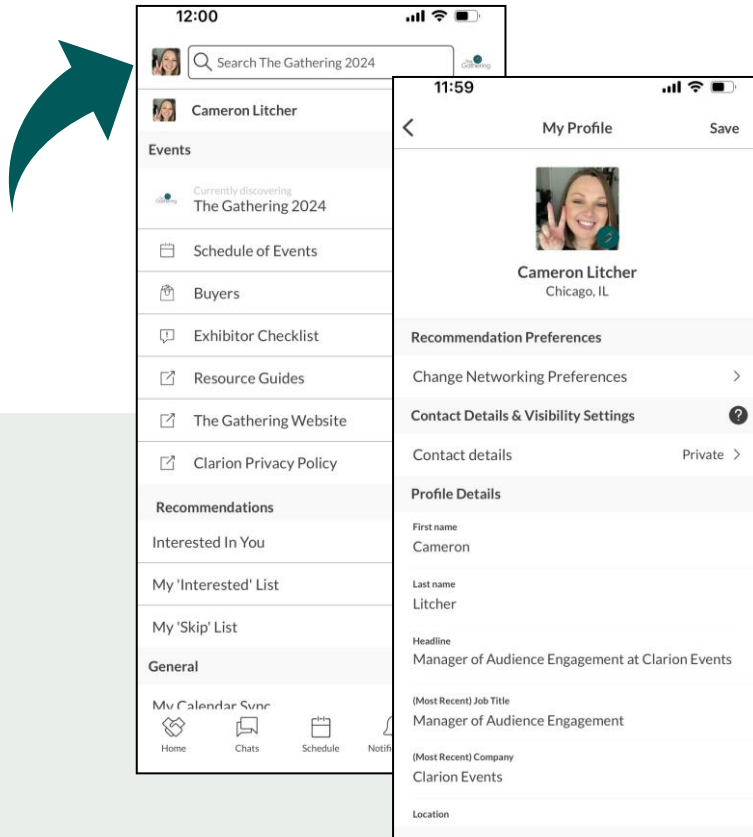
EDIT PROFILE

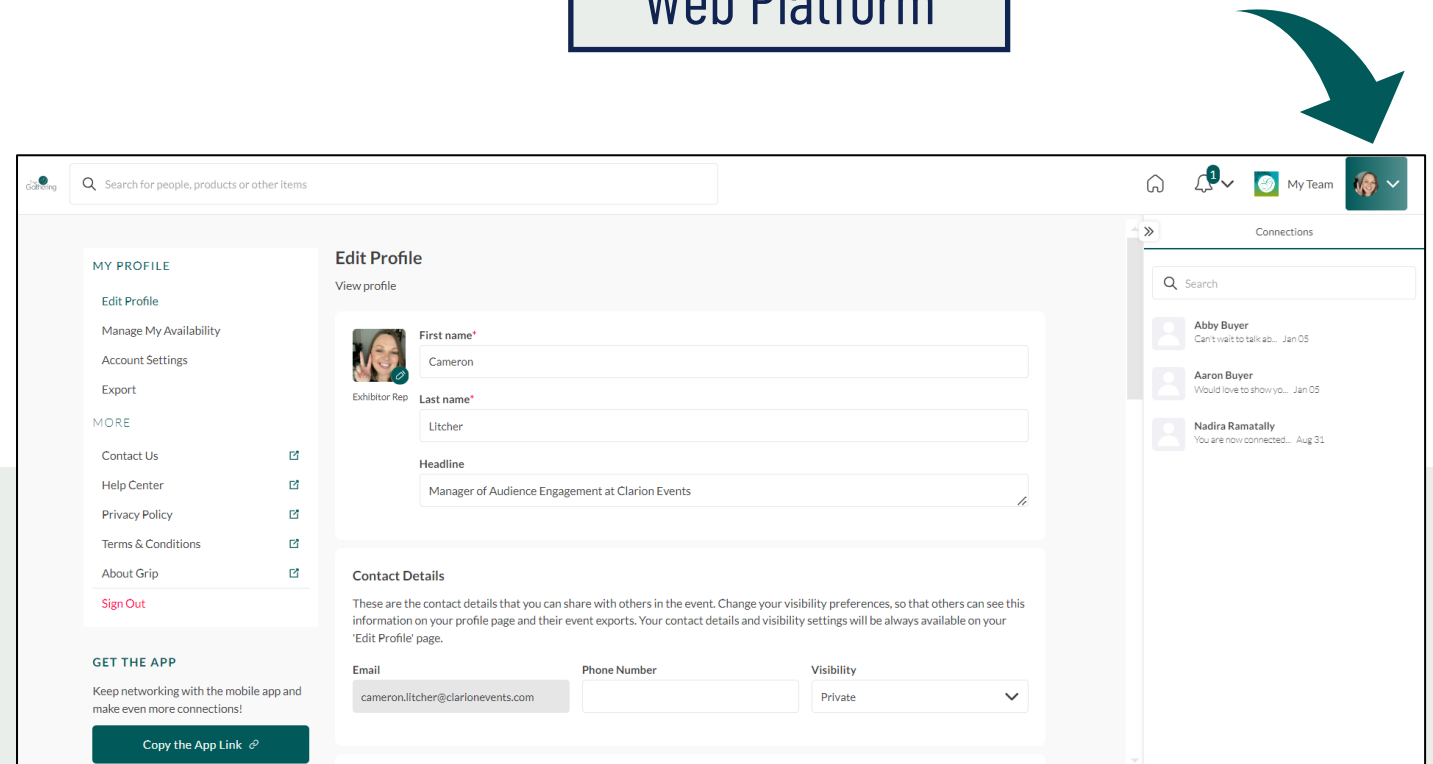You can edit your profile at any time through both the mobile app and the web platform.

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.

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.

Mobile App

Web Platform

CALENDAR SYNC

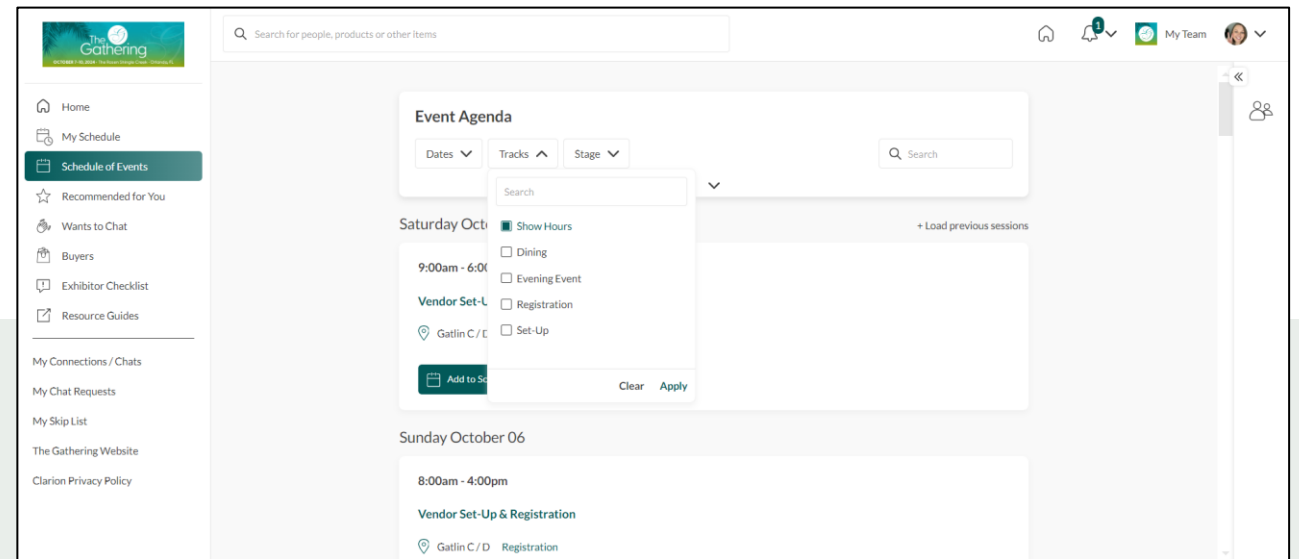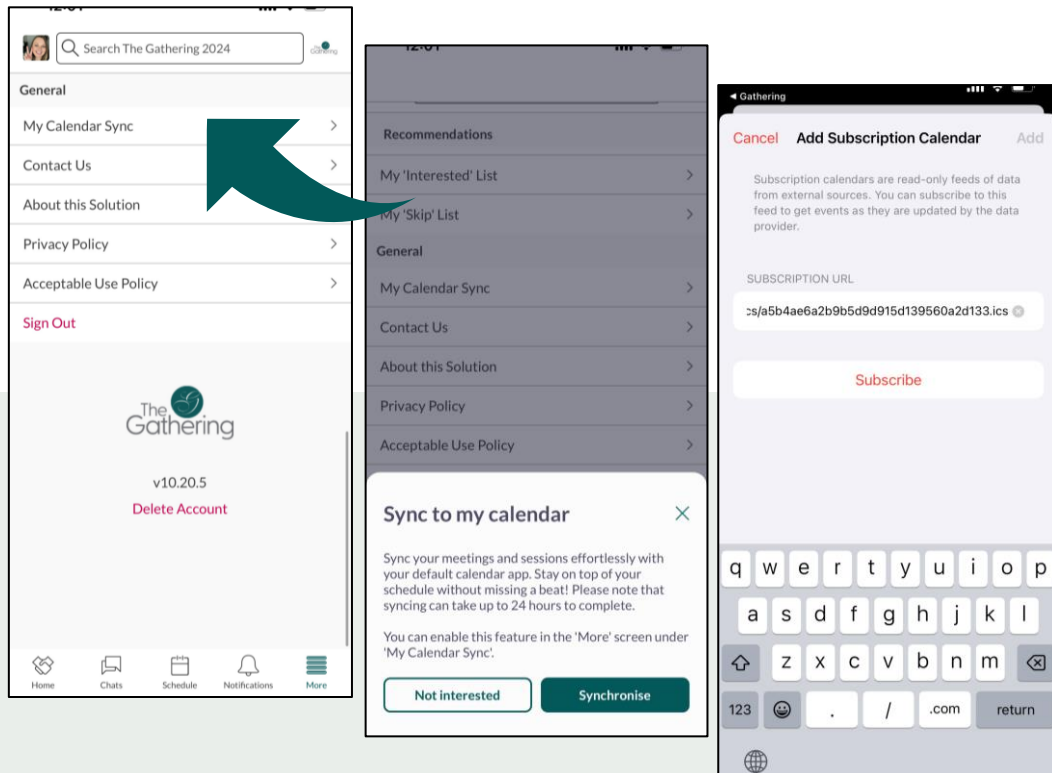Sync your calendar (confirmed meetings and registered sessions) automatically to your device. On the web platform, click "My Schedule", then "Sync to my Calendar". On mobile, from either the Event Agenda, or the "More" list click "My Calendar Sync". Follow the instructions to add the Calendar to your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

Mobile App

Web Platform

9

PUSH NOTIFICATIONS

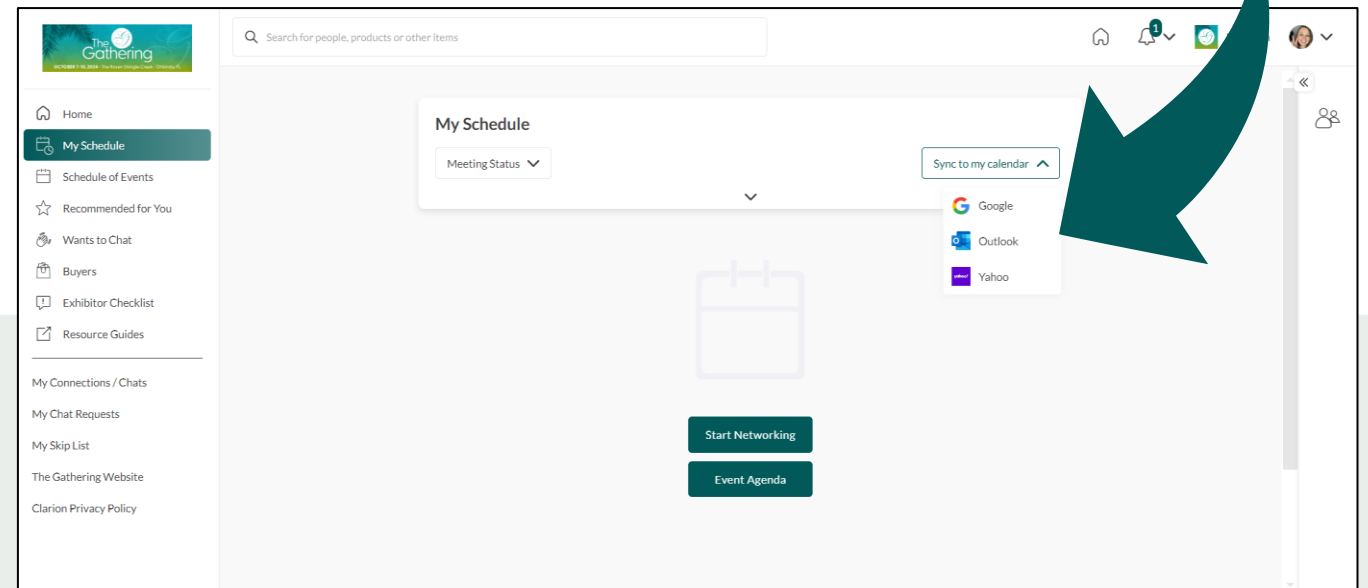Stay informed while at the show by enabling push notifications to your device. Using the mobile app, click "Notifications" at the bottom, then "Turn on Notifications". A box will pop-up asking you to "Allow" notifications on your device.
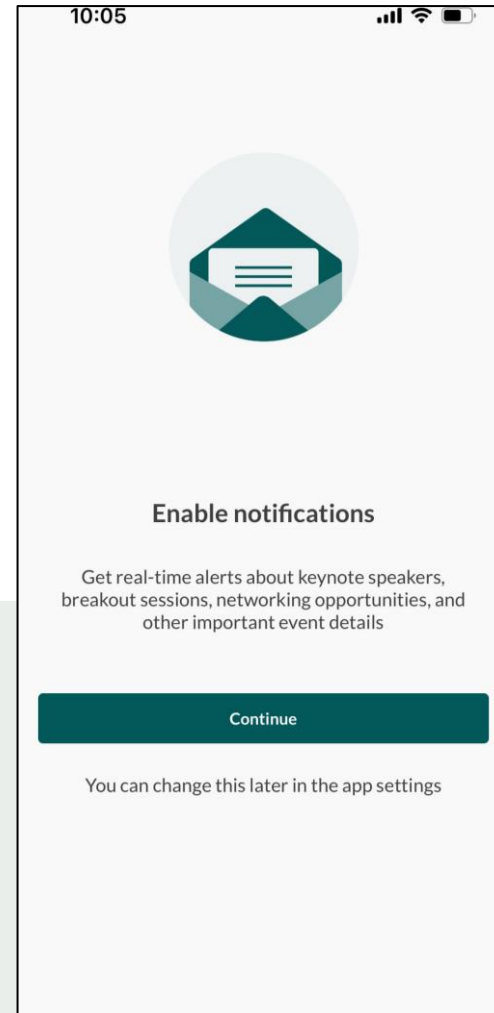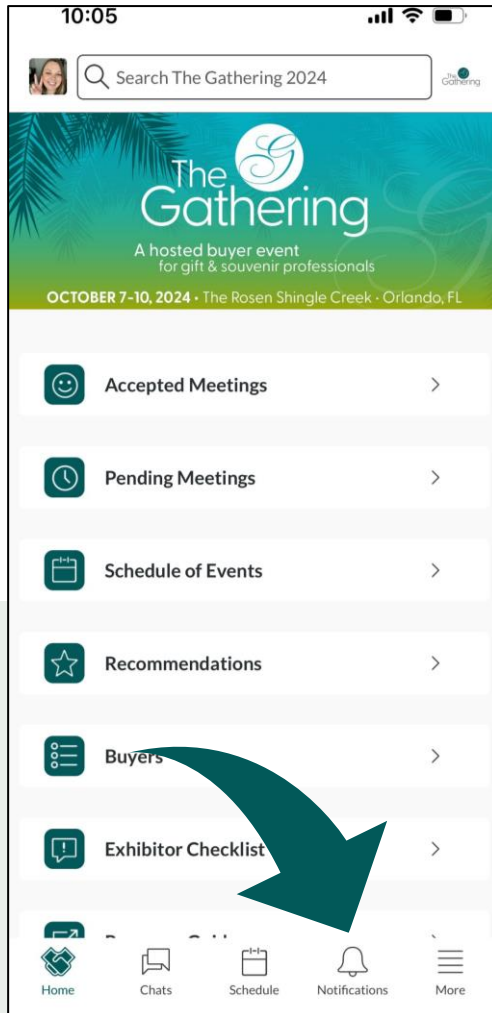
BROWSE, FILTER, & SEARCH

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 "Filter".
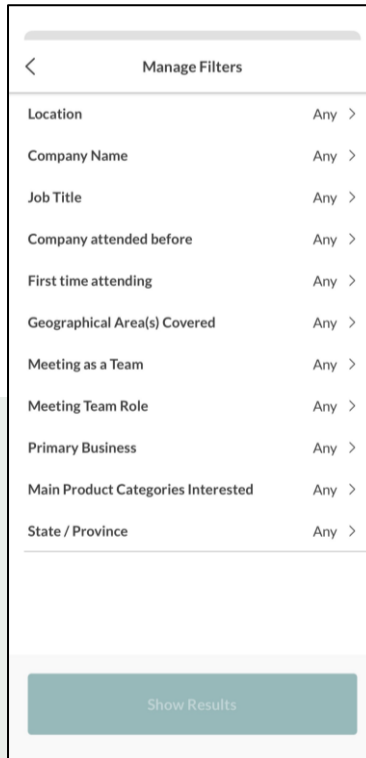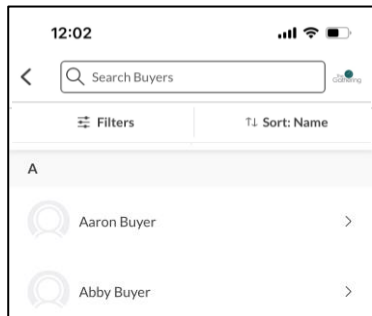
-You can also search the platform and the app using the search bar at the top. When searching via the web platform, you can also filter the results further for either 'Profiles' or 'Sessions'.

-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
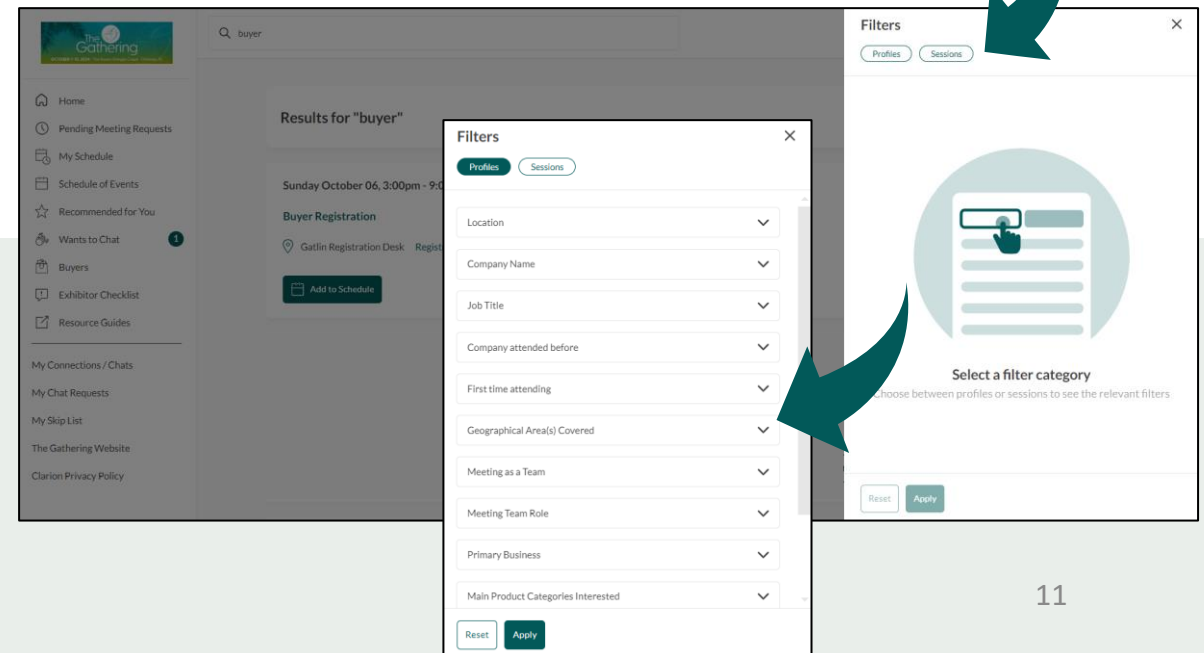
MEETINGS
requesting

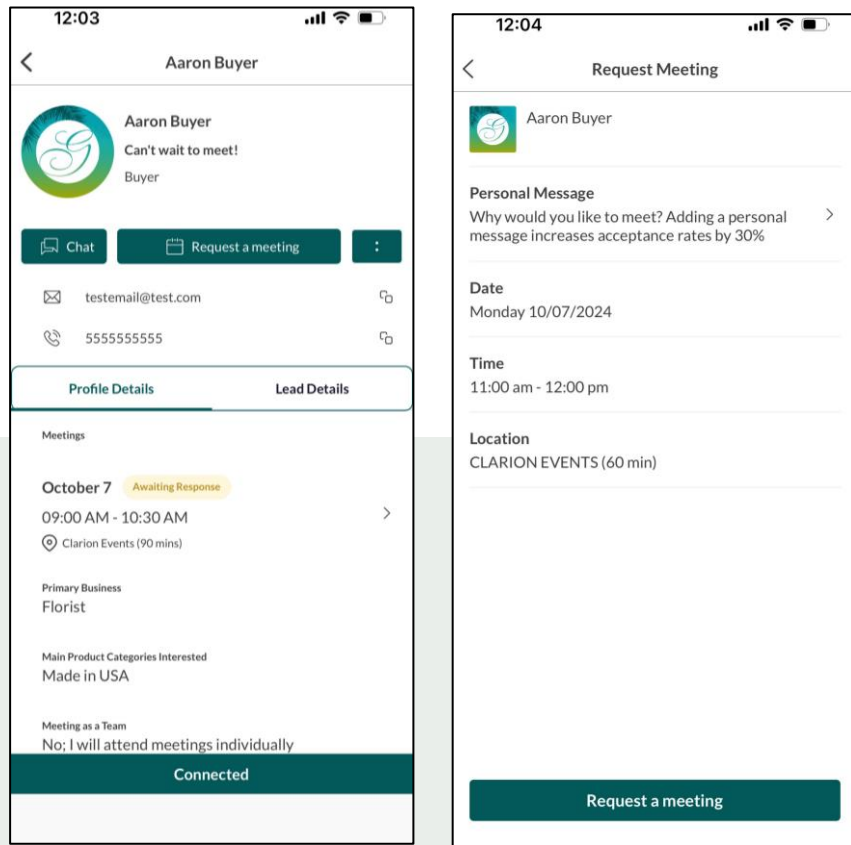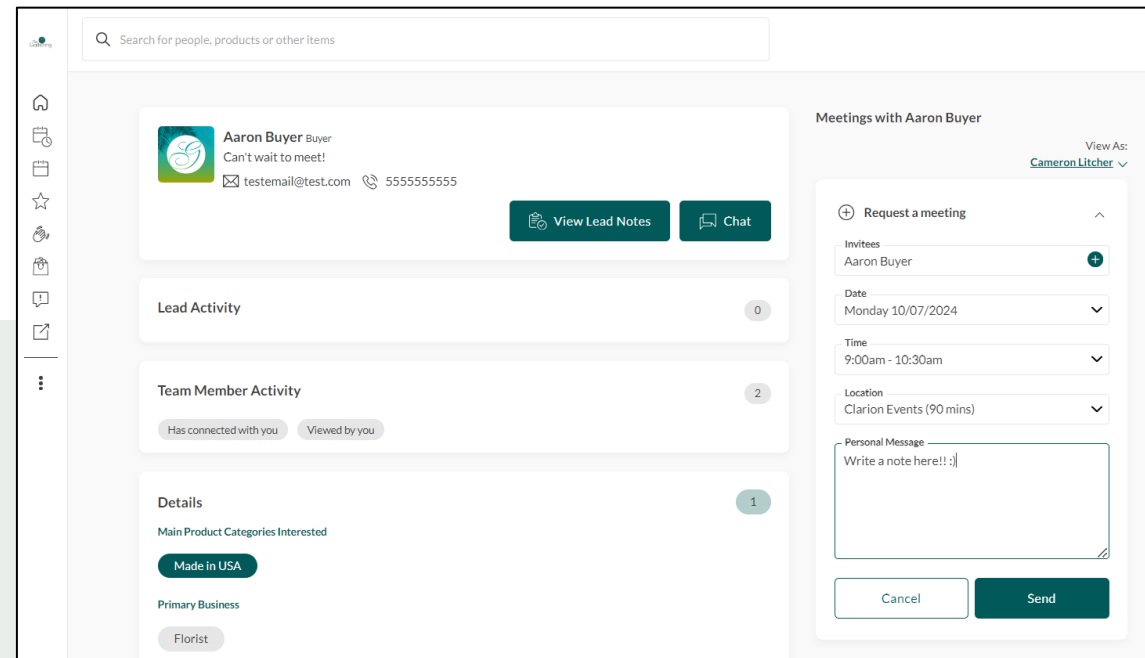Once you find someone you would like to meet with, click "Request Meeting" next to their name. Add the date/time and location, as well as a personal message, then click "Request Meeting". They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you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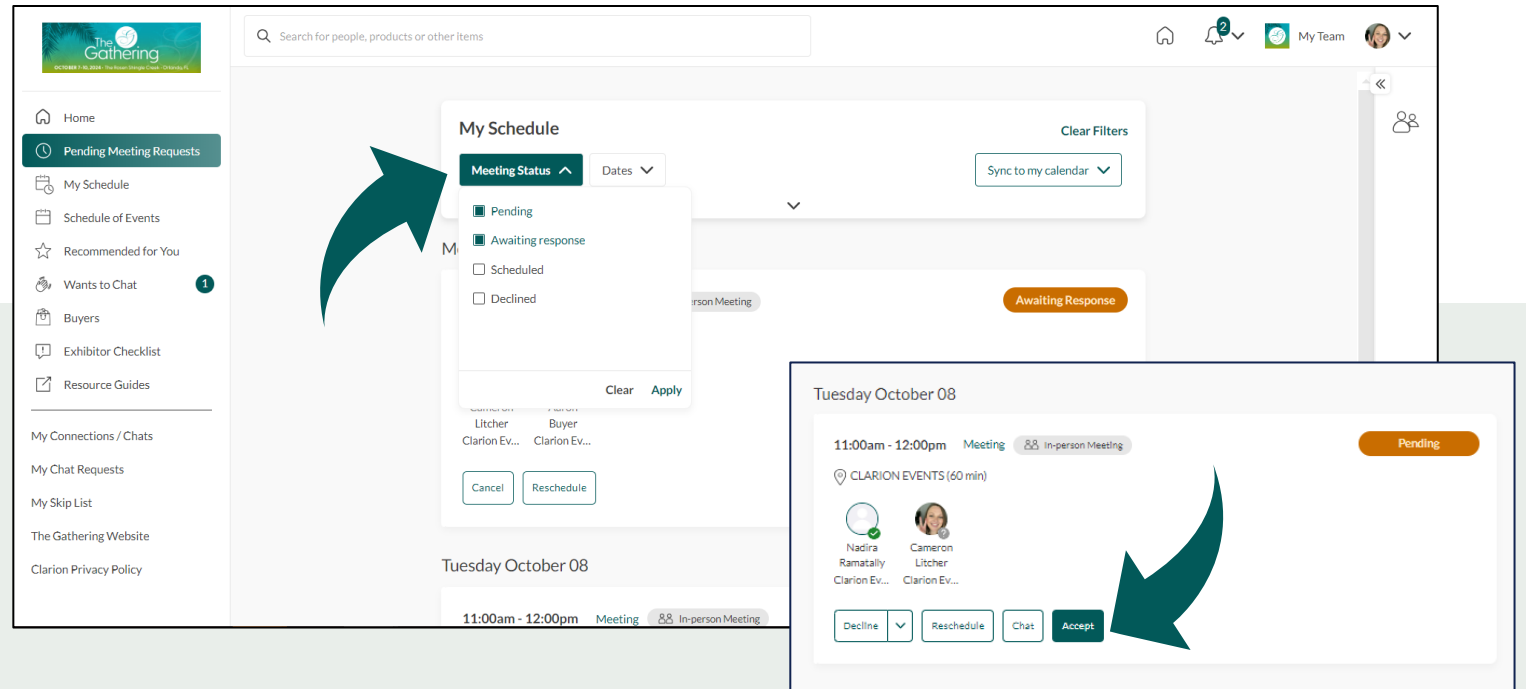
Web Platform

MEETINGS
accepting

Mobile App
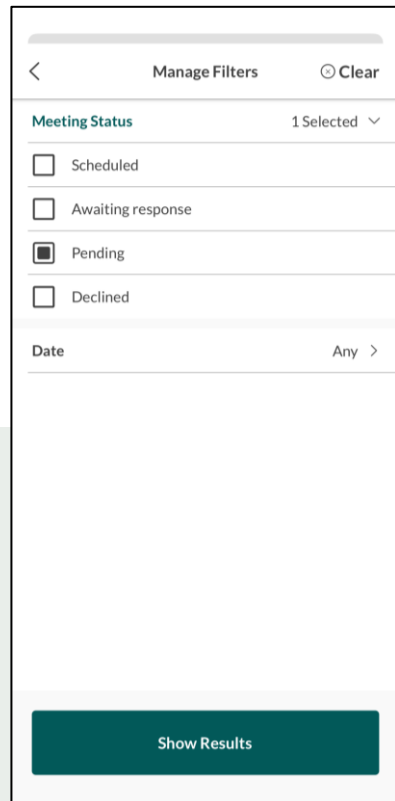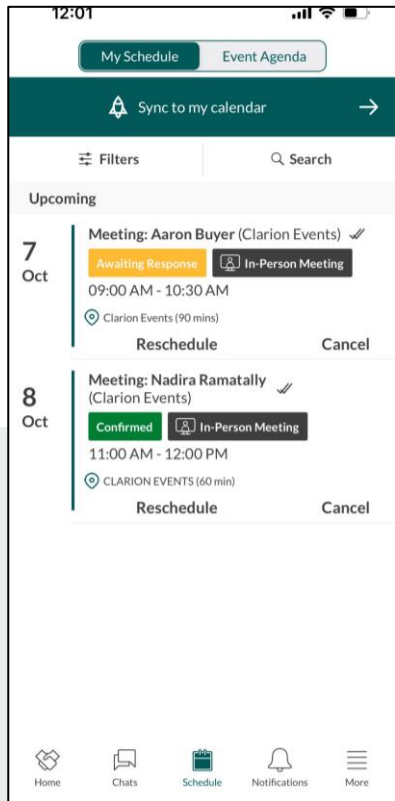
If someone sends you a meeting request, you will receive an email/push notification with the meeting details. You can confirm via the "Accept Meeting" in the email or via the app. To filter your full list of meetings, click "My Schedule", then "Meeting Status" or "Filter" to filter on pending meetings.
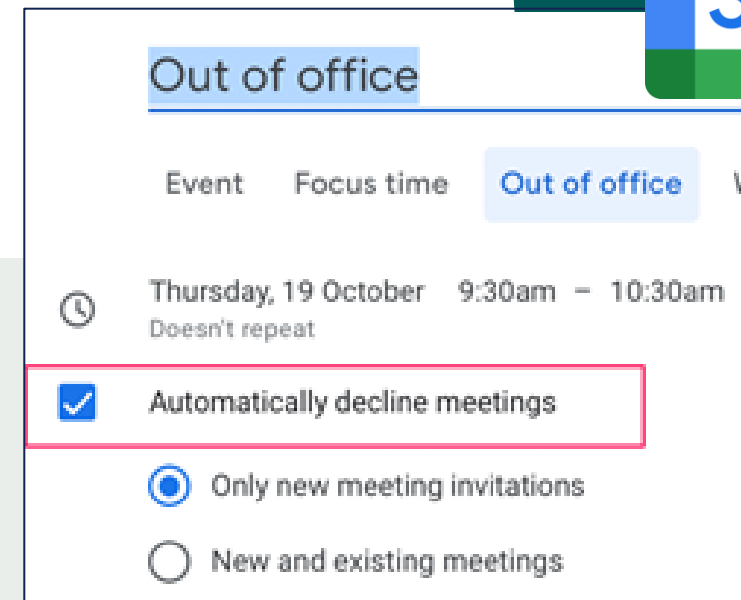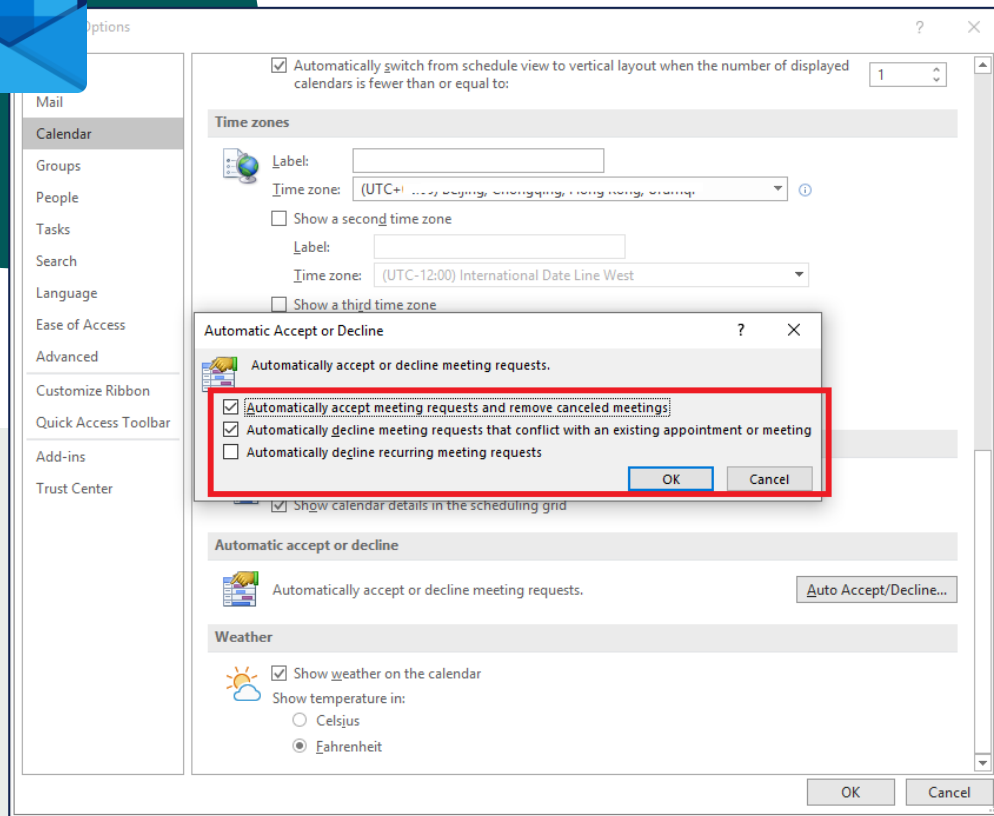
Web Platform

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.
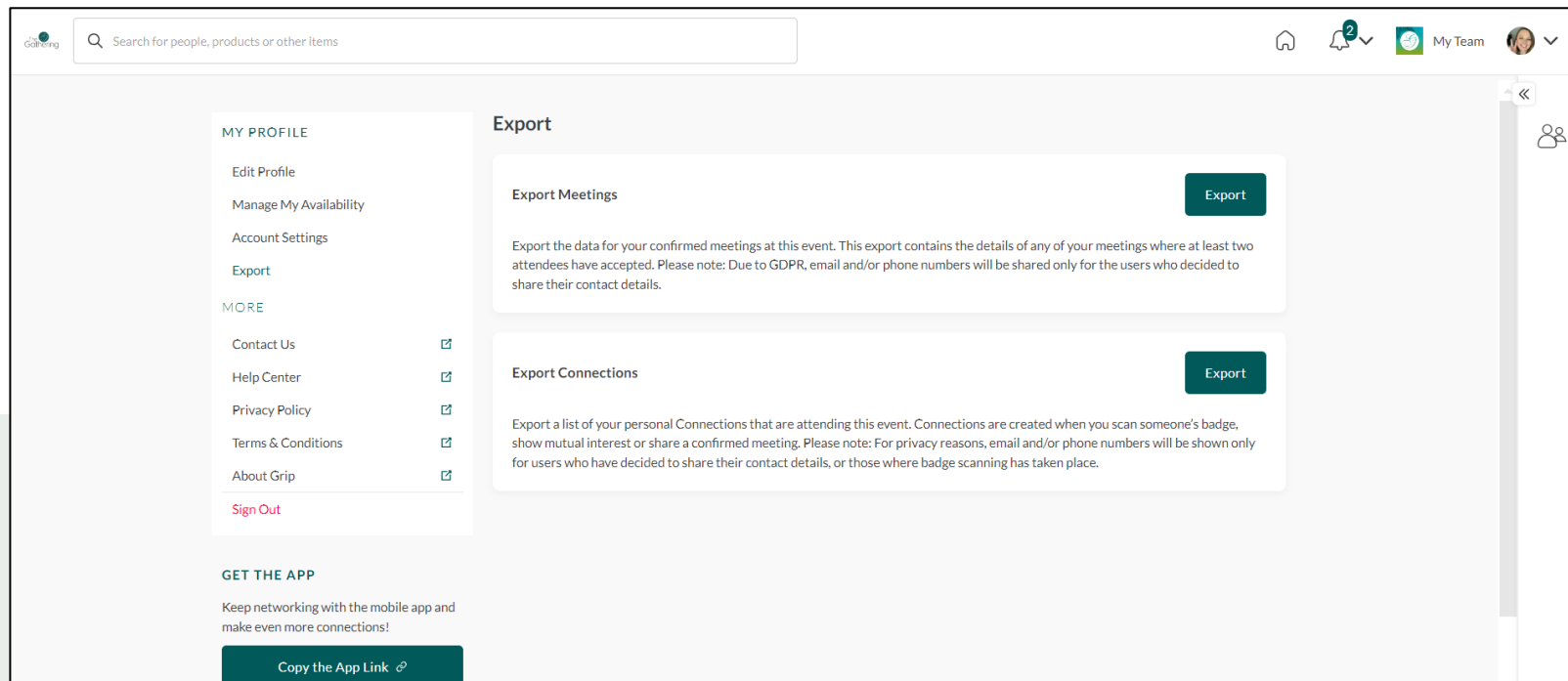
Sponsors, or anyone tied to a "Team", can download the connections from everyone on their team. Learn more on how to download the connections from your team under the "Export" tab in your Teams Dashboard.

MY TEAM DASHBOARD

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.

Products

Your company profile was pulled from the information you filled out last show, however you can edit it directly in the networking platform. In "My Team", click "Product". You are allowed **up to 5 product profile pages**. Filling out each profile completely will help event participants when searching and filtering the products list. Once complete, click "Update Profile" at the bottom of the page.
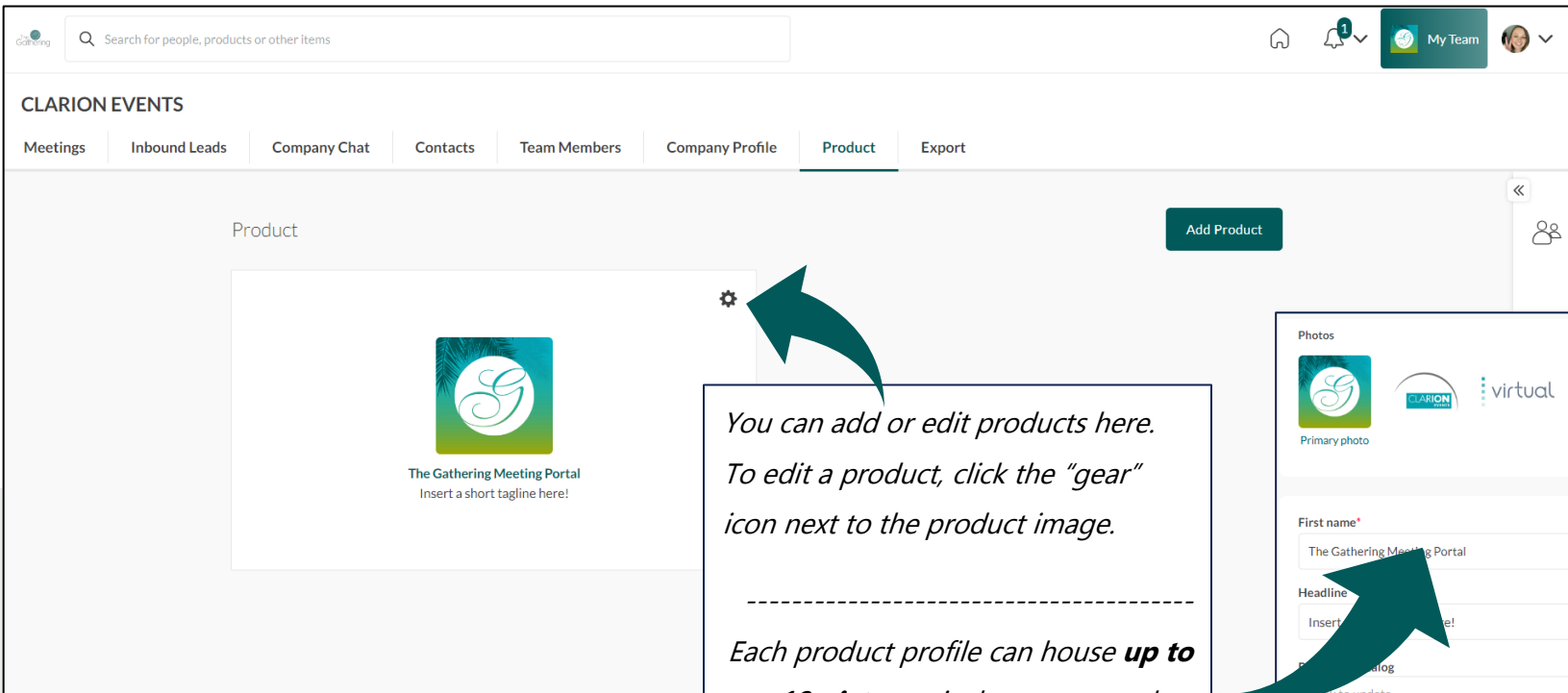
You can add or edit products here. To edit a product, click the "gear" icon next to the product image.

---

*Each product profile can house **up to 10 pictures.** i.e have one product profile for 'Keychains' and then upload 1-10 different keychain pictures.*

18
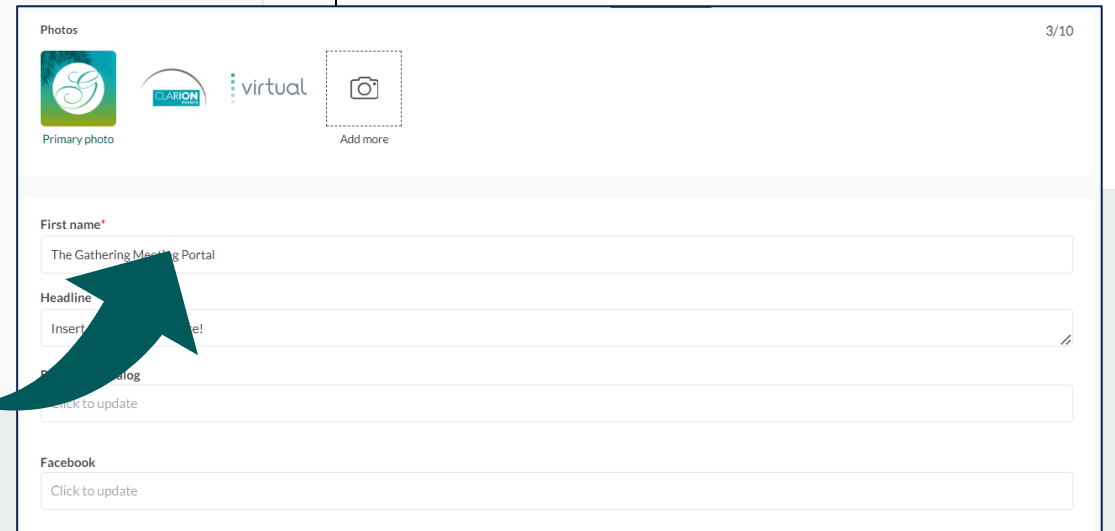
INBOUND LEADS

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.

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.
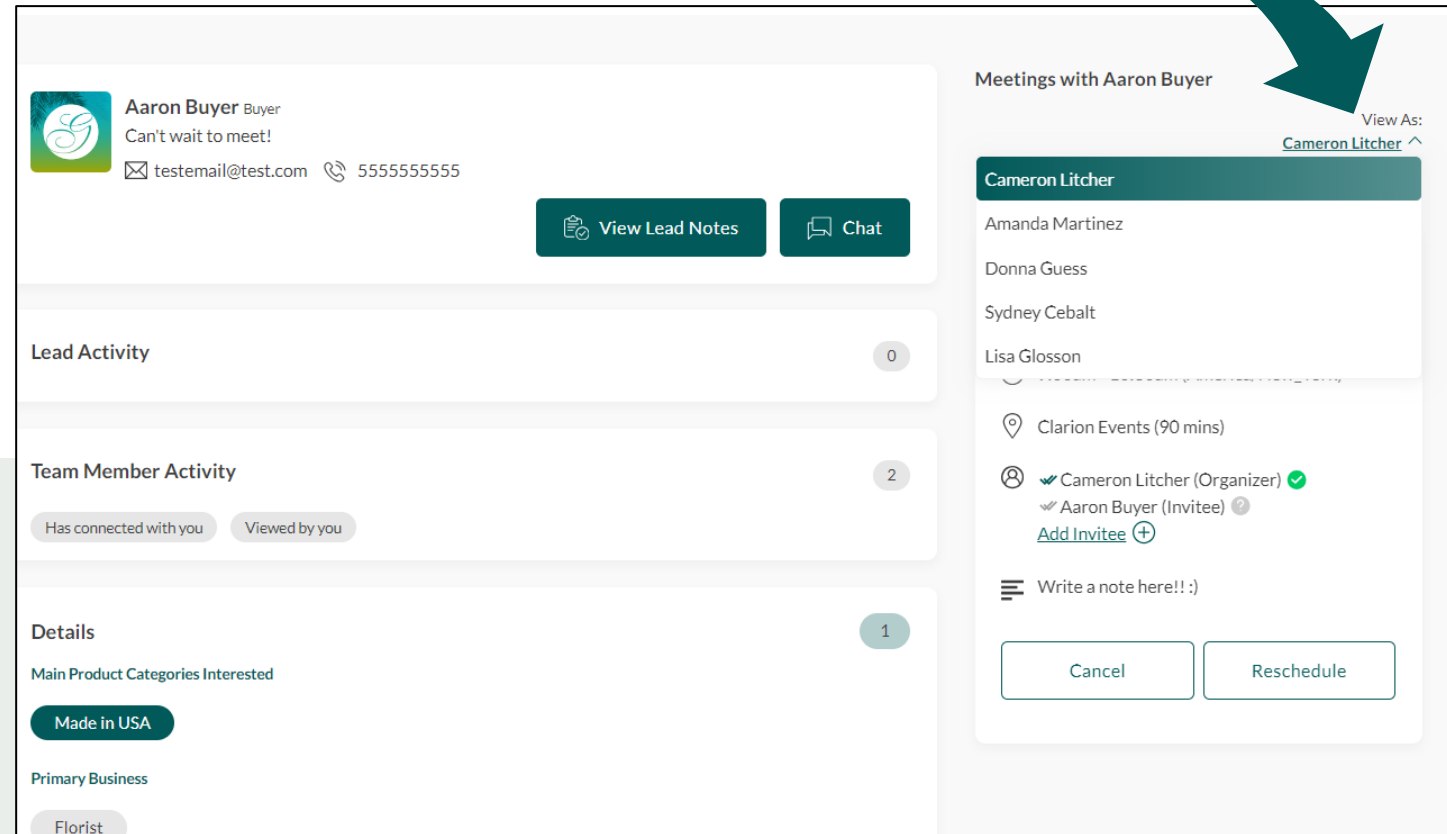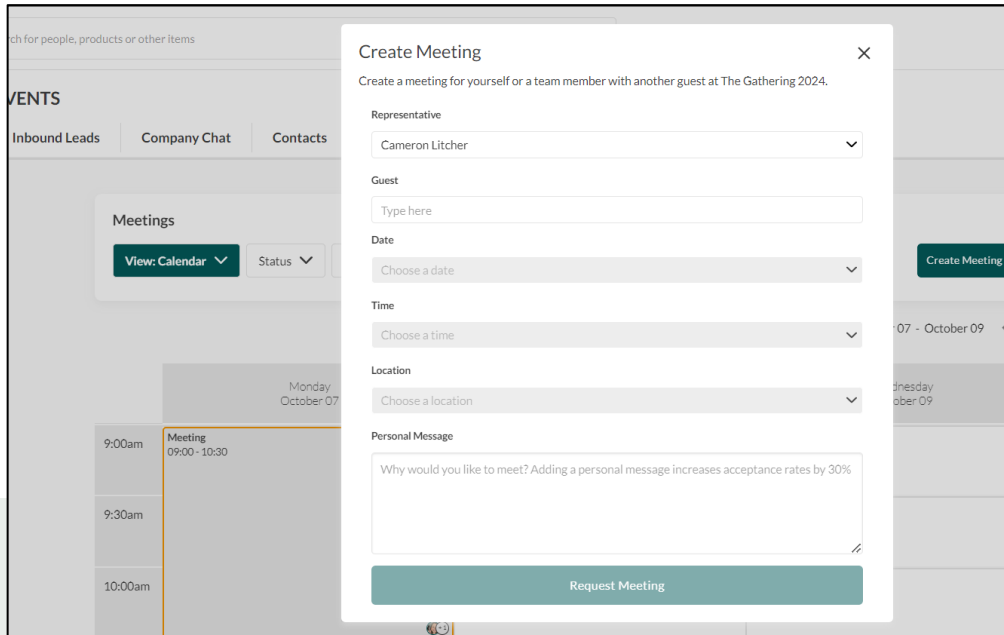
MEETINGS
accept for team

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.

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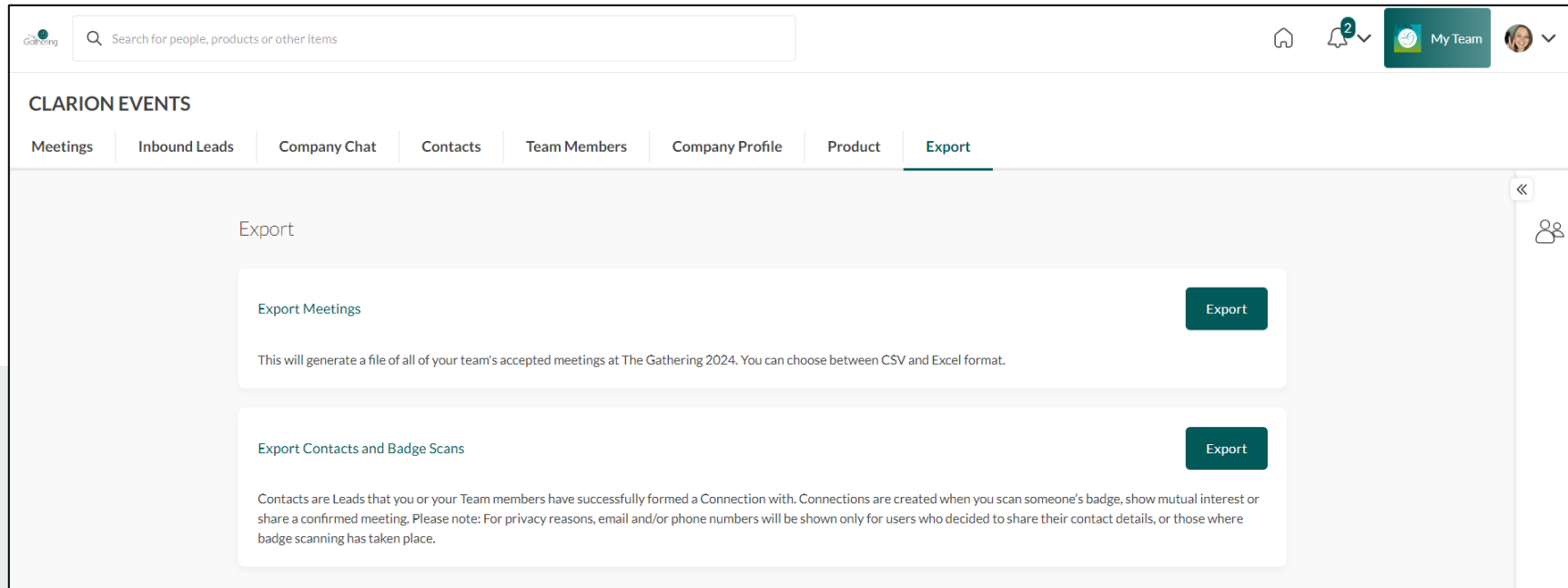
To download your individual connections report, go to "My Profile", then "Export".