



The Gathering

A hosted buyer event
for gift & souvenir professionals



Mobile App & Platform Resource Guide

[The Gathering](#)



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FOR SPONSORS ONLY

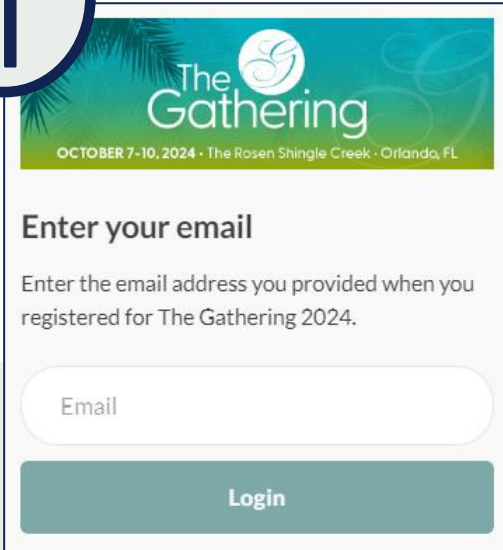
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LOGIN web platform

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.

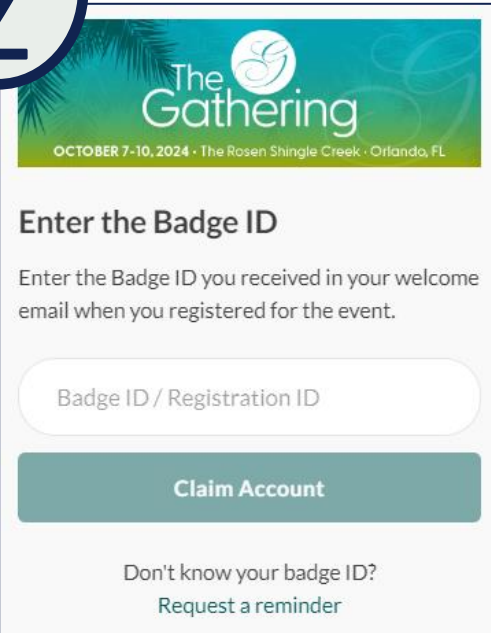
To reset your password, click “**Request a reminder**” on the login page.

1



The screenshot shows the top banner for 'The Gathering' event, dated October 7-10, 2024, in Orlando, FL. Below the banner, the heading 'Enter your email' is followed by a sub-instruction: 'Enter the email address you provided when you registered for The Gathering 2024.' There is a text input field labeled 'Email' and a teal 'Login' button at the bottom.

2



The screenshot shows the top banner for 'The Gathering' event. Below the banner, the heading 'Enter the Badge ID' is followed by a sub-instruction: 'Enter the Badge ID you received in your welcome email when you registered for the event.' There is a text input field labeled 'Badge ID / Registration ID' and a teal 'Claim Account' button. At the bottom, there is a link: 'Don't know your badge ID? Request a reminder'.

3



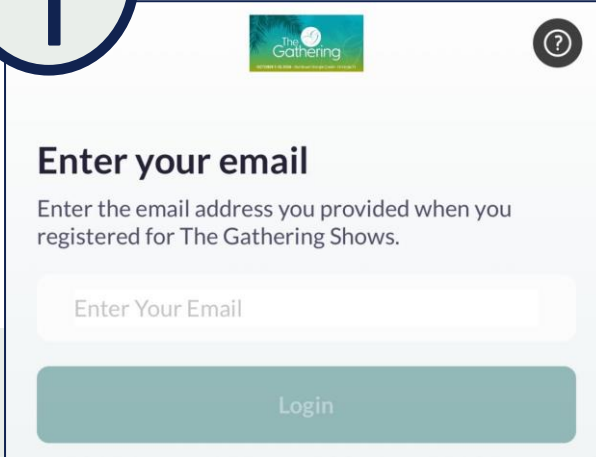
The screenshot shows the top banner for 'The Gathering' event. Below the banner, the heading 'Success!' is followed by a sub-instruction: 'Please create a password for your account and use this password the next time you log in.' There are two text input fields labeled 'Password' and 'Confirm Password'. Below the fields, there is a note: 'Password must be at least 6 characters long' and a teal 'Create Account' button.

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

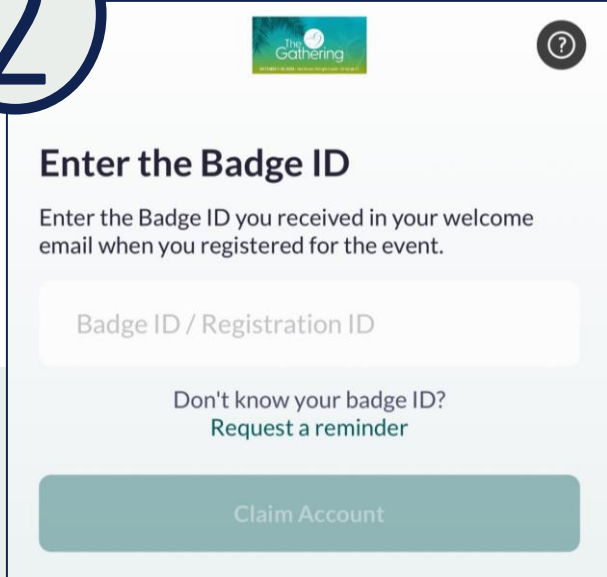


Enter your email
Enter the email address you provided when you registered for The Gathering Shows.

Enter Your Email

Login

2



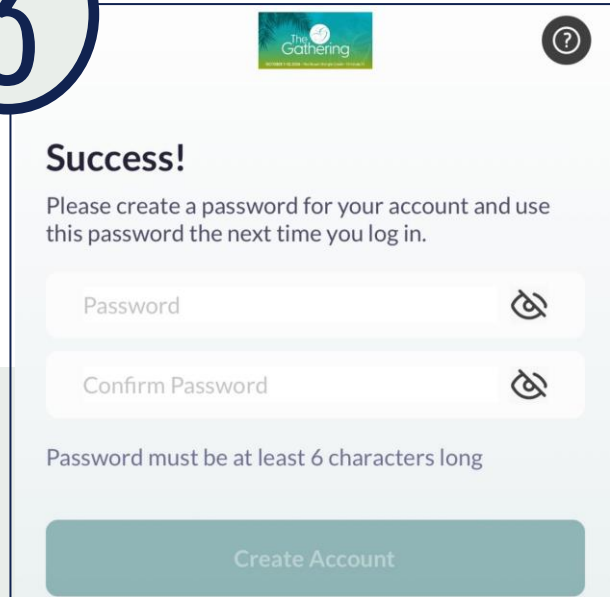
Enter the Badge ID
Enter the Badge ID you received in your welcome email when you registered for the event.

Badge ID / Registration ID

Don't know your badge ID?
Request a reminder

Claim Account

3



Success!
Please create a password for your account and use this password the next time you log in.

Password

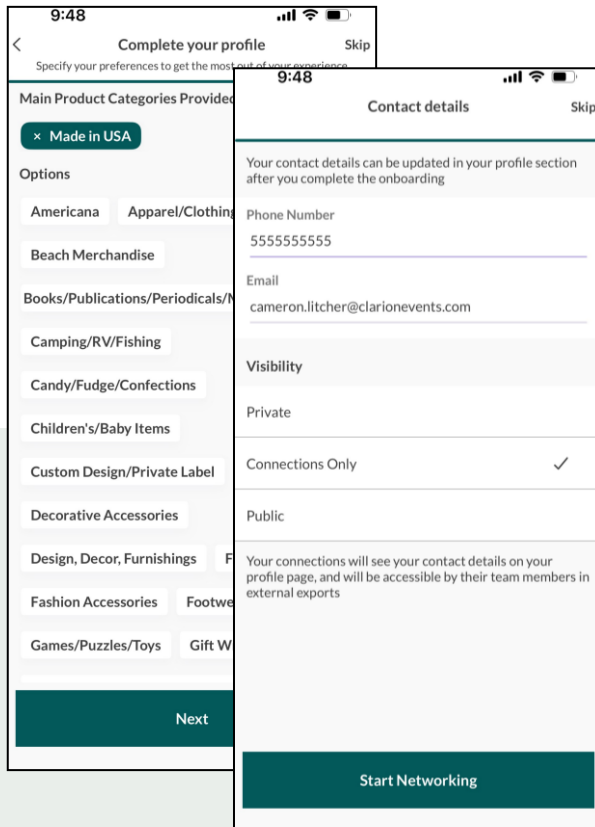
Confirm Password

Password must be at least 6 characters long

Create Account

ONBOARDING

Mobile App

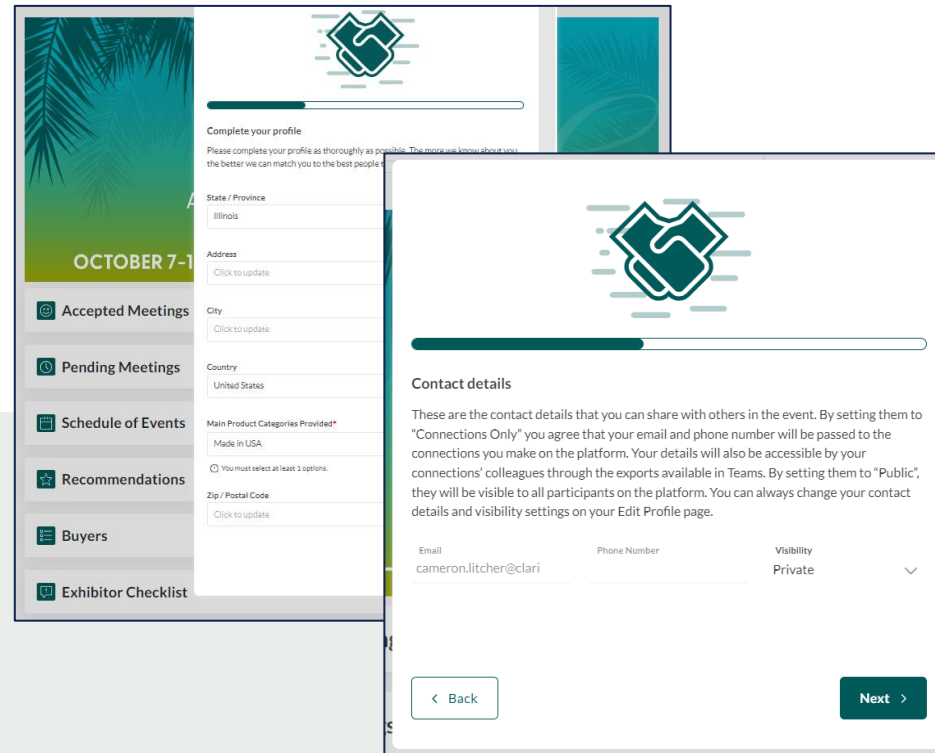


During onboarding, you'll be asked to confirm your registration information.

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

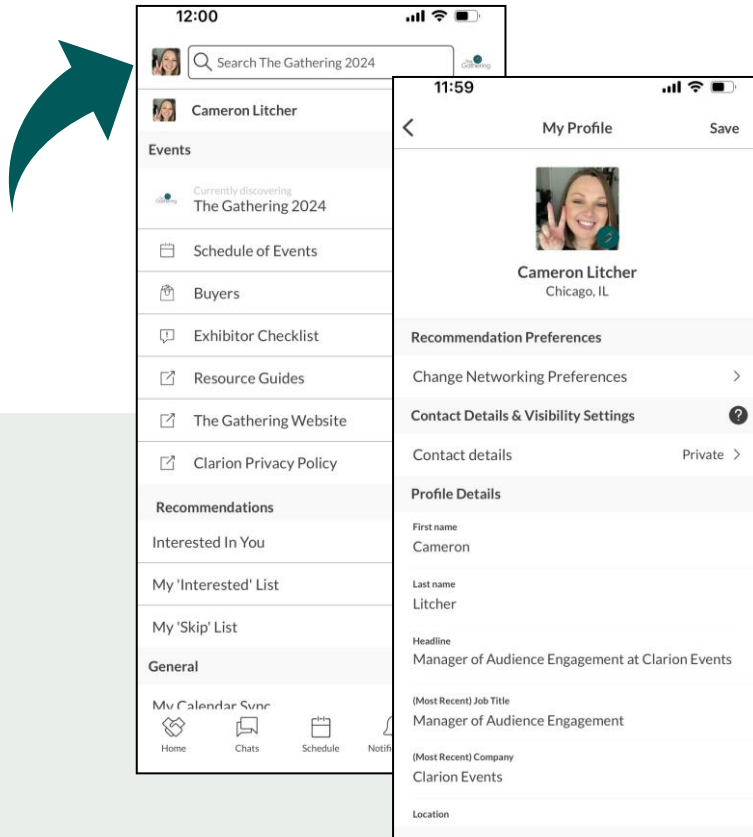
EDIT PROFILE

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

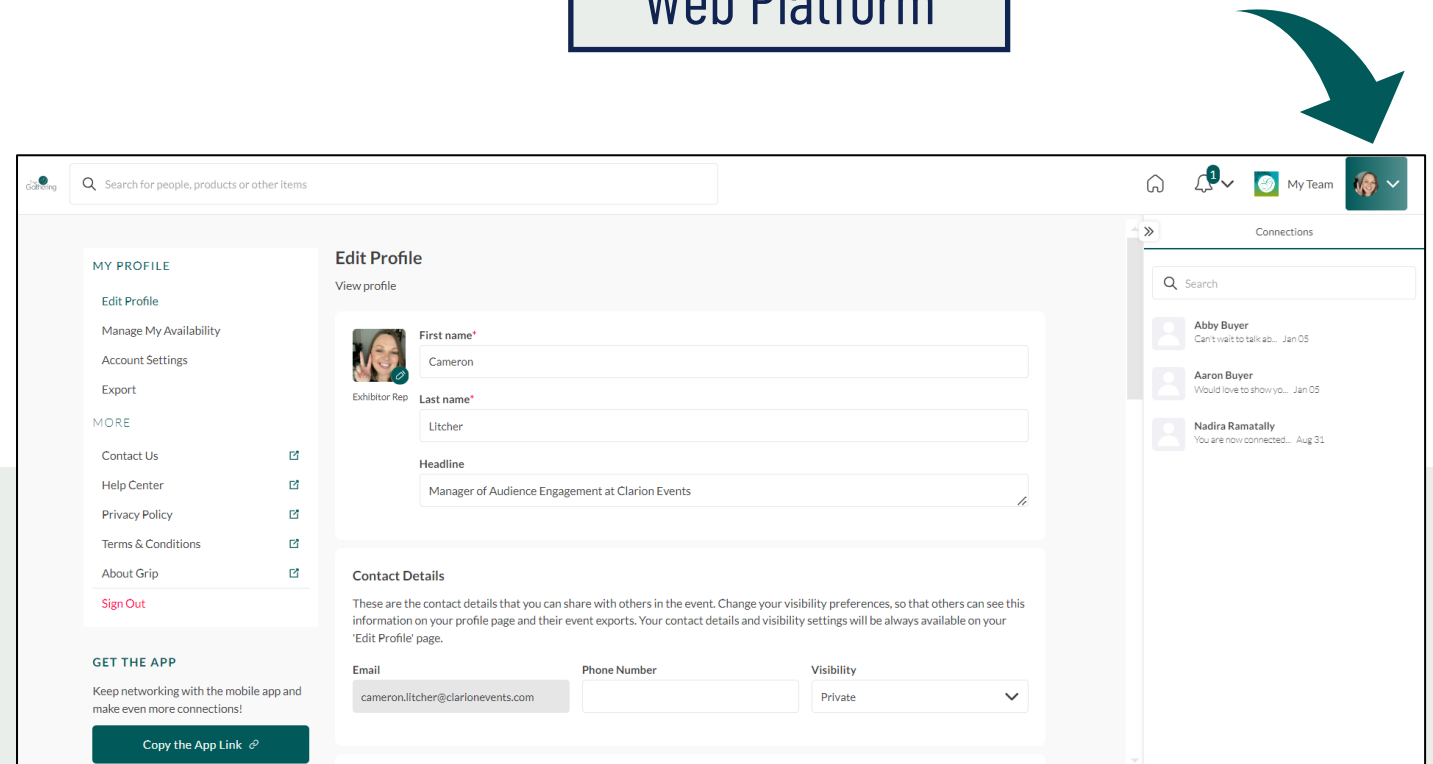
To edit via the web platform, click the icon at the **top right** of the home page.

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.

MY PROFILE

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

MORE

- Contact Us
- Help Center
- Privacy Policy
- Terms & Conditions
- About Grip

[Sign Out](#)

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/New_York

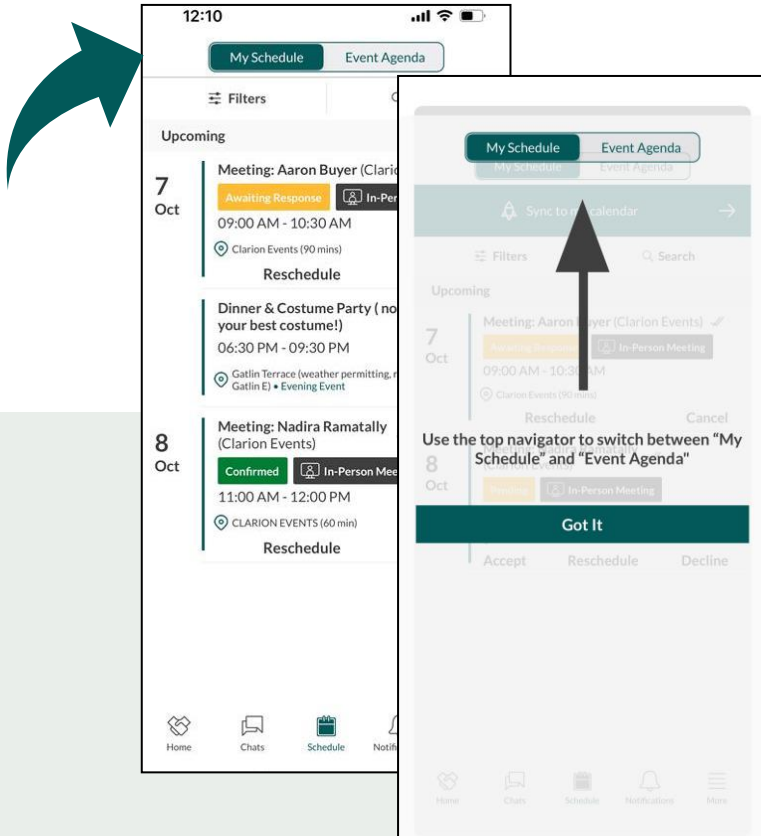
12:00am to Midnight [Reset availability](#)

| Event Days | Edit Availability |
|--|--------------------------------|
| <input checked="" type="checkbox"/> Monday - October 07 | |
| <input checked="" type="checkbox"/> Tuesday - October 08 | Done |
| <input checked="" type="checkbox"/> Wednesday - October 09 | |
| <input type="checkbox"/> Thursday - October 10 | Unavailable for the entire day |

[Save Changes](#)

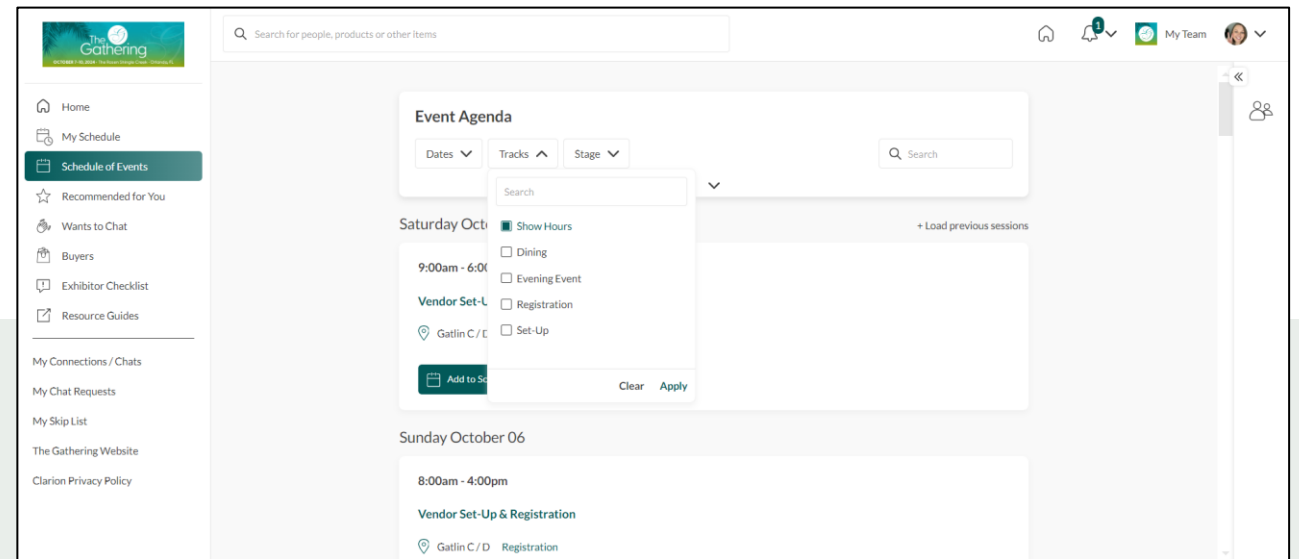
EVENT AGENDA

Mobile App



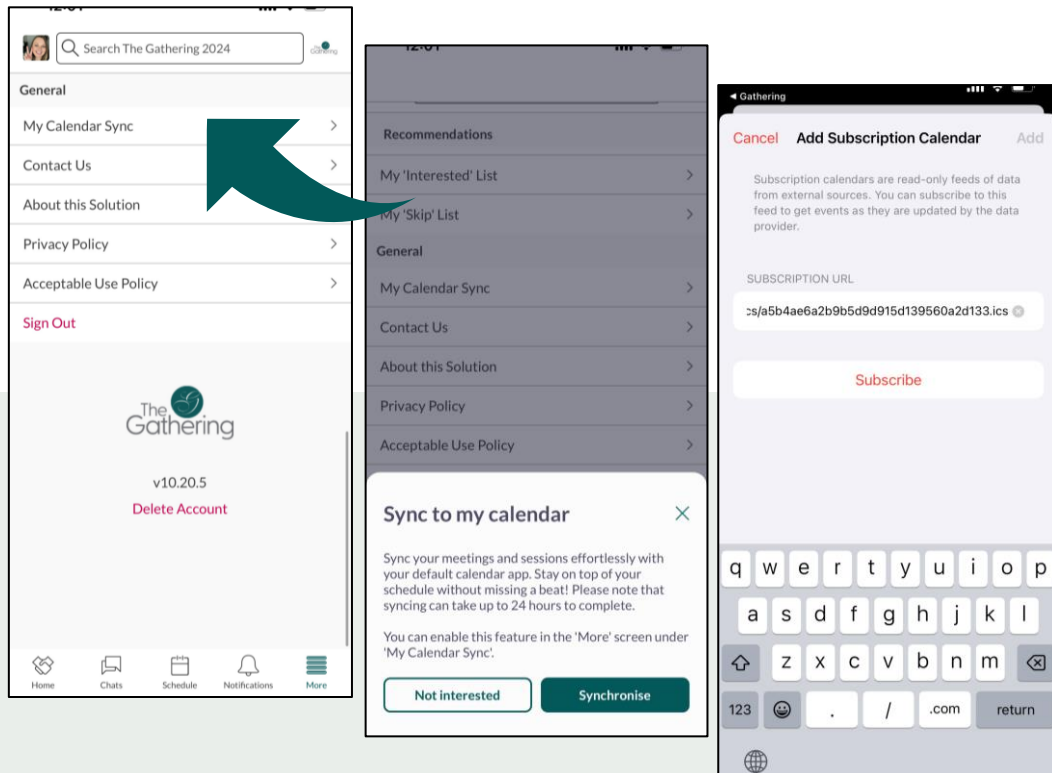
Tailor your event experience by adding sessions to your calendar. Filter the agenda by tracks, location (stage), or tags. "Add to Schedule" or use the calendar icon to add a session to your calendar.

Web Platform



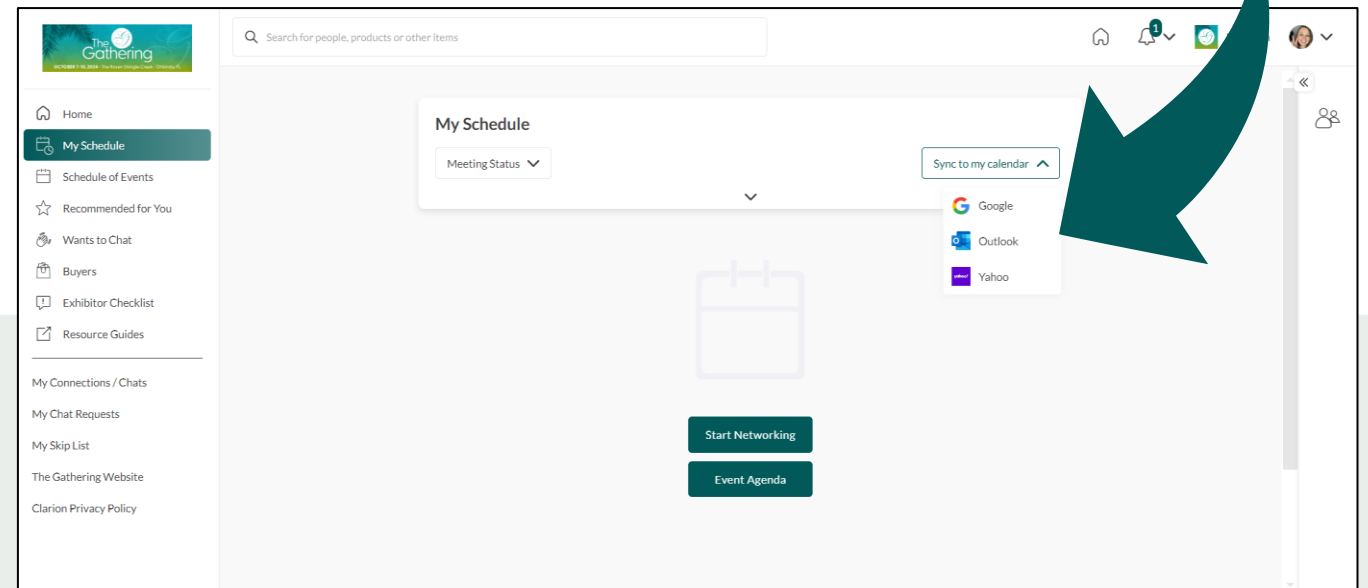
CALENDAR SYNC

Mobile App



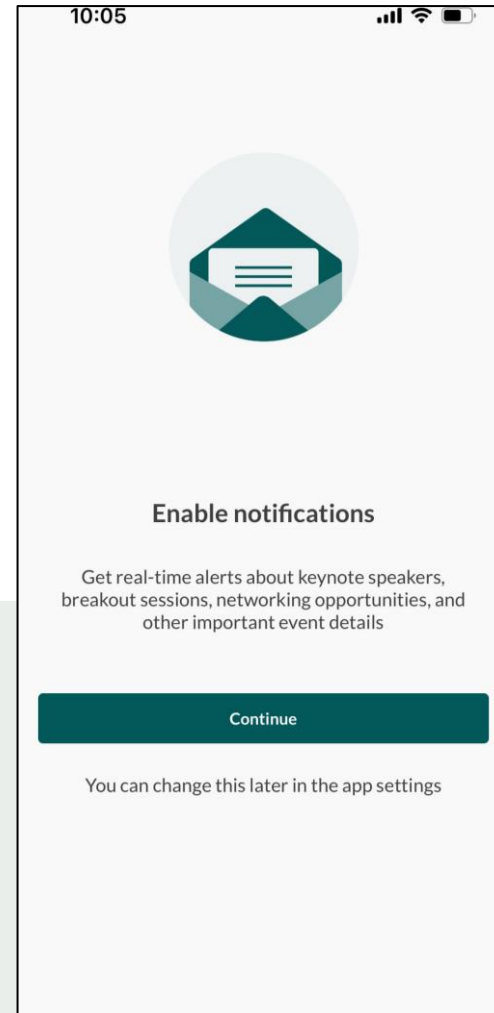
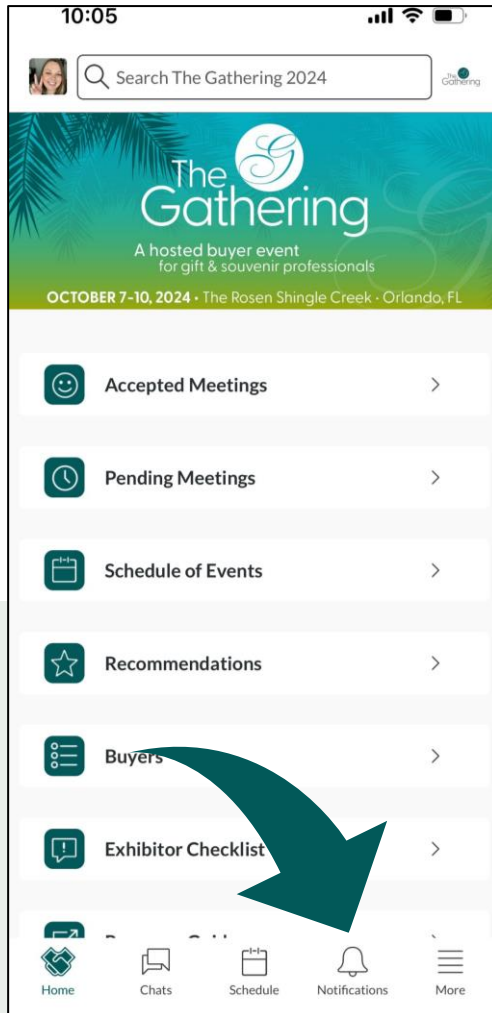
[Sync your calendar](#) (confirmed meetings and registered sessions) automatically to your device. On the web platform, click “My Schedule”, then “Sync to my Calendar”. On mobile, from either the Event Agenda, or the “More” list click “My Calendar Sync”. Follow the instructions to add the Calendar to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

Web Platform



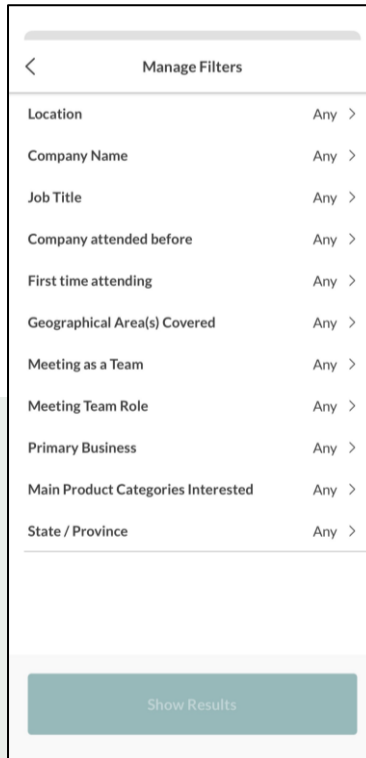
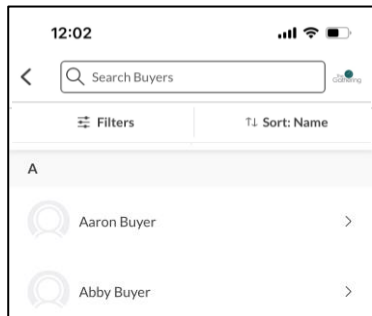
PUSH NOTIFICATIONS

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

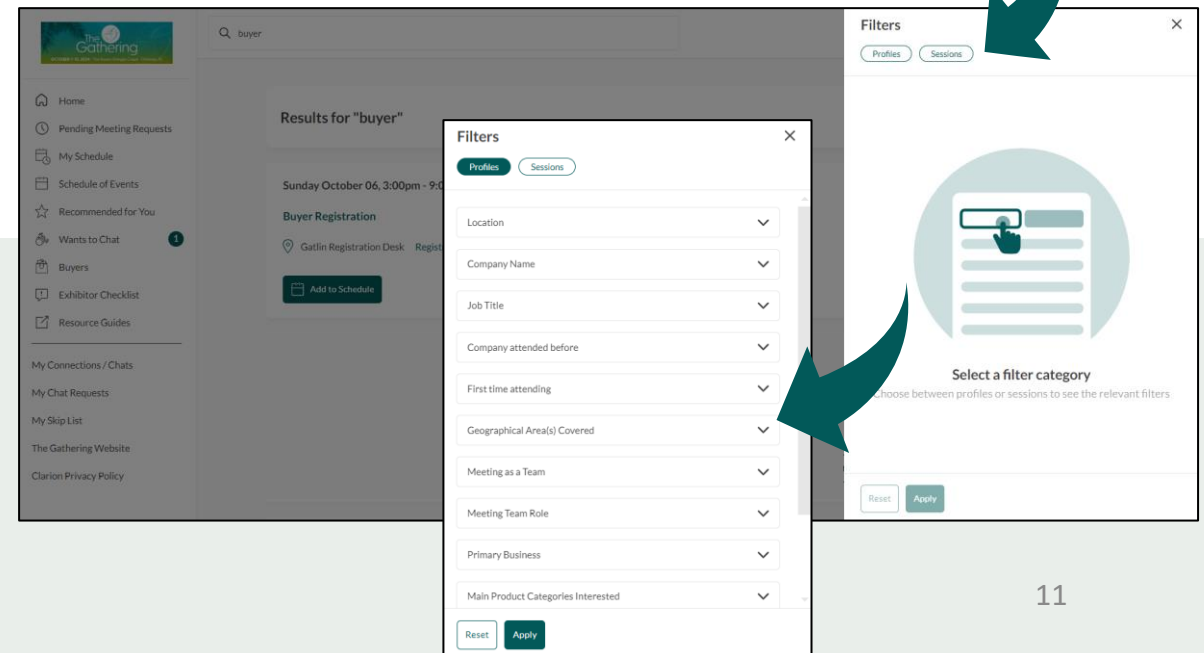


-To browse for people or companies to connect with, you can click the icon on the home page ("Attendees", "Exhibitors", etc.) and filter the list with the "Filter".

-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'.

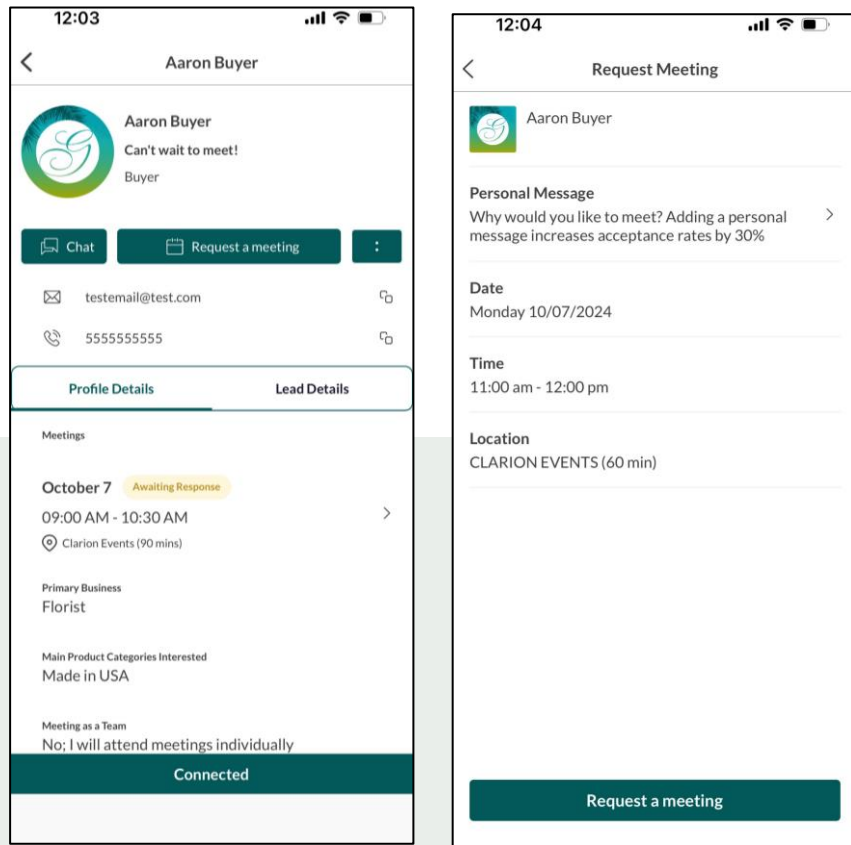
-Check "Recommended for You" often to see the names the recommendations from the platform (*the more actions you take the in the platform, the more tailored the recommendations will be!*).

Web Platform



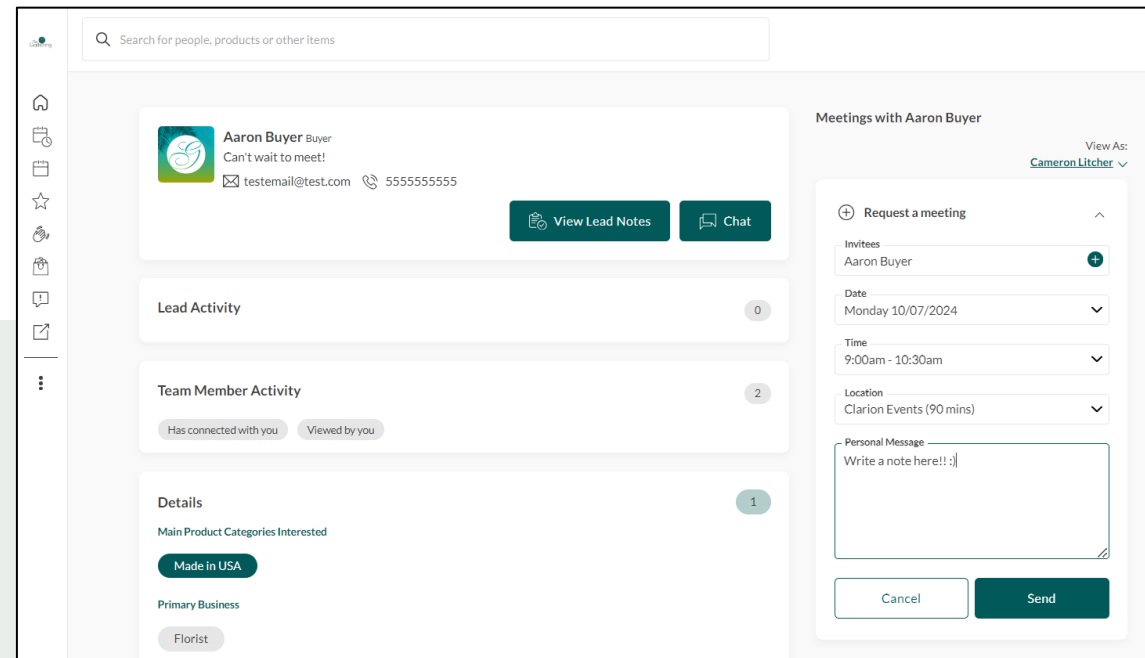
MEETINGS requesting

Mobile App



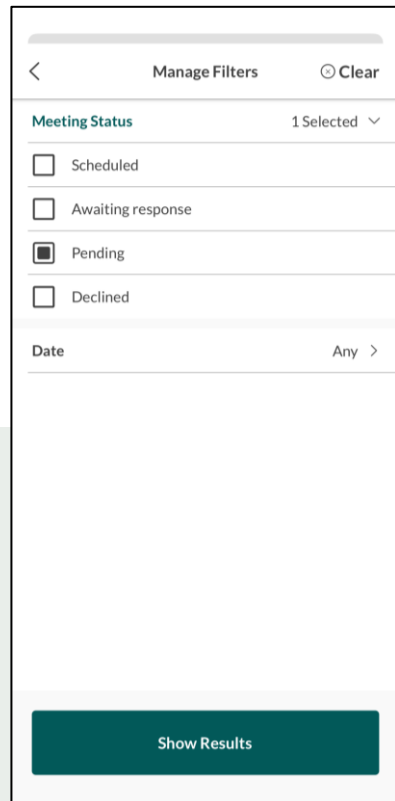
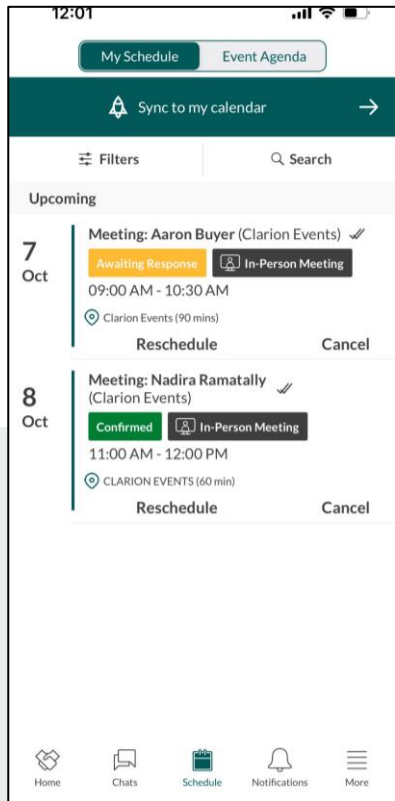
Once you find someone you would like to meet with, click “Request Meeting” next to their name. Add the date/time and location, as well as a personal message, then click “Request Meeting”. They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you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

Web Platform



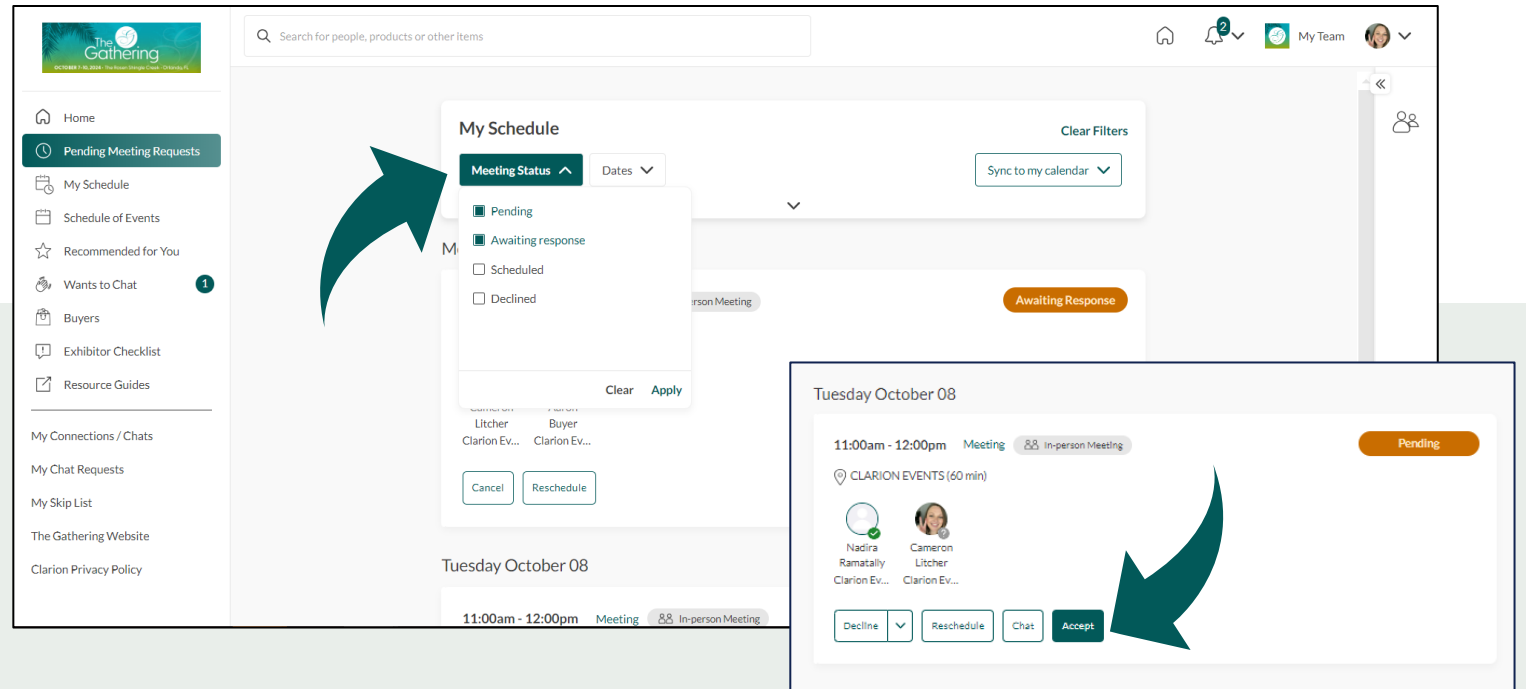
MEETINGS accepting

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.

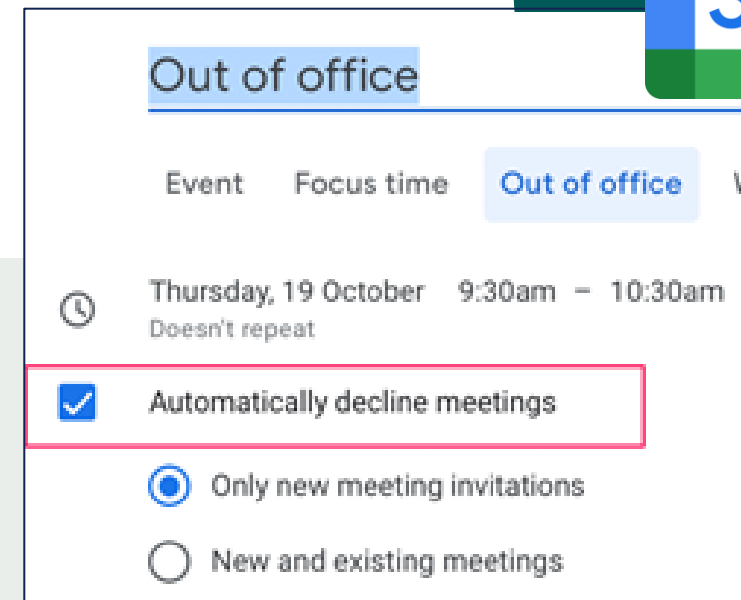
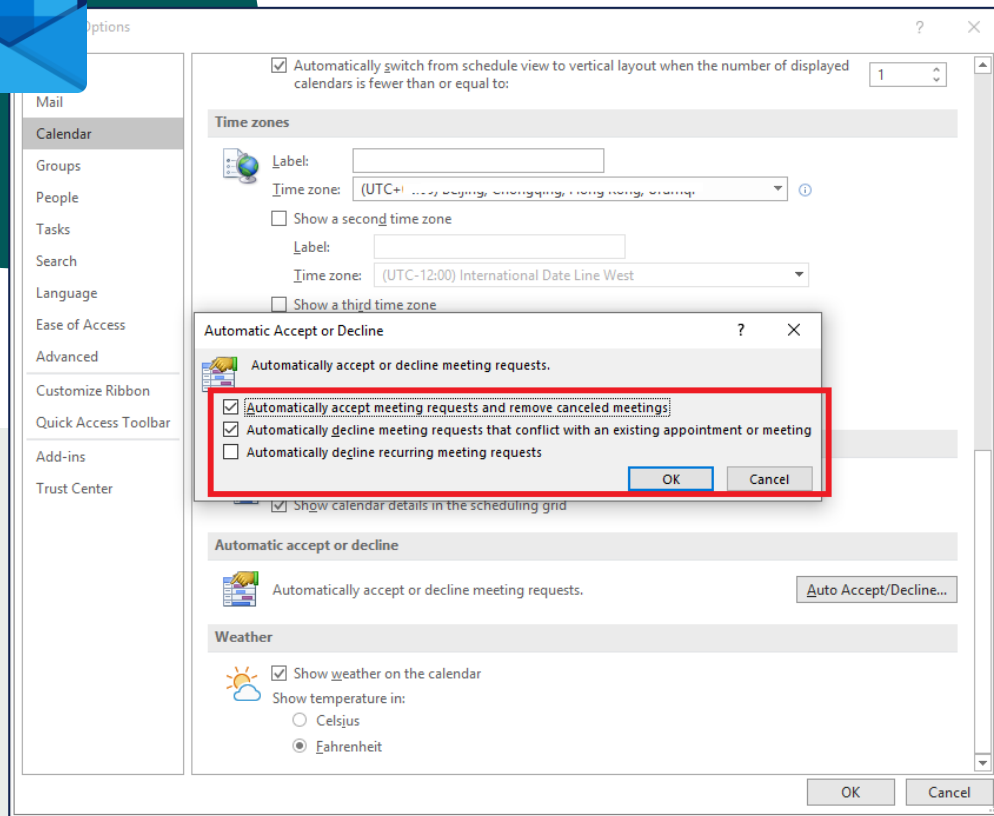
Web Platform



MEETINGS

unintentional decline

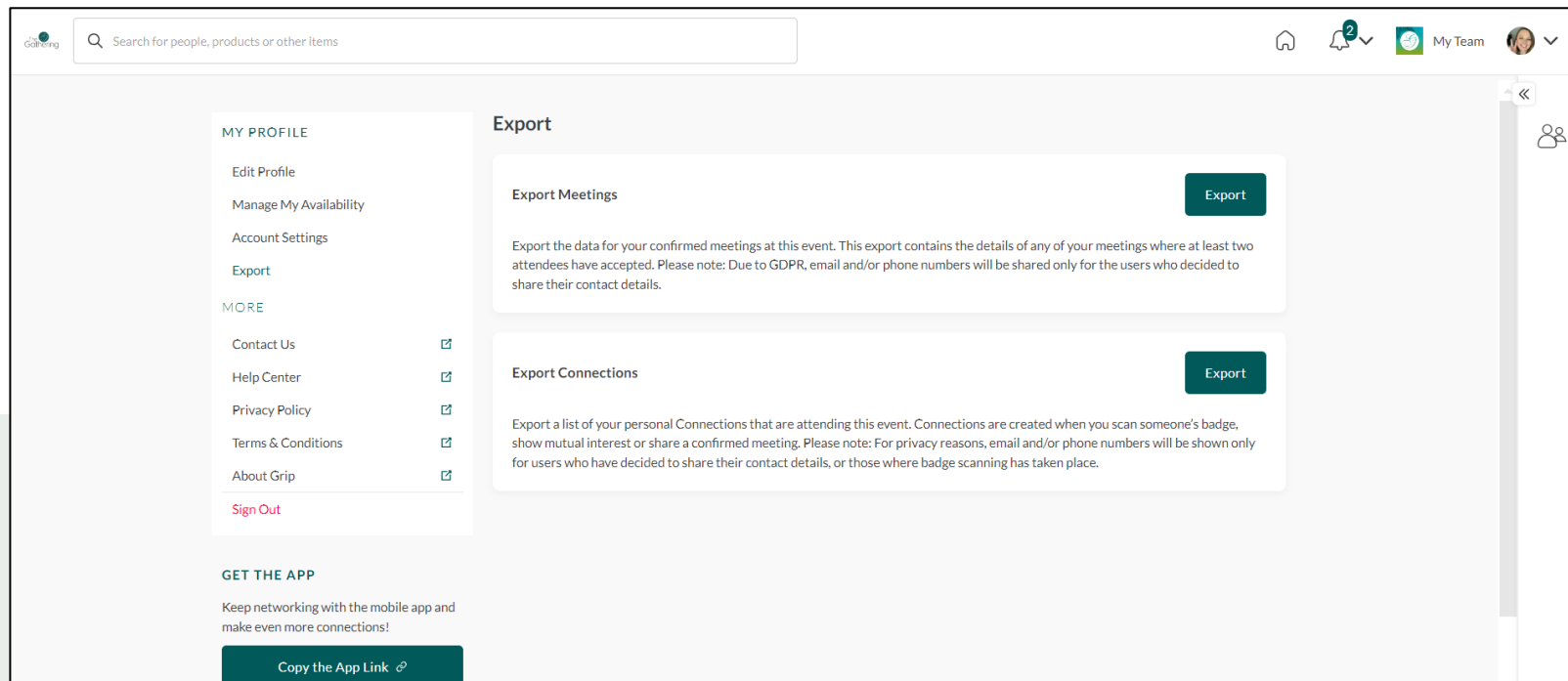
If you are finding that your meetings are auto-declining, it may be your Out of Office. Some calendars include the option to auto-decline meetings while an Out of Office is enabled. Make sure this is turned off, or your meetings scheduled through the mobile app will be declined.



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.



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!

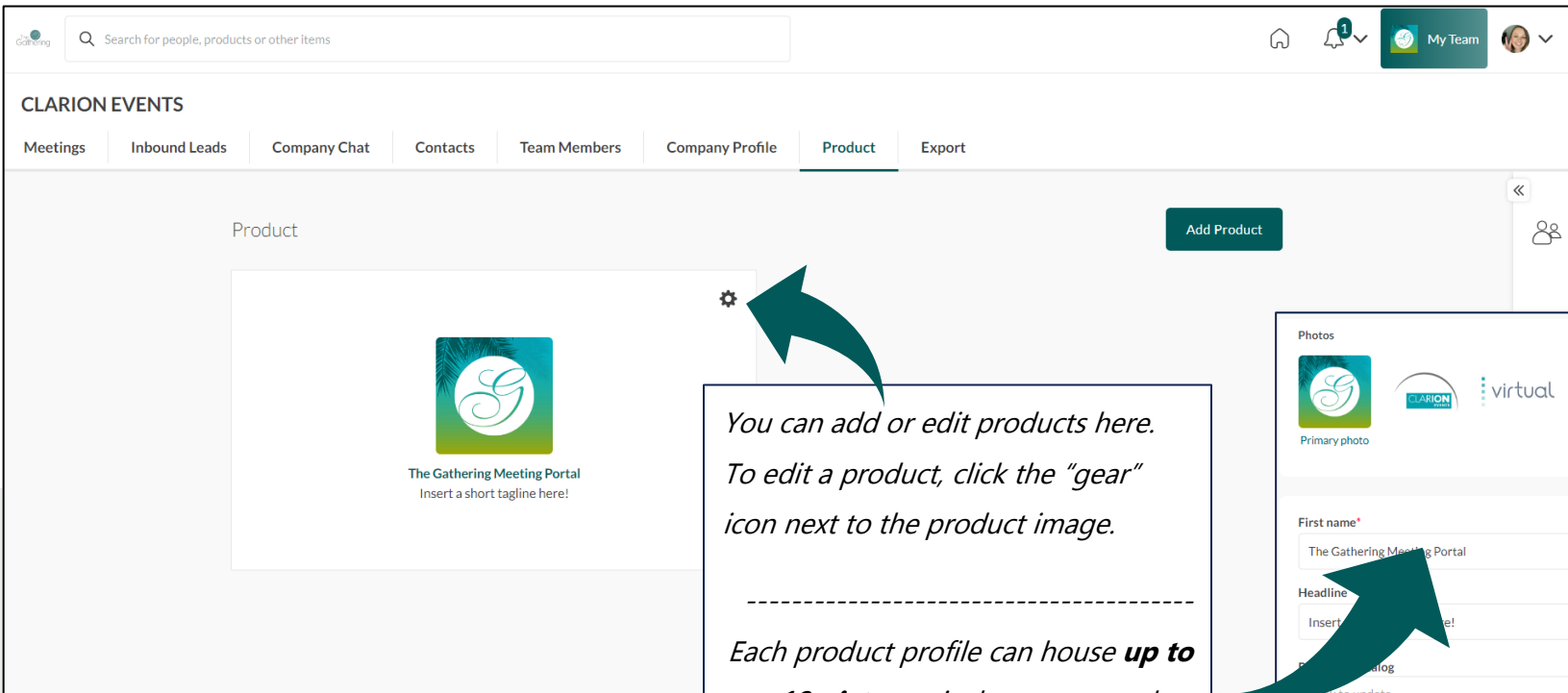
COMPANY PROFILE

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' page for 'CLARION EVENTS' at 'The Gathering 2024'. The page is part of a dashboard with a search bar at the top and navigation tabs for 'Meetings', 'Inbound Leads', 'Company Chat', 'Contacts', 'Team Members', 'Company Profile', 'Product', and 'Export'. The 'Company Profile' tab is active. A green banner at the top of the profile section reads 'OCTOBER 7-10, 2024 • The Rosen Shingle Creek • Orlando, FL'. Below the banner, there are several form fields: 'Name*' (filled with 'CLARION EVENTS'), 'Headline' (filled with 'The Gathering 2024'), 'Country' (filled with 'United States'), 'Main Product Categories Provided*' (filled with 'Made in USA', with a note '1 (minimum 1)' and a warning 'You must select at least 1 options.'), and 'Address' (with a 'Click to update' link). The page also features a 'My Team' dropdown menu in the top right corner and a user profile icon.

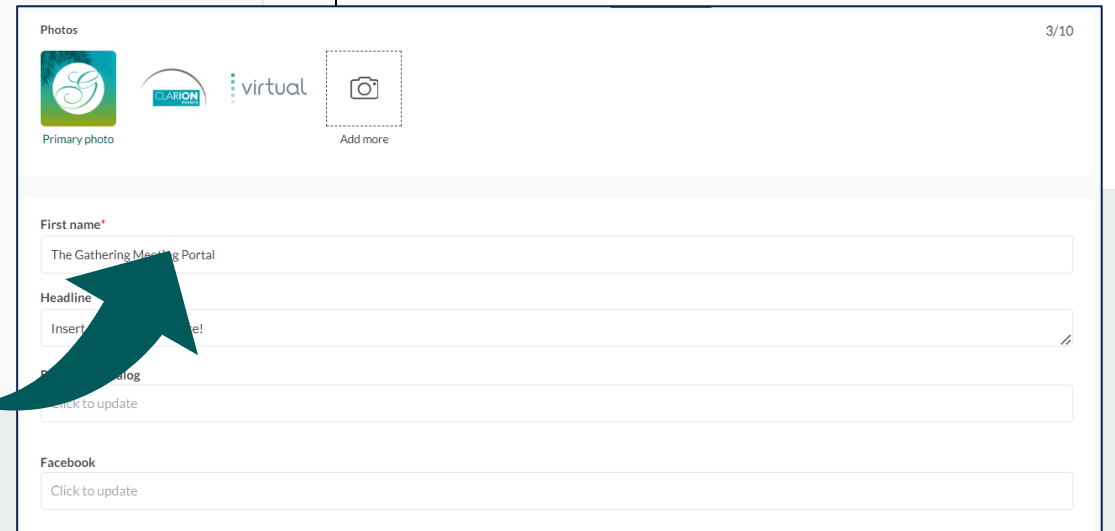
Products

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.*



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 who have shown interest, connected, or interacted with you, your team members, and/or company profile. Convert your qualified Inbound Leads into Contacts by booking a meeting or connecting. Skip or ignore to disqualify an Inbound Lead. Lead notes and scores are only visible to you and your colleagues.

Results per page: 20

| Name | Company | Qualification Tags | Status | Score |
|------------------|----------------|---|----------------|-------|
| Nadira Ramatally | Clarion Eve... | Has requested a meeting with you Interested in you | Pending Review | ☆☆☆☆☆ |

Columns | Filters

CLARION EVENTS

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

Inbound Leads

The Inbound Leads section features profiles who have shown interest, connected, or interacted with you, your team members, and/or company profile. Convert your qualified Inbound Leads into Contacts by booking a meeting or connecting. Skip or ignore to disqualify an Inbound Lead. Lead notes and scores are only visible to you and your colleagues.

1 To Review | 0 Reviewed | 1 Total Leads

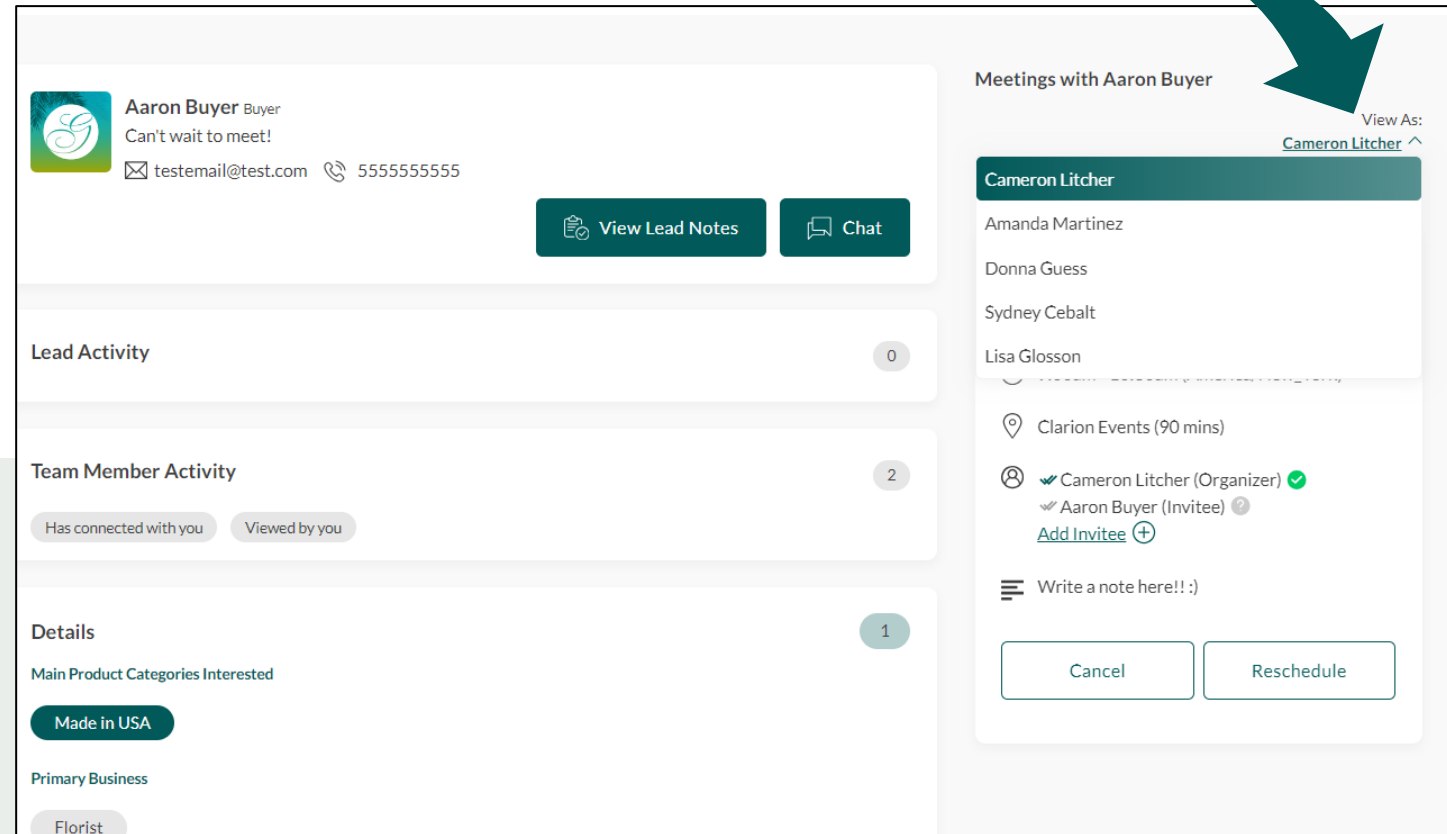
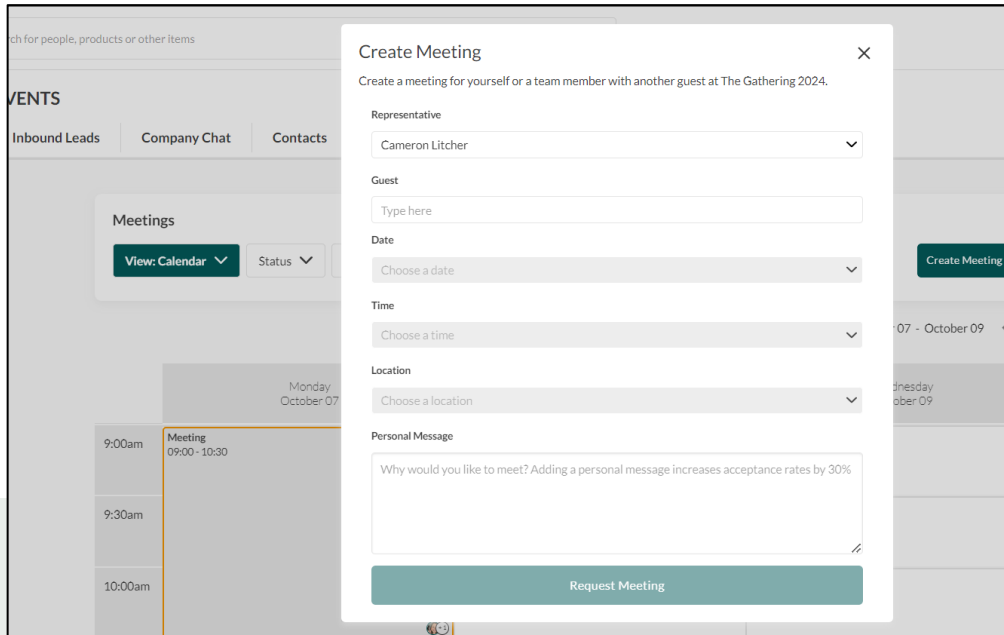
Nadira Ramatally Shelton, CT
Clarion Events

Has requested a meeting with you | Interested in you

Summary
The Gathering event is an exclusive event that brings together the nation's top Gift & Souvenir Retailers in the eastern United States for (4) days of buying, appointments, and sophisticated networking with like-minded retailers and leading suppliers of hard goods, soft goods, apparel, and custom products. Held at the luxurious Rensant Convention...

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

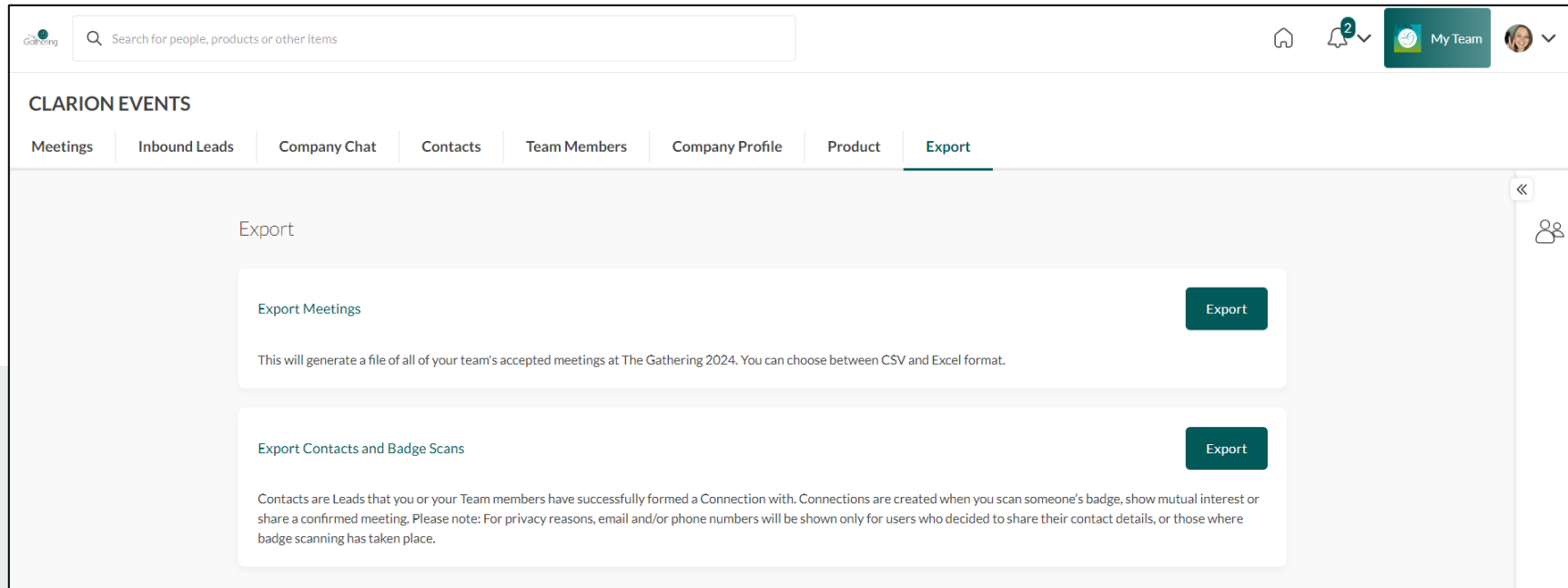
To accept a meeting on behalf of one of your Team Members, navigate to "My Team" at the top right of the home page. Then click "Pending" under "Status" at the top. After clicking on the Meeting, you'll be directed to the organizers profile. Then click "Accept". Both parties will receive an email confirmation of the meeting.

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar and navigation icons for Home, Notifications, and My Team. Below this is the 'CLARION EVENTS' section 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 'October 07 - October 09'. A meeting is scheduled for Monday, October 07, from 9:00am to 10:30am. A detailed view of this meeting is overlaid on the right, showing the meeting title 'CLARION EVENTS (60 min)', time '11:00am - 12:00pm (America/New_York)', and organizers 'Nadira Ramatally (Organizer)' and 'Cameron Litcher (Invitee)'. The 'Accept' button is highlighted in dark green.

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”.