The O. Gathering

A hosted buyer event for gift & souvenir professionals





The Gathering



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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

9:48	ııl ≎ ∎)	1		
< Complete your pr	ofile Skip			
Specify your preferences to get the most	9:48	.ul 🗢 🗩		
Main Product Categories Provided	c	Contact details Skip		
× Made in USA				
Options	Your contact details ca after you complete the	n be updated in your profile section e onboarding		
Americana Apparel/Clothing	Phone Number			
Beach Merchandise	555555555			
Deachmerchanase	Email			
Books/Publications/Periodicals/N	cameron.litcher@cla	arionevents.com		
Camping/RV/Fishing				
ounping, contraction	Visibility			
Candy/Fudge/Confections				
Children's/Baby Items	Private			
Custom Design/Private Label	Connections Only	\checkmark		
Decorative Accessories	Public			
Design, Decor, Furnishings F	Your connections will s	see your contact details on your		
Fashion Accessories Footwe	profile page, and will be accessible by their team member external exports			
Games/Puzzles/Toys Gift W				
Next				
	St	art Networking		

EDIT PROFILE

Mobile App 12:00 .ul 🕆 🔳 Q Search The Gathering 2024 . 11:59 비 후 🔳 Cameron Litcher My Profile Save **Events** ... The Gathering 2024 Schedule of Events **Cameron Litche** 🖄 Buyers Chicago, IL Exhibitor Checklist **Recommendation Preferences** Resource Guides **Change Networking Preferences** 0 **Contact Details & Visibility Settings** The Gathering Website Contact details Private > Clarion Privacy Policy **Profile Details** Recommendations First name Interested In You Cameron My 'Interested' List Last name Litcher My 'Skip' List Headline Manager of Audience Engagement at Clarion Events General (Most Recent) Job Title My Calendar Sync Manager of Audience Engagement \otimes 5 E+++ Home Chats Schedule No (Most Recent) Company **Clarion Events**

Location

slättering

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.

	Web Platform	
Q Search for people, products or other items		
MY PROFILE Edit Profile Manage My Availability	Edit Profile View profile	Connections Connections Abby Buyer
Account Settings Export MORE	Exhibitor Rep Litcher	Cant wat so take 30. Jan US Aaron Buyer Weuld love to show you. Jan 05 Nadira Ramatally You are now connected. Aug 31
Contact Us Help Center Privacy Policy Terms & Conditions	Headline Manager of Audience Engagement at Clarion Events	
About Grip 🗹 Sign Out	Contact Details These are the contact details that you can share with others in the event. Change your visibility preferences, so that others can see this information on your profile page and their event exports. Your contact details and visibility settings will be always available on your 'Edit Profile' page.	
GET THE APP Keep networking with the mobile app and make even more connections! Copy the App Link &	Email Phone Number Visibility cameron.litcher@clarionevents.com Private	~

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.





Gathering	Q Search for people, products or other Items	Ch C ¹ → My Team () →
CCREPT R 2011 The hashing a Cust - Standy?	Event Agenda	» ک 84
Schedule of Events	Dates 🗸 Tracks 🔨 Stage 🗸	Q Search
Recommended for You	Search	
🕉 Wants to Chat	Saturday Octi 🔳 Show Hours	+ Load previous sessions
Buyers Exhibitor Checklist Resource Guides	Dining P:00am - 6:00 Evening Event Vendor Set- Registration Gstlin C/E Set-Up	
Лу Connections / Chats Лу Chat Requests	H Add to Sc Clear Apply	
y Skip List ne Gathering Website	Sunday October 06	
larion Privacy Policy	8:00am - 4:00pm Vendor Set-Up & Registration	

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.



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

	clân®rrg	Manage Filters
ters î.	L Sort: Name	ation
	Con	npany Name
	Job	Title
on Buyer	Con	npany attended before
Buyer	> Firs	t time attending
	Geo	graphical Area(s) Covered
	Mee	ting as a Team
	Mee	ting Team Role
	Prir	nary Business
	Mai	n Product Categories Interested
	Stat	e / Province

-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 Pl	atform		
Cathering	Q buyer			Filters X
Home Pending Meeting Requests How Schedule Control Schedule of Events	Results for "buyer" Sunday October 06, 3:00pm - 9	Filters Profiles Sessions	×	
☆ Recommended for You ④ Wants to Chat ① 한 Buyers E Exhibitor Checklist	Buyer Registration Ø Gatlin Registration Desk Registration Image: Add to Schedule Image: Add to Schedule Image: Add to Schedule	Location t Company Name	•	
Resource Guides My Connections / Chats My Chat Requests		Company attended before First time attending		Select a filter category hoose between profiles or sessions to see the relevant filters
My Skip List The Gathering Website Clarion Privacy Policy		Geographical Area(s) Covered Meeting as a Team Meeting Team Role	, in the second	Reset
		Primary Business Main Product Categories Interested	· · · · · · · · · · · · · · · · · · ·	11

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

catorg	Q Sea	rch for people, products or other items	
		Aaron Buyer Buyer Can't wait to meet! I testemail@test.com & 5555555555 & View Lead Notes	Meetings with Aaron Buyer View As: <u>Cameron Litcher</u> ~ (*) Request a meeting Invites Aaron Buyer
r C		Lead Activity 0	Date Monday 10/07/2024
:		Team Member Activity 2 Has connected with you Viewed by you	9:00am - 10:30am Location Clarion Events (90 mins) Personal Message Write a note here!! :]
		Details 1 Main Product Categories Interested Made in USA Primary Business Florist	Cancel Send



Mobile App

12	2:01	11	?∎			
	My Schedule	Event Agenda		<	Manage Filt	ers ⊗Cle
	🖨 Sync to m	ny calendar	\rightarrow	Meetin	ng Status	1 Selected
		Q Sea	irch	s	cheduled	
Upcor	ming				Awaiting response	
7 Oct	Meeting: Aaron Awaiting Response	Buyer (Clarion Ev 옶 In-Person M	ents) 🛷	P	Pending	
	09:00 AM - 10:30	0 AM mins)			Declined	
	Resched	ule	Cancel	Date		Any
	Confirmed	In-Person Meeting O PM (60 min)				
	Resched	ule	Cancel			
8 Home	Chats Sch	A A			Show Resu	lts

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

Gathering	Q Search for people, products or other items	ଲି 🖓 🗸 💽 My Tean	n 🌘 🗸
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J Home	My Schedule	Clear Filters	88
Pending Meeting Requests		Constanting of the second	
My Schedule	Meeting Status × Dates ×	Sync to my calendar 🗸	
Schedule of Events	Pending	~	
7 Recommended for You	M Awaiting response		
Wants to Chat			
Buyers	Declined irson Meeting	Awarting Response	
Exhibitor Checklist			
Resource Guides	Clear Apply	Tuesday October 08	
y Connections / Chats	Litcher Buyer Clarion Ev Clarion Ev	11:00am - 12:00pm Meeting 88 In-person Meeting	Pendir
/ Chat Requests		(*) CLARION EVENTS (60 min)	
/ Skip List	Cancel Reschedule		
e Gathering Website			
arion Privacy Policy	Tuesday October 08	Ranatally Licher Clarion Ev., Clarion Ev.,	
	11:00am - 12:00pm Meeting 88 In-person Meeting	Decline V Reschedule Chat Accept	

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.

Mail Calendar Groups People Tasks Search Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	? ×



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.

diatrong Q Search for per	ople, products or other items			Â,	📌 👩 My Team	• • •		
	MY PROFILE Edit Profile Manage My Availability Account Settings Export	Export Export Meetings Export the data for your confirmed meetings at the attendees have accepted. Please note: Due to GD share their contact details.	is event. This export contains the details of any of your meetings where PR, email and/or phone numbers will be shared only for the users who de	Export at least two ecided to		~ « 84	Sponsors, or anyon can download the	ne tied to a "Tean e connections froi
	MORE Contact Us Help Center Privacy Policy Terms & Conditions About Grip Sign Out	Export Connections Export a list of your personal Connections that ar show mutual interest or share a confirmed meeti for users who have decided to share their contact	e attending this event. Connections are created when you scan someone g. Please note: For privacy reasons, email and/or phone numbers will be details, or those where badge scanning has taken place.	Export 2's badge, shown only			everyone on their on how to downloo from your team u tab in your Team	team. Learn moi ad the connectio Inder the "Export ns Dashboard.
	GET THE APP Keep networking with the mobile app and make even more connections! Copy the App Link &							

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: <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.

căn ng Q Search for people, products or o	her items	G	<u> </u>	🧑 My Team	() ~
CLARION EVENTS					
Meetings Inbound Leads O	Company Chat Contacts Team Members Company Profile Product Export				
		2			- «
	OCTOBER 7-10, 2024 • The Rosen Shingle Creek • Orlando, FL	0			82
3	Name*				
	CLARIUN EVEN IS				
	Headline				
	The Gathering 2024	1.			
	Country				
	United States				
	Main Product Categories Provided*				
	Made in USA 1 (minimum	1)			
	① You must select at least 1 options.	-			
	Adaress				
	Circle Operation				

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.



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.

CLARION EV	h for people, produc	ts or other items				Â	L → My Team 🚱 ∨		Toggle the view by clicking the menu icon on the top right.	
Meetings	nbound Leads	Company Chat	Contacts	Team Members Company	Profile Product Export		<u>K</u> «	20 Courth for accelance		
	ini The Lea	DOUND LeadS Inbound Leads section feat ds into Contacts by booking	ures profiles who h a meeting or conn	nave shown interest, connected, or interac ecting. Skip or ignore to disqualify an Inbo	ed with you, your team members, and/or co Ind Lead. Lead notes and scores are only vis	mpany profile. Convert your qualified Inbound ible to you and your colleagues.	Č č	CLARION EVENTS Meetings Inbound Lead	s Company Chat Contacts Team Members Company Profile Product Export	
		Manag		Qualification Three	Plates	Results per page: 20 🗸			Inbound Leads	· · · · · · · · · · · · · · · · · · ·
		Nadra Ramatally	Clarion Eve	(Has requested a meeting with you) (Interested in you)	autura Pending Review	ti Colures	×		The informatic Lands section features porfies who have shown interest, connected, or interacted with you, your team members, and/or company porfie C 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 y	sovert your qualified Inbound xur colleagues.

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.

				Create Meeting	×	
/ENTS				Create a meeting for yourself or a team member with another guest at The Gathering 2024. Representative		
Inbound Leads	Co	mpany Chat	Contacts	Cameron Litcher	\sim	
				Guest		
	Meetin	Igs		Type here		
	Moun		Status M	Date		Croata Maatin
	view:	Calendar V	Status 👻	Choose a date	\sim	Create Meeting
				Time		
				Choose a time	\sim	07 - October 09
			Monday	Location		Inesday
			October 07	Choose a location	\sim	ober 09
	9:00am	Meeting		Personal Message		
		07.00 10.00		Why would you like to meet? Adding a personal message increases acceptance rates by 30	0%	
	9:30am					
					1	
	10:00.000			Doguost Monting		
	10.00am			Kequest Mieeting		

Aaron Buyer Buyer Can't wait to meet!		Meetings with Aaron Buyer
kestemail@test.com	🖹 View Lead Notes	Cameron Litcher Amanda Martinez Donna Guess
Lead Activity	0	Sydney Cebalt Lisa Glosson
Team Member Activity Has connected with you Viewed by you	2	 ⊗ ✓ Cameron Litcher (Organizer) ✓ Aaron Buyer (Invitee) Add Invitee ⊕
Details Main Product Categories Interested Made in USA	1	Write a note here!! :) Cancel Reschedule
Primary Business Florist		

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.

claneng Q. Search for people, products or other items			Â	£ √2 ✓ My Team	View As: <u>Cameron Litcher</u> ~
CLARION EVENTS Meetings Inbound Leads Company Chat	Contacts Team Members Company I	Profile Product Export			+ Request a meeting
Meetings View: Calendar V	tatus 🗸 Team Members 🗸		Create Meeting +		 Pending Meetings (1) Tue Oct 8th 2024 11:00am - 12:00pm (America/New_York)
	Monday October 07	Tuesday October 08	October 07 - October 09 ← → Wednesday October 09		 CLARION EVENTS (60 min) Wadira Ramatally (Organizer) Cameron Litcher (Invitee) Add Invitee (1)
8:30am 9:00am Meeting 09:00 - 10:30					Accept
9:30am			I		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.

cảnông Q Search for people, proc	ducts or other items		
CLARION EVENTS			
Meetings Inbound Leads	Export Company Chat Contacts Team Members Company Profile Product Export	« Q8	
	Export Meetings This will generate a file of all of your team's accented meetings at The Gathering 2024. You can choose between CSV and Excel format.		To download your individual connections report, go to "My Brofile" then "Export"
	Export Contacts and Badge Scans		
	Contacts are Leads that you or your Team members have successfully formed a Connection with. Connections are created when you scan someone's badge, show mutual interest share a confirmed meeting. Please note: For privacy reasons, email and/or phone numbers will be shown only for users who decided to share their contact details, or those where badge scanning has taken place.	or	