

Maximize your time at The event



1 Update your profile

Make the best first impression with a profile picture and powerful headline.

NAVIGATION

Edit Profile

Manage My Availability

Account Settings

MORE

2 Manage your availability

Prevent unnecessary rescheduling and meeting conflicts.

Range of daily availability ?

All times shown in Event Local Time

00:00 to 24:00

Event Days

Edit Availability

☒ Monday - April

Done

Select the times that you are **unavailable** on this day

from 11:00 to 12:00

from Select to Select

☒ Tuesday - April

3 Build your event experience

Explore the agenda to further customize your event experience.

Event Agenda

Dates Tracks Stage Tags Search

10:30-11:30 Recorded Session

Introductory Session

Main Stage - Track One

Marie Dupont
Event Coordinator

Juan Perez
CTO

Added to schedule

4 Familiarize yourself with My Team

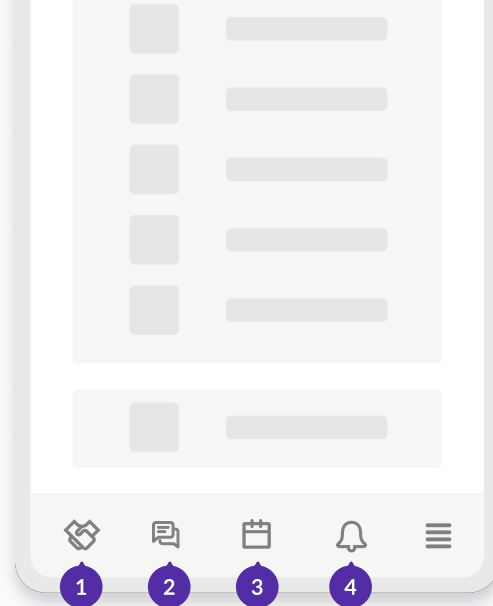
Collaborate with your colleagues to book meetings, review leads, and perfect your company's digital profile.



Images above are mockups for illustrative purposes. Actual event platform appearance may vary. We've carefully crafted this guide to help you harness the full potential of our event platform to prepare for The event. Scan the QR code or [click here](#) for more in-depth resources.



The The event Mobile App



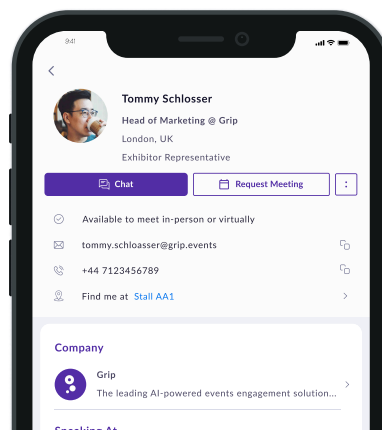
1 Discover The event

Your central hub for The event. Access essential information and personalized content.



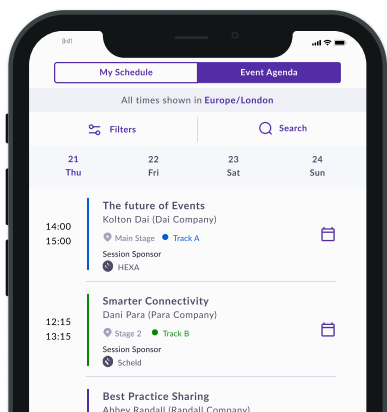
2 Chat with connections

Ensure you've made a connection or confirmed a meeting to initiate chats.



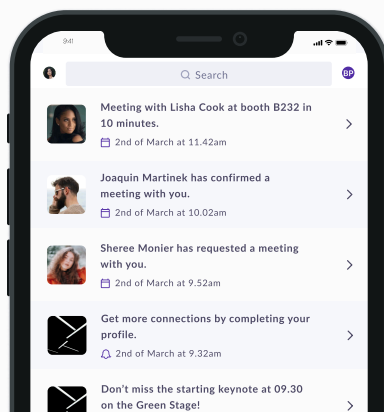
3 Follow your schedule

Keep track of your day.



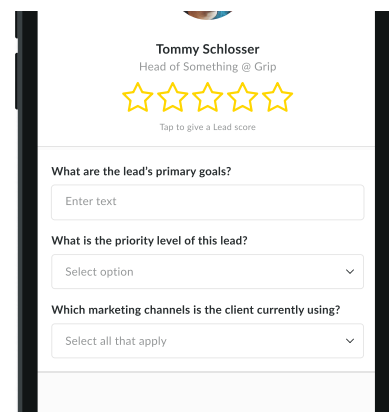
4 Get notified

Enable notifications to get event updates.



5 Lead qualification and notes

All-in-one view of your leads



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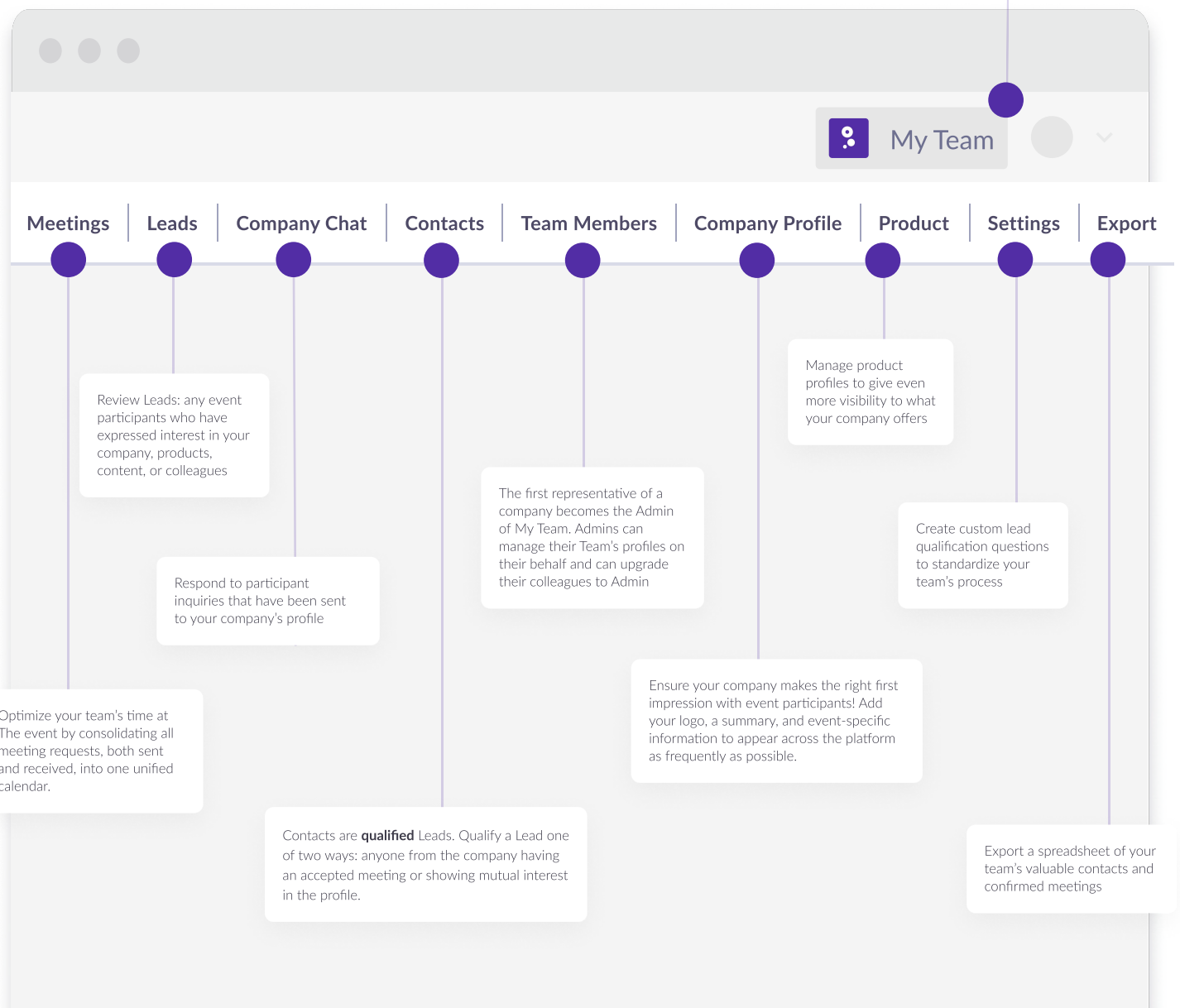
Manage your company's time at The event

PRO TIP

My Team is accessible exclusively via web browser. Access My Team before The event to collect as many Leads as possible.

My Team

Centralize your team's engagement with event participants to maximize insights and return on your time at The event.



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Lead qualification at The event

Settings

Create custom questions to help your team qualify leads consistently, in a structured and efficient manner. Lead qualification data is included on My Team exports.

My Team

Meetings

Leads

Company Chat

Contacts

Team Members

Company Profile

Product

Settings

Export

Lead Qualification Settings

Customize the lead qualification questions that your team will use to assess leads. [Learn more](#)

What are the lead's primary goals?

Paragraph

Paragraph text

What is the priority level of this lead?

Single Select

High X

Medium X

Low X

|Add new option

☐

"Other" option

Note: Options will appear in the order you add them. Please add them in your desired sequence.

Which marketing channels is the lead currently using?

Multi Select

Social Media X

Email Marketing X

Content Marketing X

SEO X

PPC X

Affiliate Marketing X

Traditional Advertising X

|Add new option

☒

"Other" option

Note: Options will appear in the order you add them. Please add them in your desired sequence.

+ New Question

Preview

Save Changes



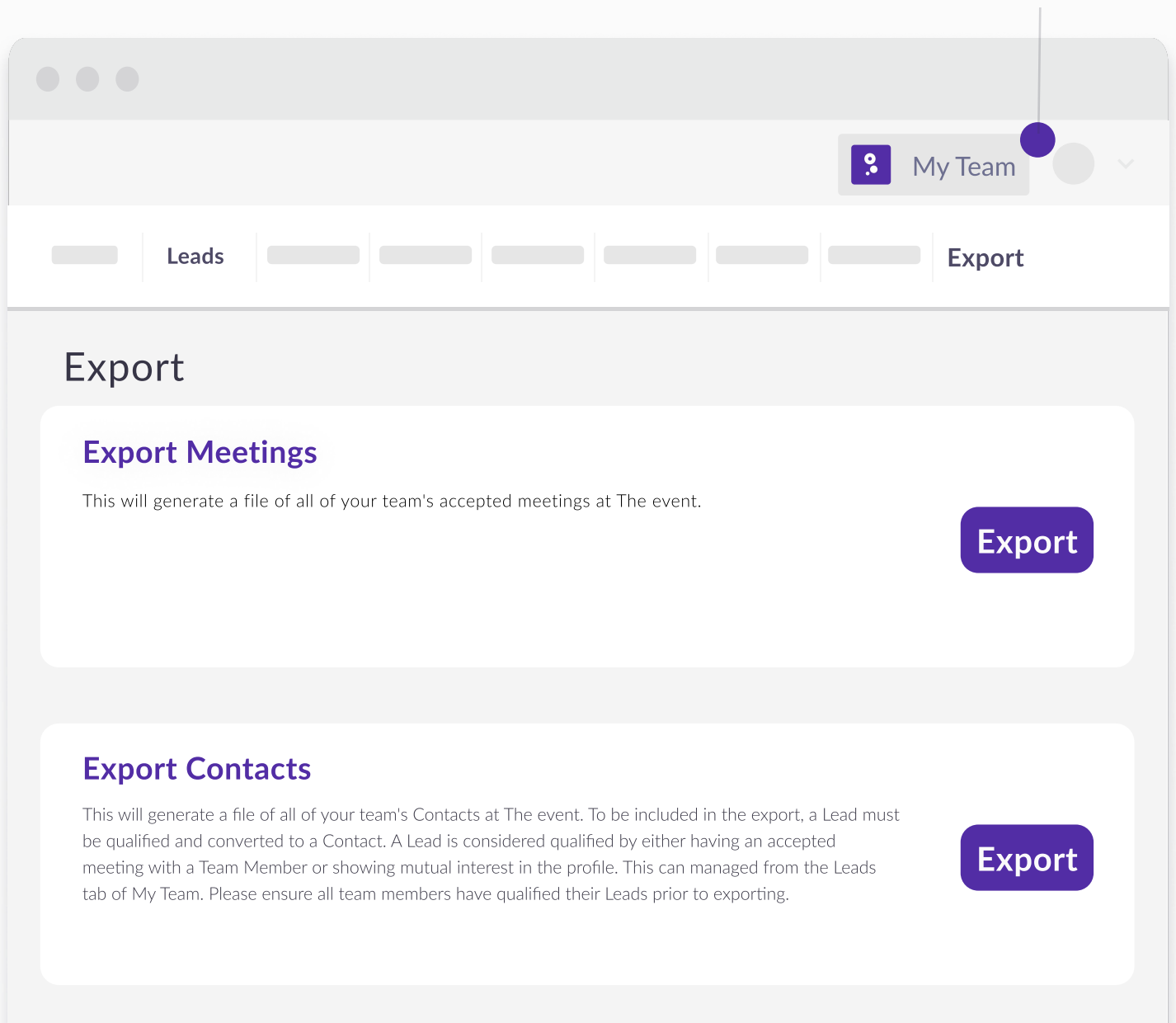
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What to do after The event

Team Exports

Download your team's contacts and accepted meetings for post-event review and targeted follow-ups.



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