

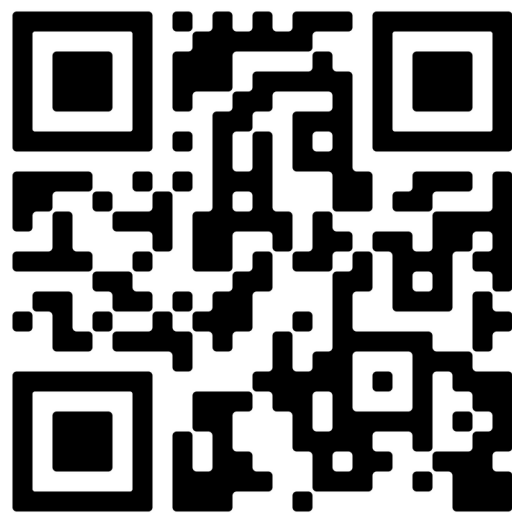
# How to

## Download the Event App

1

### Apple Store

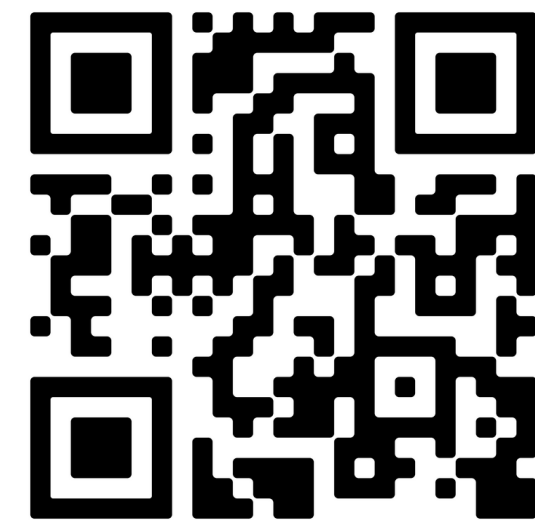
<https://apps.apple.com/app/id6450655127>



2

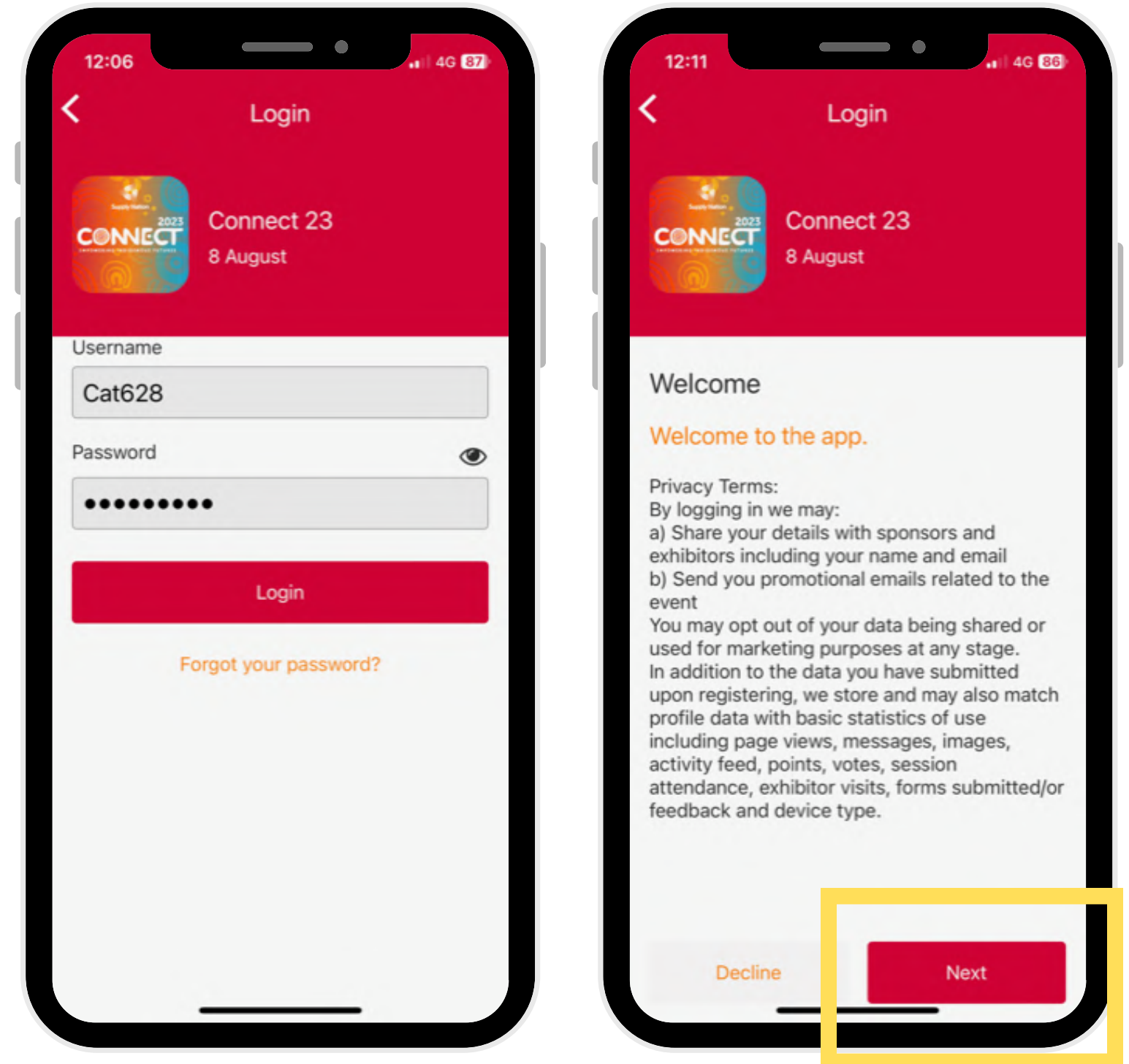
### Google Play

<https://play.google.com/store/apps/details?id=au.org.supplynation.connect23>



# How to Log In

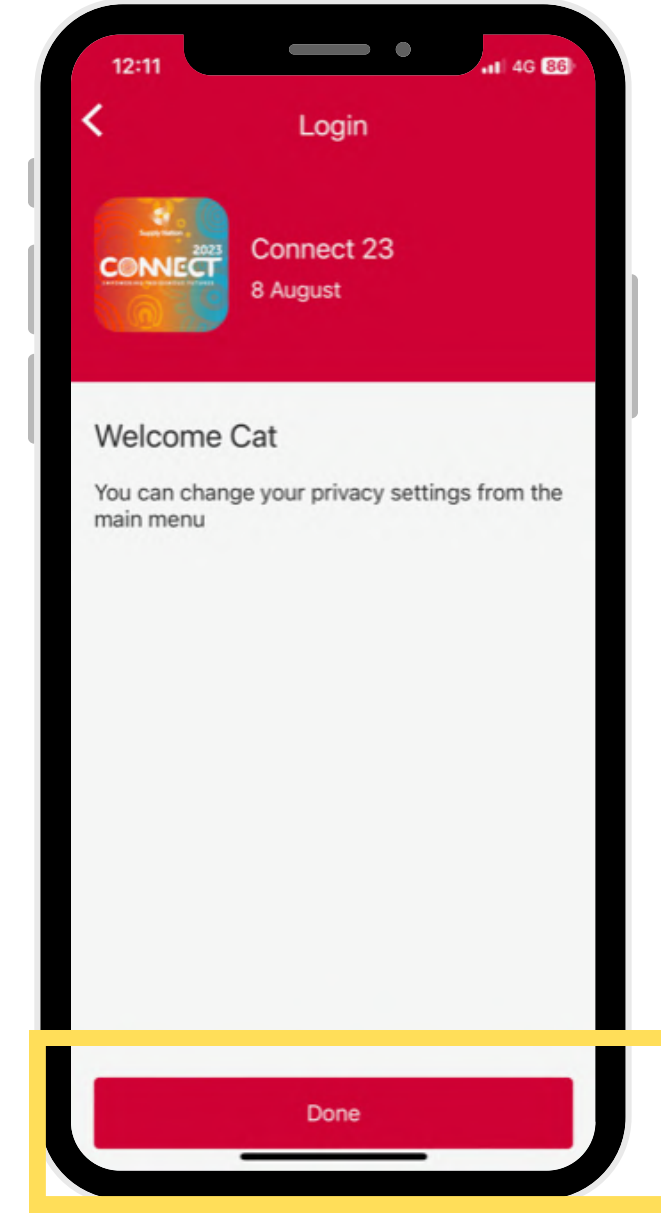
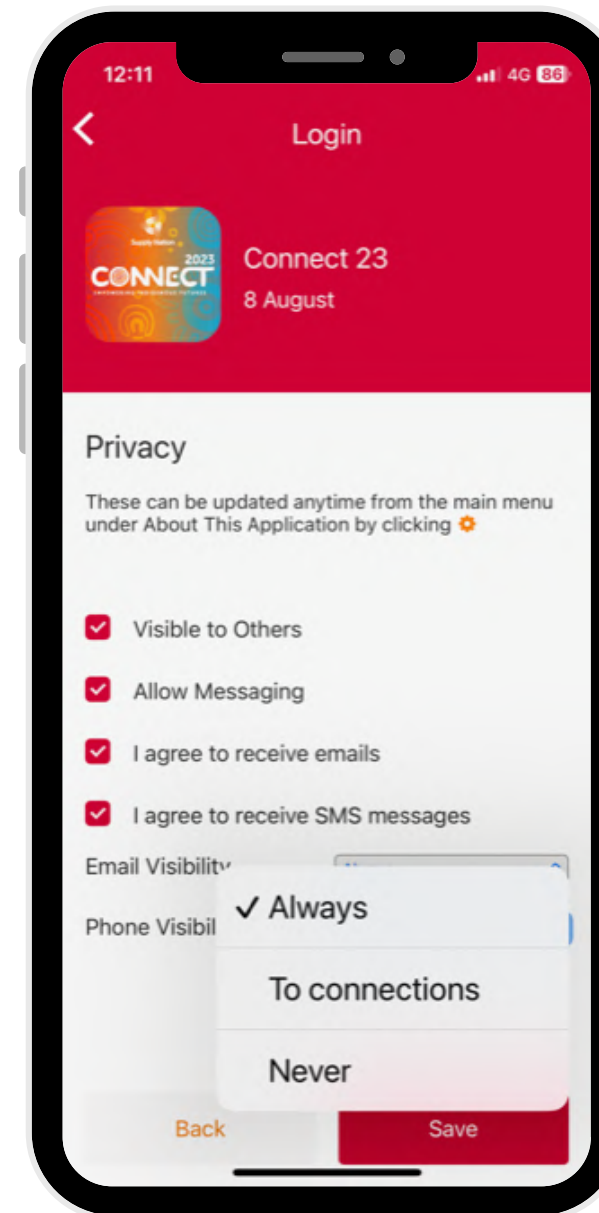
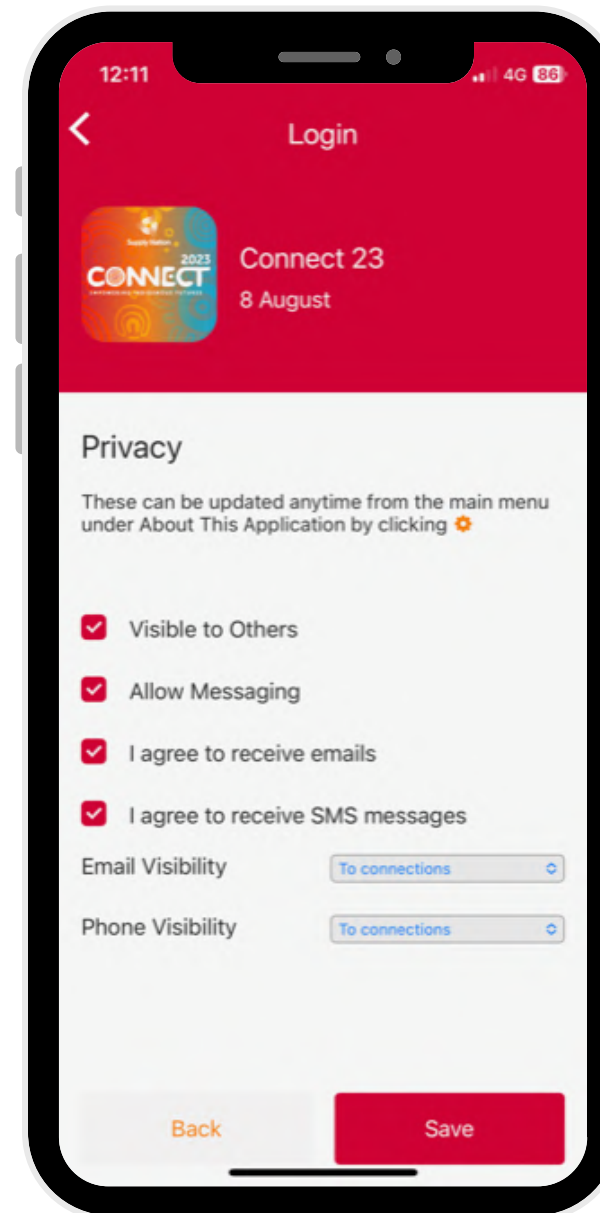
- 1 Enter your login details and password provided to you via email
- 2 Set your own password
- 3 Welcome to the app, select **Next**





# How to Log In

- 4 Privacy, please choose your privacy settings and select **Save**
- 5 Welcome page, select **Done**
- 6 If you don't have these details, please contact [marketing@supplynation.org.au](mailto:marketing@supplynation.org.au)

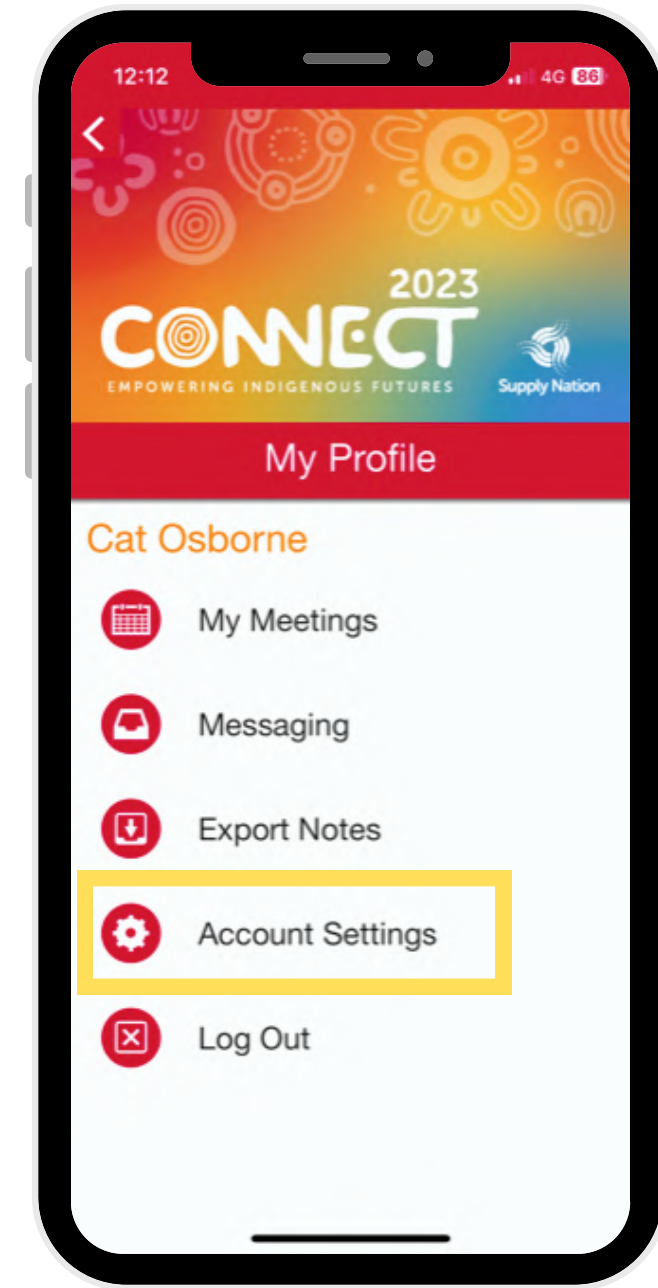
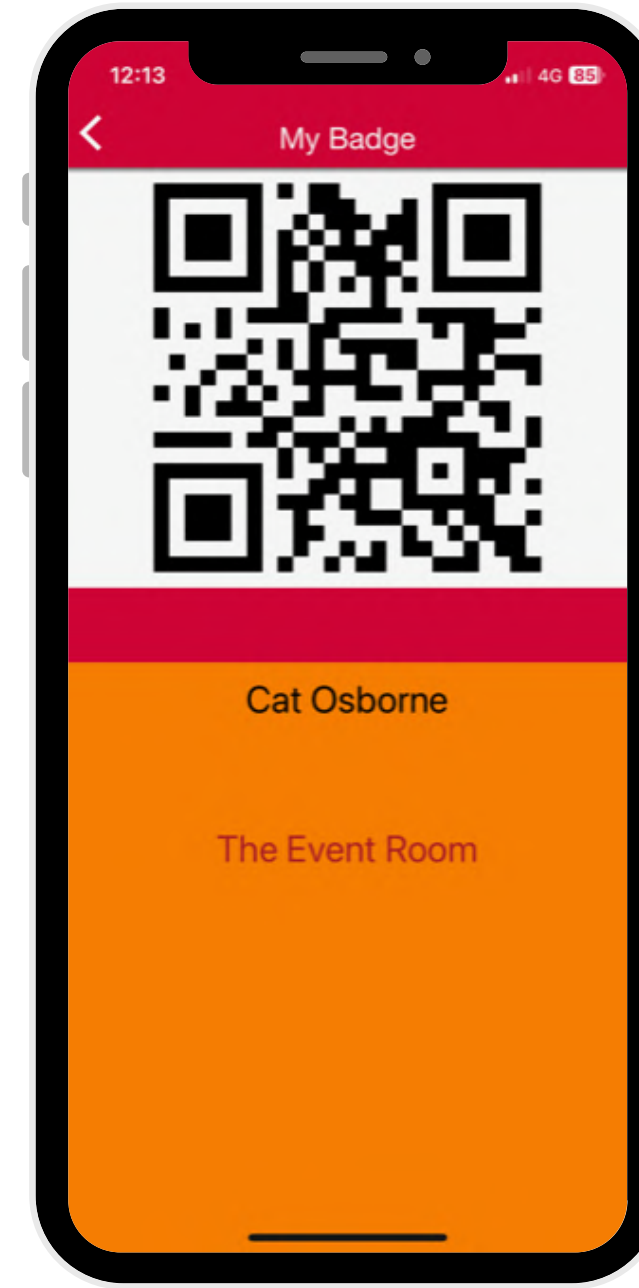




# How to

## Manage my details

- 1 Access your QR code via the **My Badge** icon. Please have this ready to scan when you arrive at the event.
- 2 Access your details via the **My Profile** icon. Please ensure your details are correct in **Account Settings**.





# How to

## Browse and bookmark exhibitor, sponsor, host and attendee profiles

1 To browse Tradeshow information, exhibitors, attendees, hosts, entertainment and activation hubs; simply navigate to the respective icons located on the main menu.

When you find an organisation or person you would like to bookmark, tap their name followed by the 'Bookmark' icon within the next page.



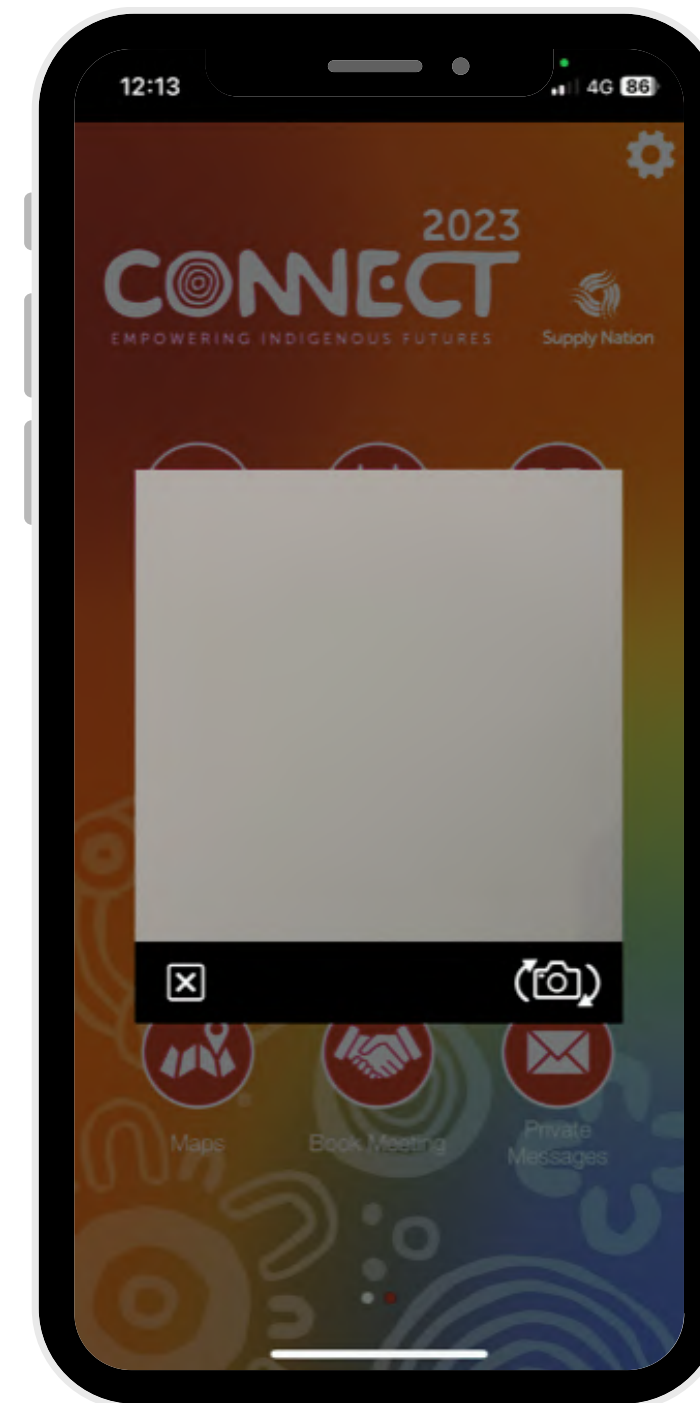


# QR

## Codes

- 1 To scan QR codes, open the 'QR Scanner' icon, located on the main menu. Aim the camera at the QR code you wish to scan leaving approximately 20 cm between the device and the code.

You may need to focus your device's camera in order to capture the QR code.





# How to

## Direct Message

- 1 Go to **Tradeshow** on main menu
- 2 Select **Attendees**
- 3 Click on the person you wish to contact
- 4 Select **Send a Message** icon, this will open up a chat. Type your message and press **Send**.

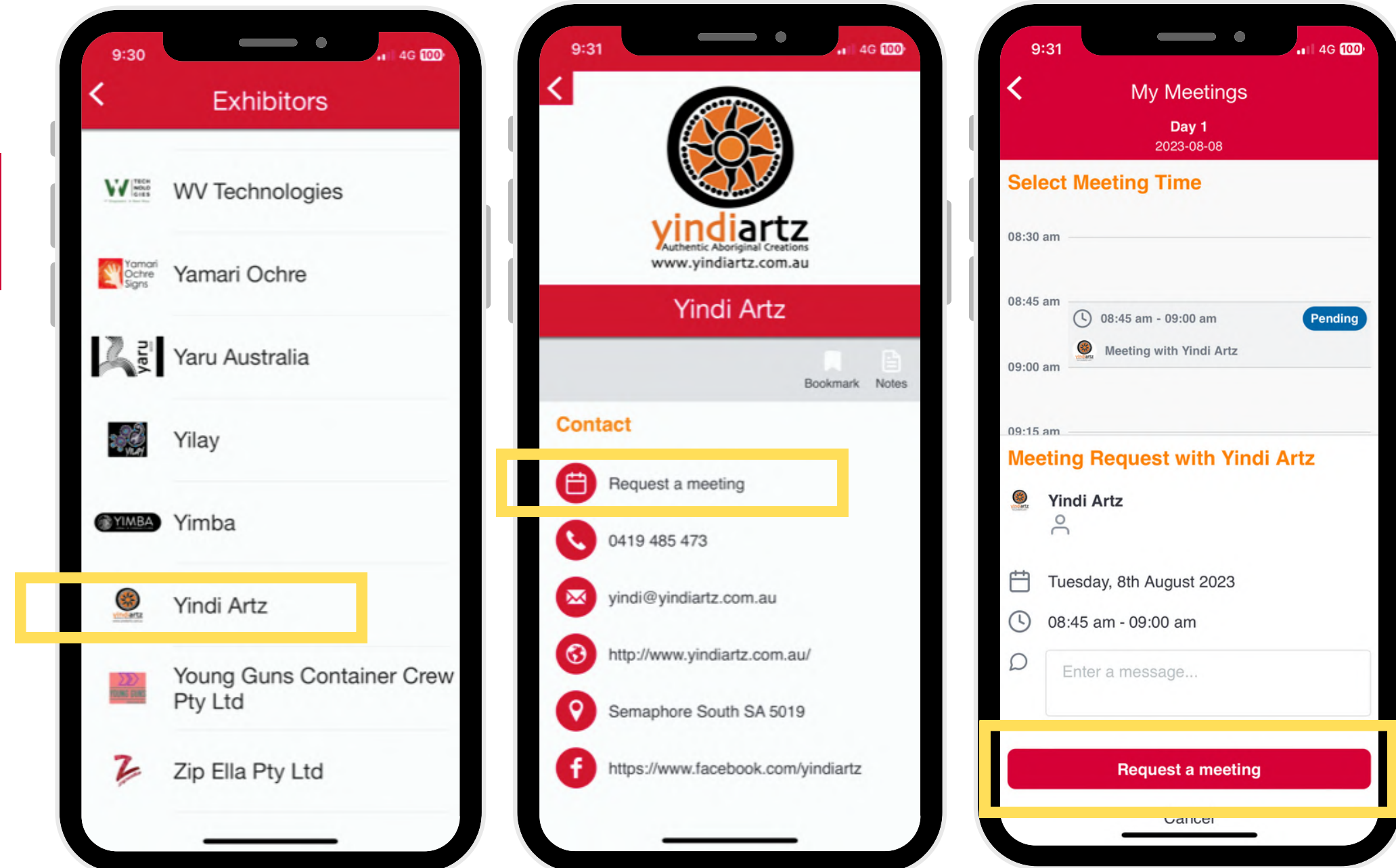




# How to

## Book a meeting with an exhibitor

- 1 Open the exhibitor list and select the exhibitor you wish to meet with
- 2 Click the **Request a Meeting** button
- 3 Select a **meeting time** on the calendar
- 4 Enter a **meeting description/message**
- 5 Click **Request a Meeting**

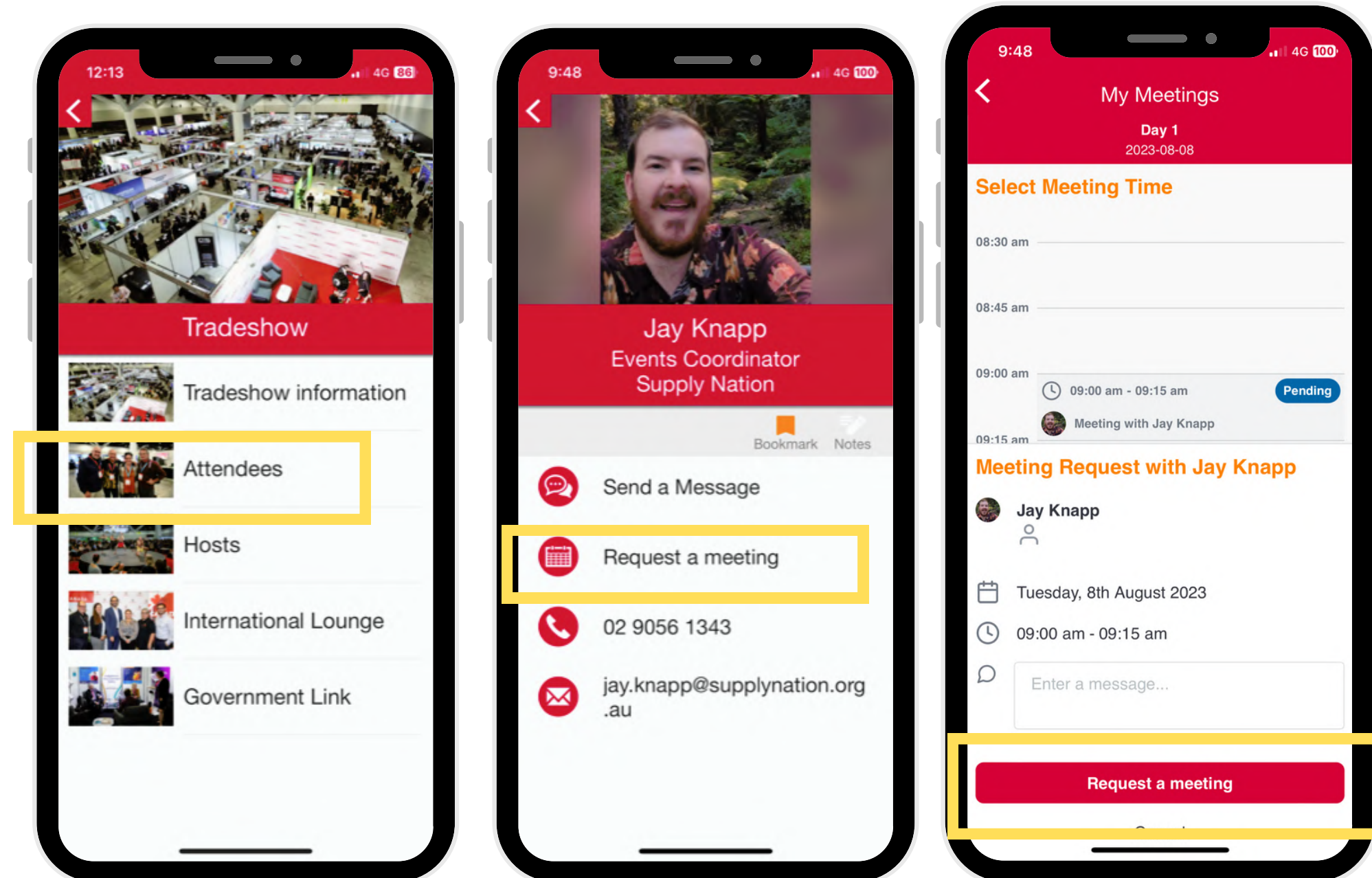




# How to

## Book a meeting with an attendee

- 1 Open the profile list and select the attendee you wish to meet with
- 2 Click the **Request a Meeting** button
- 3 Select a **meeting time** on the calendar
- 4 Enter a **meeting description/message**
- 5 Click **Request a Meeting**

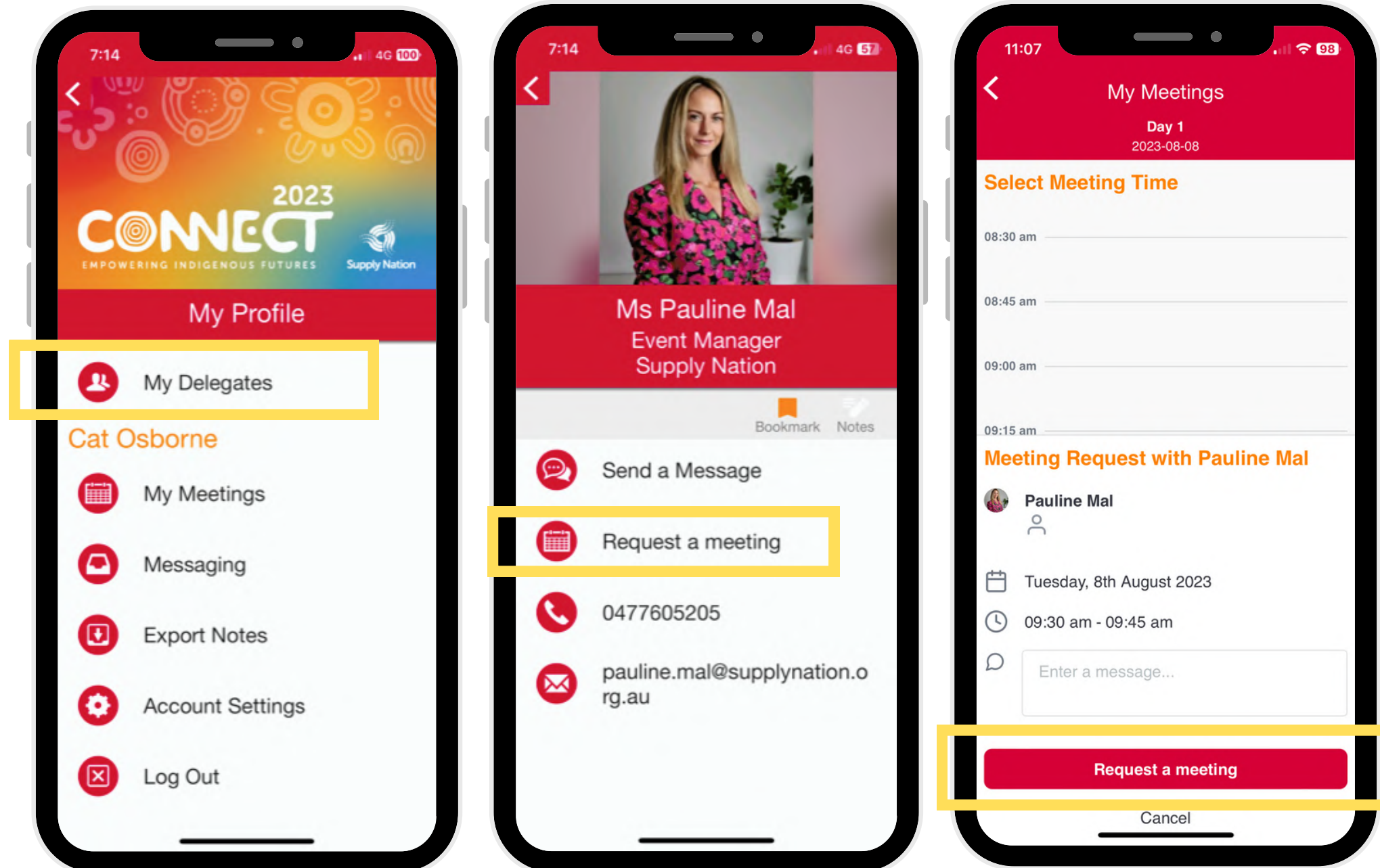




# How to

## Book a meeting with a connected guest

- 1 Go to the **My Profile**
- 2 Select **My Delegates**, this will appear once you have bookmarked your contacts
- 3 Select **Request a meeting**, this will open up the calendar, choose a time slot and a meeting description.
- 4 Select **Request a meeting**, this will be received by your contact to accept or suggest another time slot.





# How to

## Manage a meeting request

- 1 Go to the **My Meetings** icon and click inbox
- 2 Click **Assign Team Member** or **Decline Request** as appropriate
- 3 If approving meeting, select the exhibitor team member who will take the meeting
- 4 Click **Assign and Accept**





# How to

## Manage your meetings

- 1 Go to **Book Meetings**
- 2 **My Meetings** will appear, you can access your inbox and requests here.
- 3 Click on **Requested meeting** to view the contact and meeting notes
- 4 Select **Notes** to make any follow up notes to export post event





# How to

## Export notes

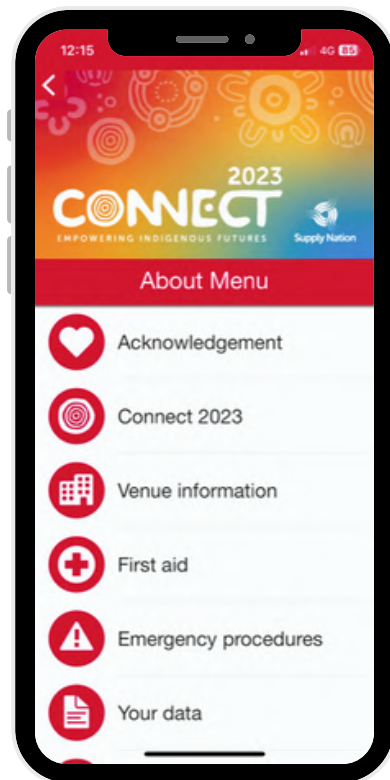
- 1 To export notes, navigate to **My Profile**
- 2 Tap **Export Notes** and enter your email address
- 3 Shortly after tapping '**OK**' you will receive an email containing a .pdf document containing your notes - done!



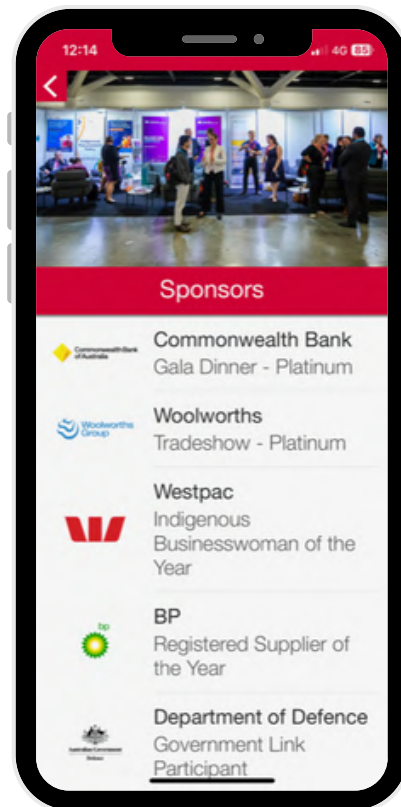


Don't forget to  
**Check out....**

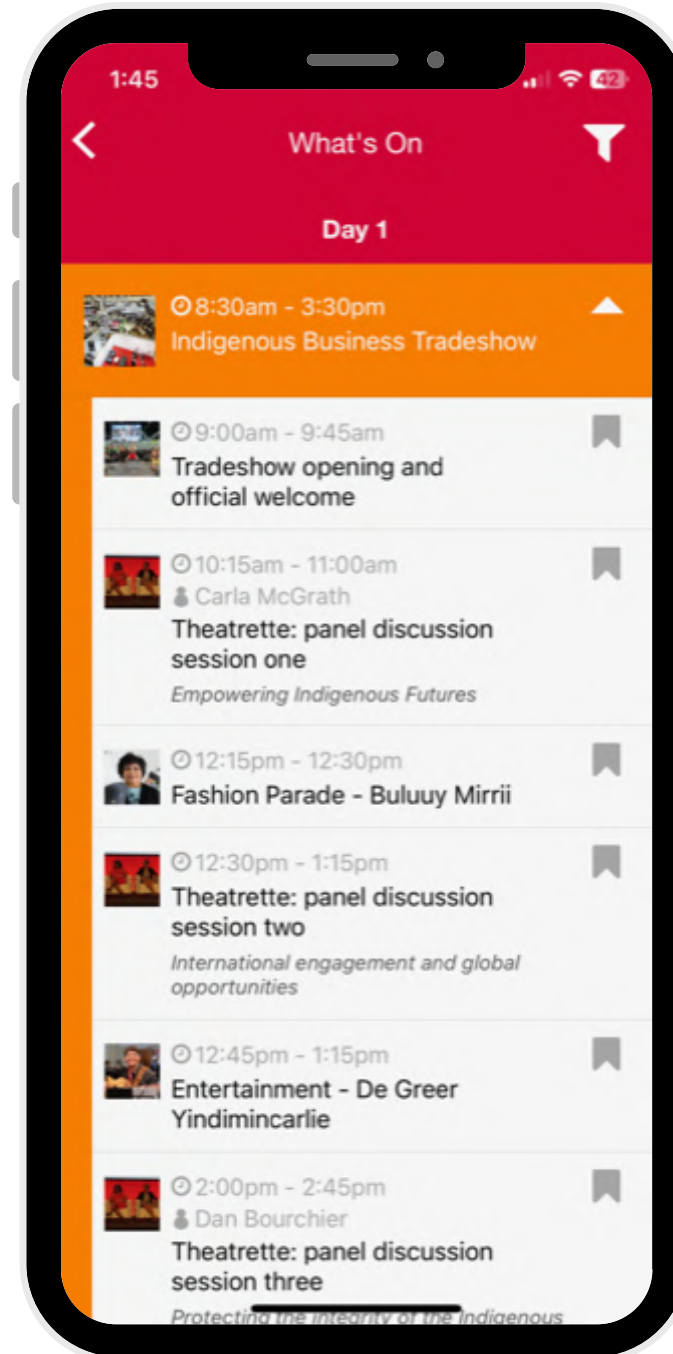
**About** Page



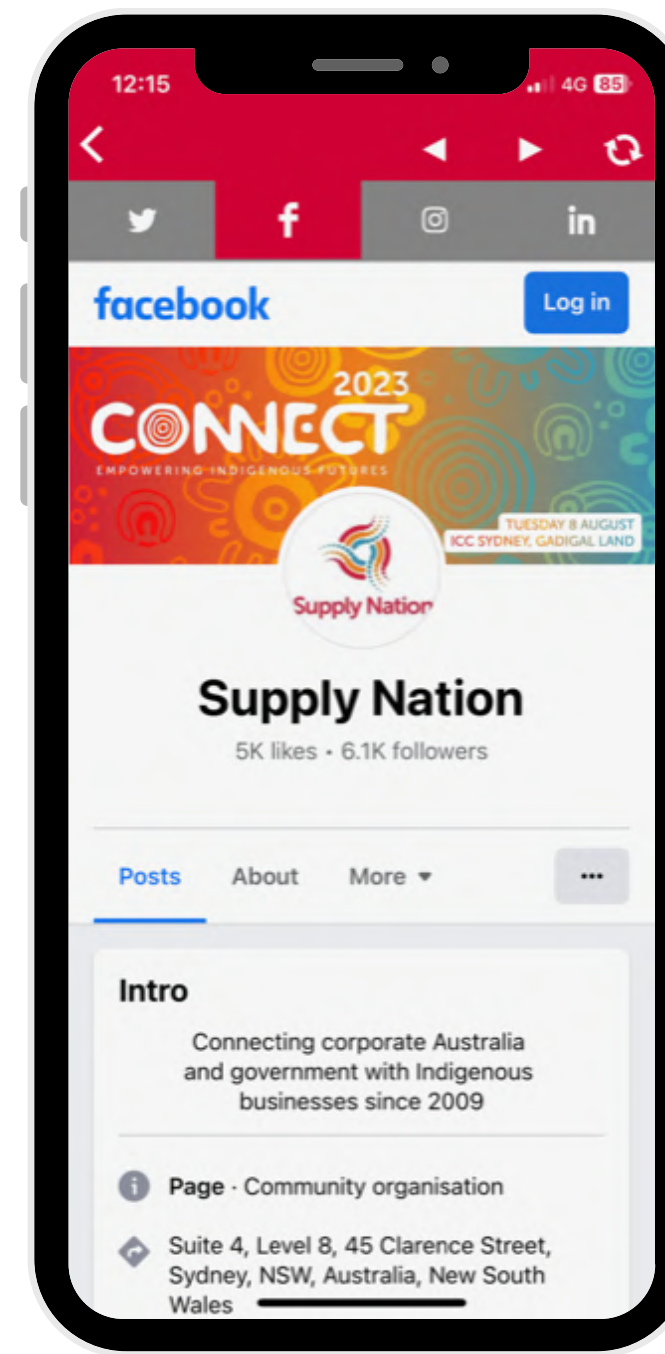
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