# apparelsourcing

**NEW YORK CITY** 

# SOURCING SHOWROOM

step-by-step guide for exhibitors

# LOGIN

You will receive a welcome email with your login credentials and details to access the event platform.

Navigate to the event platform, click on "Login" and activate your account by using your email and badge/registration ID.

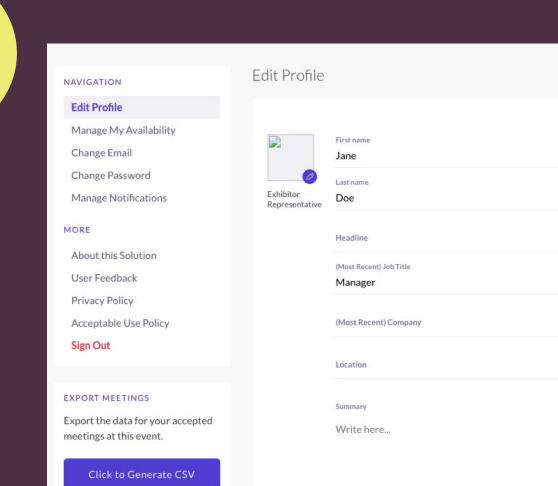
# messe frankfurt Take the work out of networking. Meet the right peo for your business needs with our intelligent matchmaking technology. Log in - 70% of those who did said they made a connection they would not

# YOUR PROFILE

Click on 'Profile' and make sure your profile is up to date:

- Upload a picture
- Enter your personal information

Having a complete profile will allow you to make more meaningful connections.



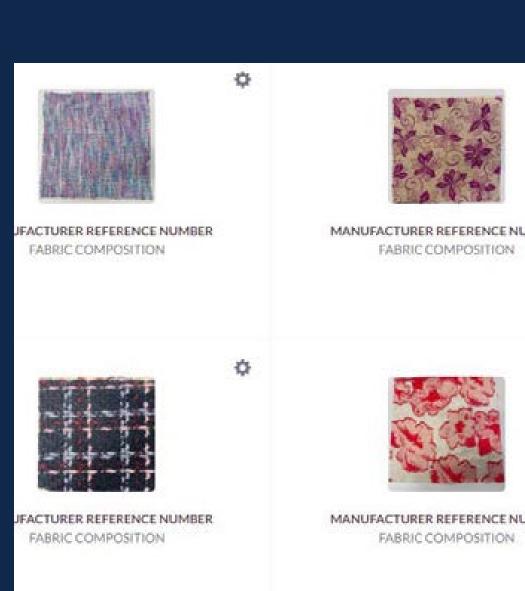
# **UPLOAD YOUR** SOURCING SHOWROOM PRODUCTS At the Showroom, buyers scan QR codes we assign to

your product. Important: We can only assign QR codes to your

product if your product image is uploaded to the Virtual Platform. • Upload the product images you sent for display in the

Sourcing Showroom (40 for Texworld, 15 for Apparel

- Sourcing). • Input the manufacturer reference number. This number must match the number you indicated on the
- submission form mailed in with your samples.



### START **NETWORKING &** REQUEST MEETINGS RECOMMENDED FOR YOU Review and take action on recommendations

## made for you.

Actions you can take: **REQUEST A MEETING:** Schedule a meeting

SHOW INTEREST: Initiate an interest

SKIP: Click if not interested INTERESTED IN YOU

List of who has shown interest in you MY CONNECTIONS

#### View matched contacts, schedule meetings, open a chat window

MY 'INTERESTED' LIST List of people who you have shown interest in

# List of people you have skipped

MY 'SKIP' LIST

**REVIEW YOUR** 

**SCHEDULE** 

**PERSONALIZED** 

#### Recommended for You Caitlin Clements Staff × Skip Sr. Show Manager Show Interest Request a meeting Abbe Alexander Staff Sales Associate Request a meeting Show Interest Jessie Lea Staff × Skip Student, Messe Frankfurt, Inc. Request a meeting Show Interest

Search for people, products or other items

My Schedule

leeting with Mark Zuckerberg 16:00 - 16:30

NETWORK

Meetings

Smart Calendar

Inbound Leads

George Wilman

Maria Martin

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Notifications

Home

#### Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested and scheduled seminar sessions you planned on attending.

ATTEND

There is no need to download any additional

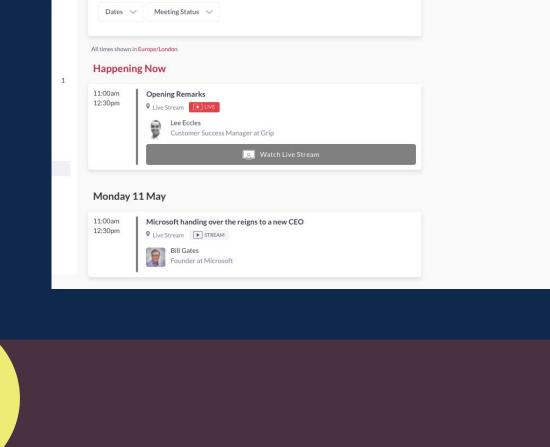
software. You will be able to access the virtual

meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab. Click on "Open Virtual Meeting Room" to attend your meeting.

YOUR VIRTUAL

MEETINGS

Inside the virtual meeting room, you'll be able to: Review the profile of the person you are meeting



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# The meeting duration is not limited once you are in

the virtual meeting room. Send a message to the person you are meeting

**MANAGE** "TEAMS"

Share your screen

Go to the "Teams" tab to use the different features available to you and your team: **MEETINGS** 

# **SMART CALENDAR**

Generate a team calendar link to send to your clients

#### Access the list interested in your company and colleagues

**INBOUND LEADS** 

**CONTACTS** 

**EXPORT** 

View the list of your collective event connections, made up of the people you and your colleagues have

Download a CSV file of your team's scheduled

# **TEAM MEMBERS**

**COMPANY PROFILE** 

meetings and contacts

See team member profiles, edit and invite

View and edit your company profile

Recap of all the meetings you and colleagues have requested and scheduled

Contacts ADMIN 10:30 Team Members Company Profile Premium 11:00 Export 11:30 FILTER BY 11:30 - 12:00 STATUS ☐ Scheduled 12:00 12:00 - 12:30 ☐ Pending Awaiting response Thusita ② 12:30 - 13:5 □ Declined 32 12:30 TEAM MEMBERS ☐ Tim Groot

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Meetings

Boyana

13:00 - 13:30

() 13:00 13:

13:00

10:00

11 Jun, Thursday

# connected with or have a scheduled meeting with