

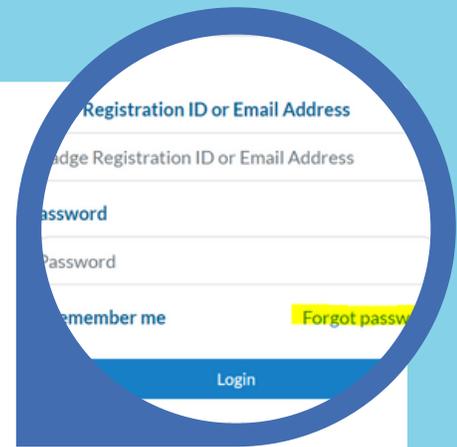
ASDMARKETWEEK

Welcome to the new ASD Show Planner!

Here's how to update your attendee information.

LOGIN

1. Go to asdmarch2023.smallworldlabs.com/home
2. Click the **Login** button
3. Click **Forgot Password?**
4. Enter your badge ID (located in your registration confirmation email) or the email address you registered with and click **Submit**
5. You will then receive an automated email to reset your password (be sure to check junk folder if you don't see it)
6. Click **Reset Password** in the email
7. Create your password and click **Reset Password**
8. Return to the **login page** and log in with your ID and new password
9. Once logged in, you will see your Attendee Dashboard. To get started, you first need to edit your attendee profile by clicking the blue "edit" button.
10. Click **Add Profile Photo** and **Add Profile Cover Photo** to add pictures to your account

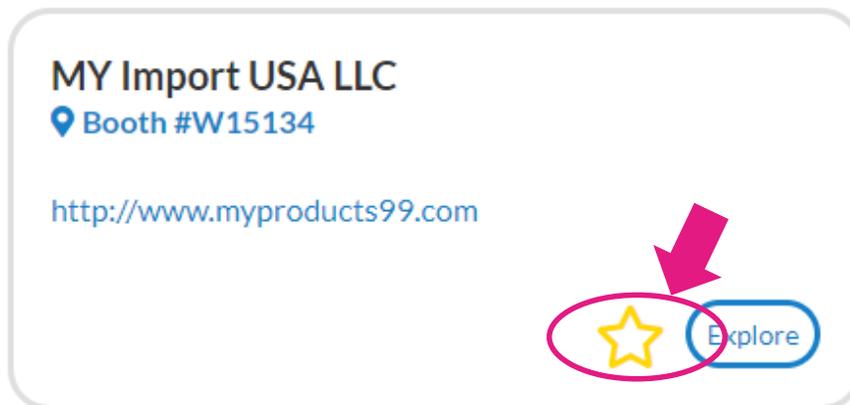


STEP 1

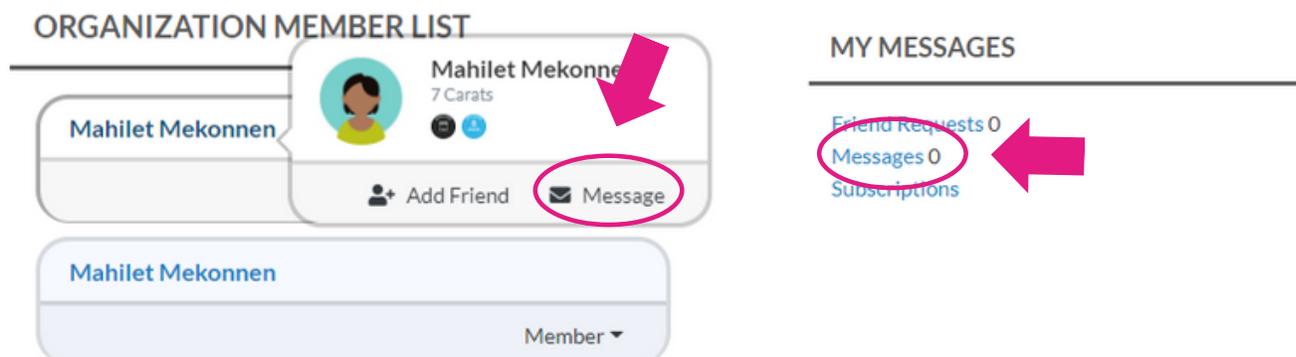
HOW TO USE YOUR ATTENDEE DASHBOARD

Each time you login, you'll be taken to your Attendee Dashboard where you can view your favorite and recommended vendors, meetings you've scheduled, messages from vendors, and more.

1. How to favorite vendors: Select the yellow star from the vendor card or listing in the vendor directory to add a listing or vendor to your favorites. These will appear on the left-hand side of your attendee dashboard view.



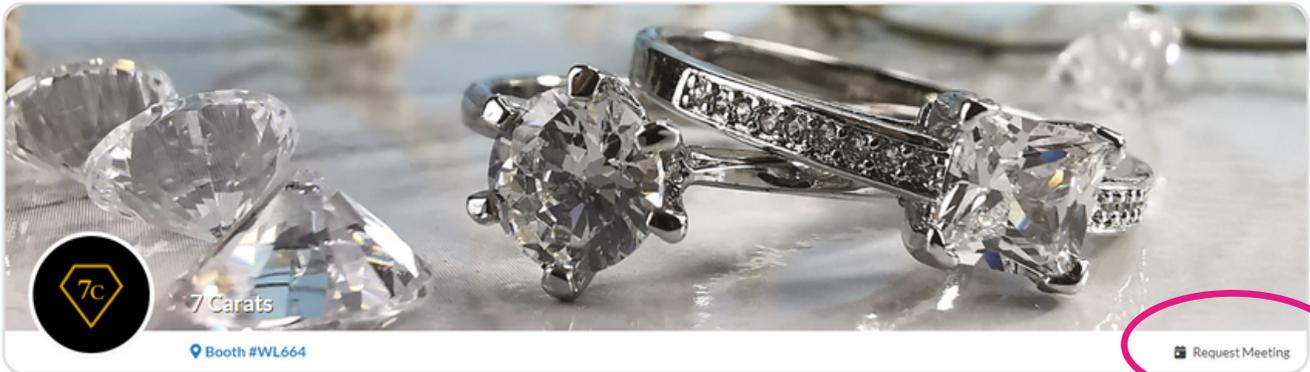
2. How to send messages to vendors: Enter a vendor listing from the directory or by clicking the blue "Explore" button shown above. From the vendor listing, hover over an organization member's name and select "Message." View your messages from the attendee dashboard on the bottom right.



3. How to request meetings: On each vendor profile page, you can click "Request Meeting" beneath their cover photo on the right hand side to setup a meeting at the show. Select a date, time, and include a short message. **Meetings can only be scheduled doing show days and hours.**

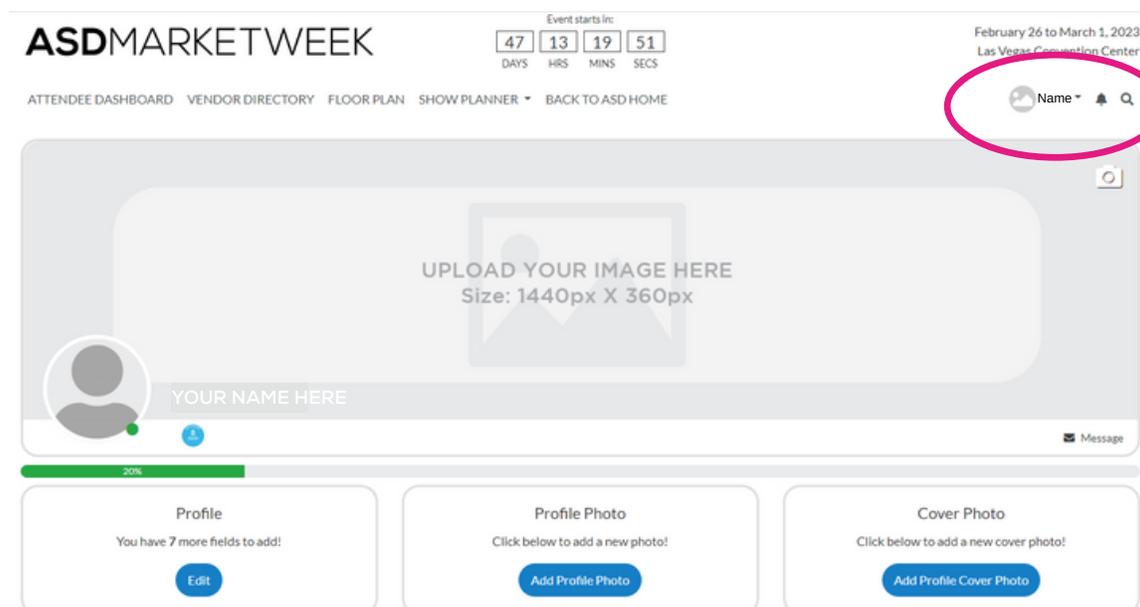
ATTENDEE DASHBOARD VENDOR DIRECTORY FLOOR PLAN SHOW PLANNER ▾ BACK TO ASD HOME

Sarah ▾ 🔔 🔍

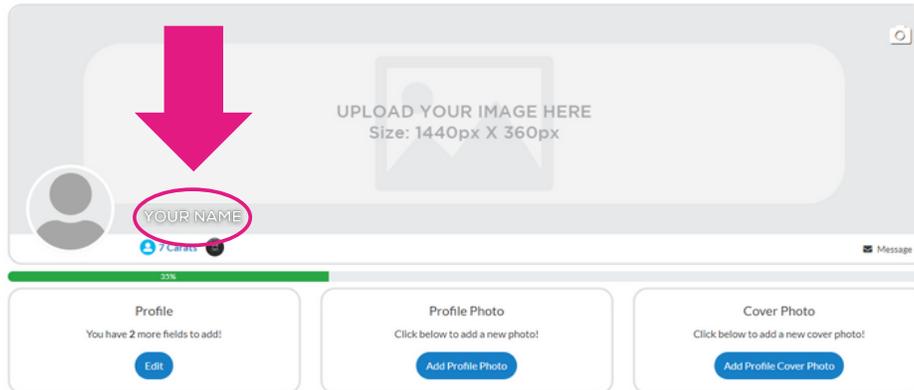


STEP 2

1. To view and edit your profile: Click your name in the top right corner of the screen and select "View Profile" from the drop down.



2. Update your "About Me" section: From your personal profile page, click on the **Edit** button under **Profile** to add your "**About Me**" info including location, website, buying role, and product interests and click **Save** when complete. **THIS STEP IS IMPORTANT! Make sure you update your product interests so you can get matched with the right vendors and receive recommendations based on your interests.**



You can also click on the **Everybody** icon in the top right if you want to change who sees this info.



3. Next, you can upload your personal Profile Photo and Cover Photo by clicking the buttons under each section, or by clicking the photo icon on the top right of your cover photo.

