

ASDMARKETWEEK

Welcome to the ASD Event App!

Here's how to use our app.

STEP 1

You MUST be registered for the August 2024 ASD Market Week to access the Event App

Register for ASD Market Week

1. Go to the ASD Market Week registration page [here](#)
2. Enter your company name as it appears on your booth contract
3. Enter the password you received in your Booth Confirmation email – should you have questions regarding your password for registration, contact your Customer Success Manager
4. Click on “Add/Edit Staff” and follow the prompts on your screen to complete your staff registration

COMPANY REGISTRATION		ADD/EDIT STAFF →	
Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor	3	0	3

Each exhibiting company receives 3 badges per 10x10 booth. While we recognize that some companies will require additional badges, please be aware that such requests for additional badges will be reviewed by Show Management and will require approval.

STEP 2

You MUST be on a laptop/desktop device to complete **steps 2 - 3**.



LOGIN FOR THE FIRST TIME

1. Go to app.asdonline.com
2. Click the **Login** button
3. Your username is the email address you used to register for ASD Market Week. Your password is your registration ID number *(reference your registration confirmation email or you Event App welcome email. If you need assistance, please send an email to events23@emeraldtx.com)*
4. Update your password and click "Create Account"

ASDMARKETWEEK
AUGUST 4-7, 2024

Enter your email

Enter the email address you provided when you registered for ASD Market Week.



ASDMARKETWEEK
AUGUST 4-7, 2024

Enter your password



ASDMARKETWEEK
AUGUST 4-7, 2024

Success!

Please create a password for your account and use this password the next time you log in.

Password must be at least 6 characters long

Create Account

STEP 3

CREATING YOUR COMPANY TEAM

Your “Team” is a centralized place where you and other company staff can collect contacts, score and export leads, receive and respond to messages from attendees, and organize your onsite schedule.

If you are the first member of your company to log into the Event App, you will be prompted to set up your Team, and will be the default Admin user for your Team. Your company Team name is only visible to Team members. Should you want to change your Team Admin user, contact ASD at events23@emeraldix.com.

Complete your Company Info

Questions may vary depending on the information your company provided in the Exhibitor Dashboard.

Complete your profile
Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet.

Primary Business Type
Click to update

Store Type Interested
Click to update

Product Categories Provided

- Beauty & Wellness >> Fragrance / Perfume
- Home Accents >> Furniture / Lamps / Lighting
- Home Accents >> Interior Décor (Curtains, Wall Art, etc.)
- Seasonal >> Christmas

Phone Number: Mobile

Next >

Confirm your Contact Details

Identify what contact information you would like to share with your connections.

Contact details
These are the contact details that you can share with others in the event. By setting them to “Connections Only” you agree that your email and phone number will be passed to the connections you make on the platform. Your details will also be accessible by your connections’ colleagues through the exports available in Teams. By setting them to “Public”, they will be visible to all participants on the platform. You can always change your contact details and visibility settings on your Edit Profile page.

Email: james@exhibtest.com Phone Number: Visibility: Connections Only

< Back Next >

STEP 3

CREATING YOUR COMPANY TEAM

Create Your Team

Create your Team by marking the check box as identified below.

The screenshot shows a mobile app interface for creating a team. At the top, there is a progress bar and the heading "Double Your Leads and Increase Sales Efficiency". Below this, a sub-heading reads "Delegate meetings to team members, export your team's contacts and meeting data, and see who is interested in your company, colleagues and products." A toggle switch is currently turned off, with the text "Create your team. You can add and remove team members later." next to it. Below the toggle is a text input field labeled "Team Name" with the placeholder text "Enter team name". At the bottom of the screen, there are two buttons: "< Back" on the left and "Next >" on the right.

Start Networking

Your company Team profile is now complete. Click Start Networking.

The screenshot shows a mobile app interface indicating that onboarding is complete. At the top, there is a large orange checkmark icon inside a circle. Below this is a progress bar and the heading "Onboarding Completed!". A sub-heading reads "You are all set to start networking...". At the bottom of the screen, there are two buttons: "< Back" on the left and "Start Networking >" on the right.

Now it's time to download the Event App on your mobile device!

Scan the QR code to the right to open the App Store on your Android or IOS device, or search ASD Market Week in the App Store.

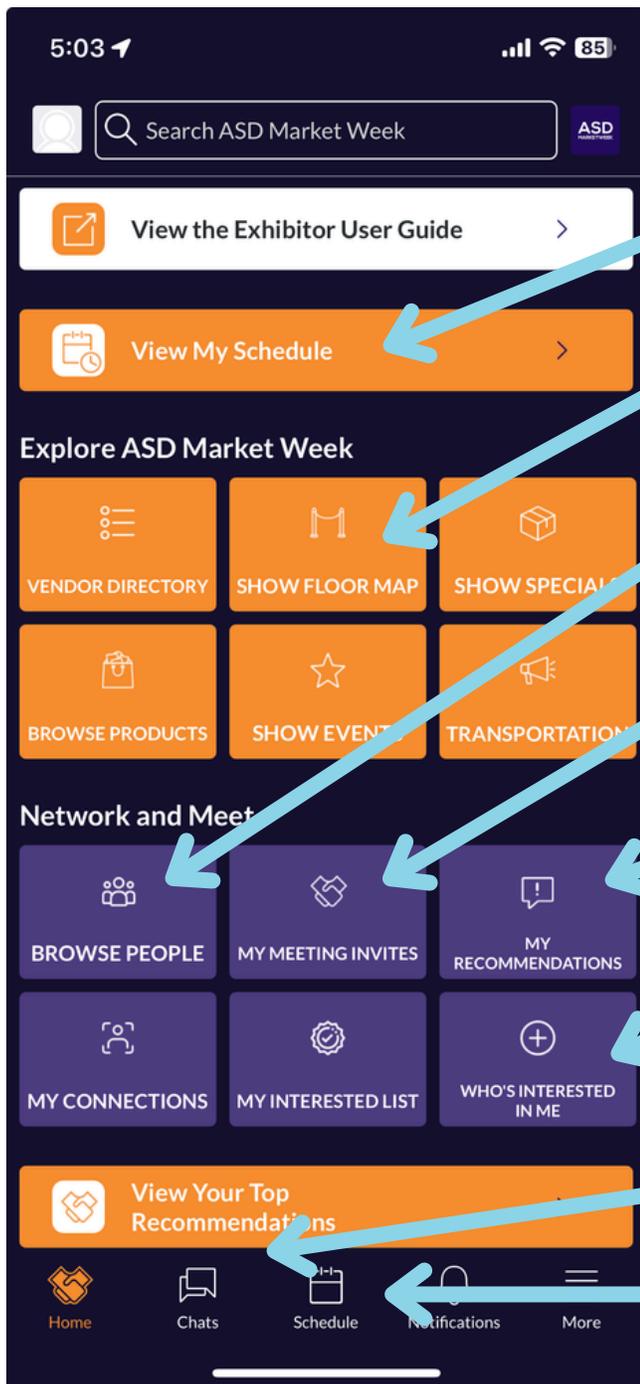
After downloading the Event App, be sure to enable notifications to stay up-to-date onsite at the show!



STEP 4

NAVIGATING THE EVENT APP

After downloading the Event App to your mobile device, log in using the same username and password set up in **Step 1**. The navigation tiles and menu items on the Event App and web version are identical, and any action you take on one will reflect on the other.



View your personal schedule

View floor plan and navigate seamlessly with guided wayfinding

View, sort, and filter the full list of ASD attendees

Review and accept pending meeting requests

Sort through your AI-powered recommendations

See what users have shown interest in your profile

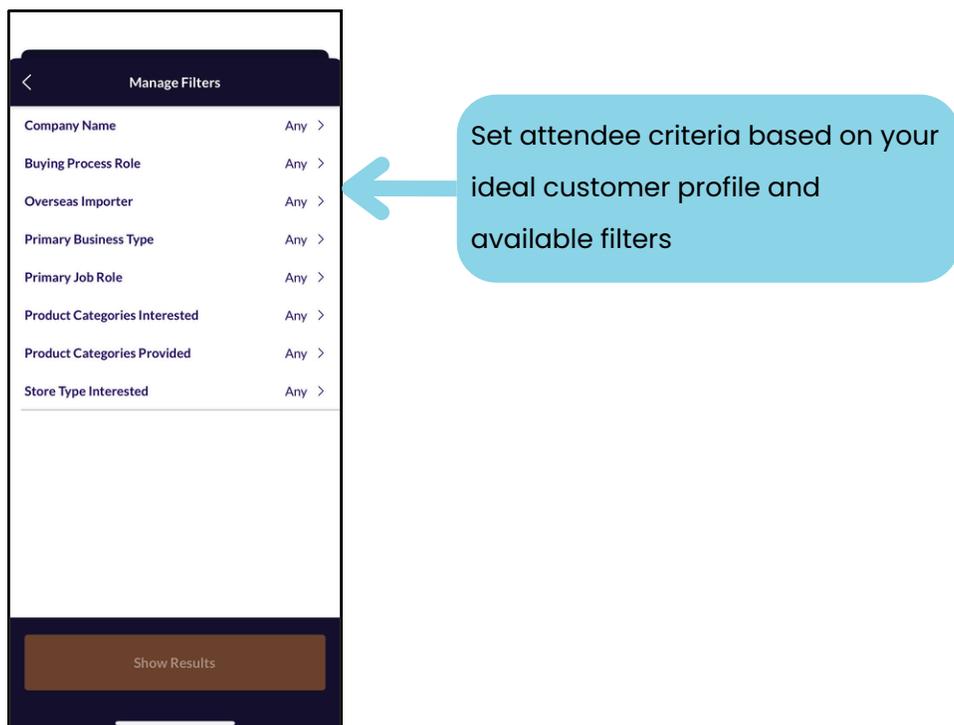
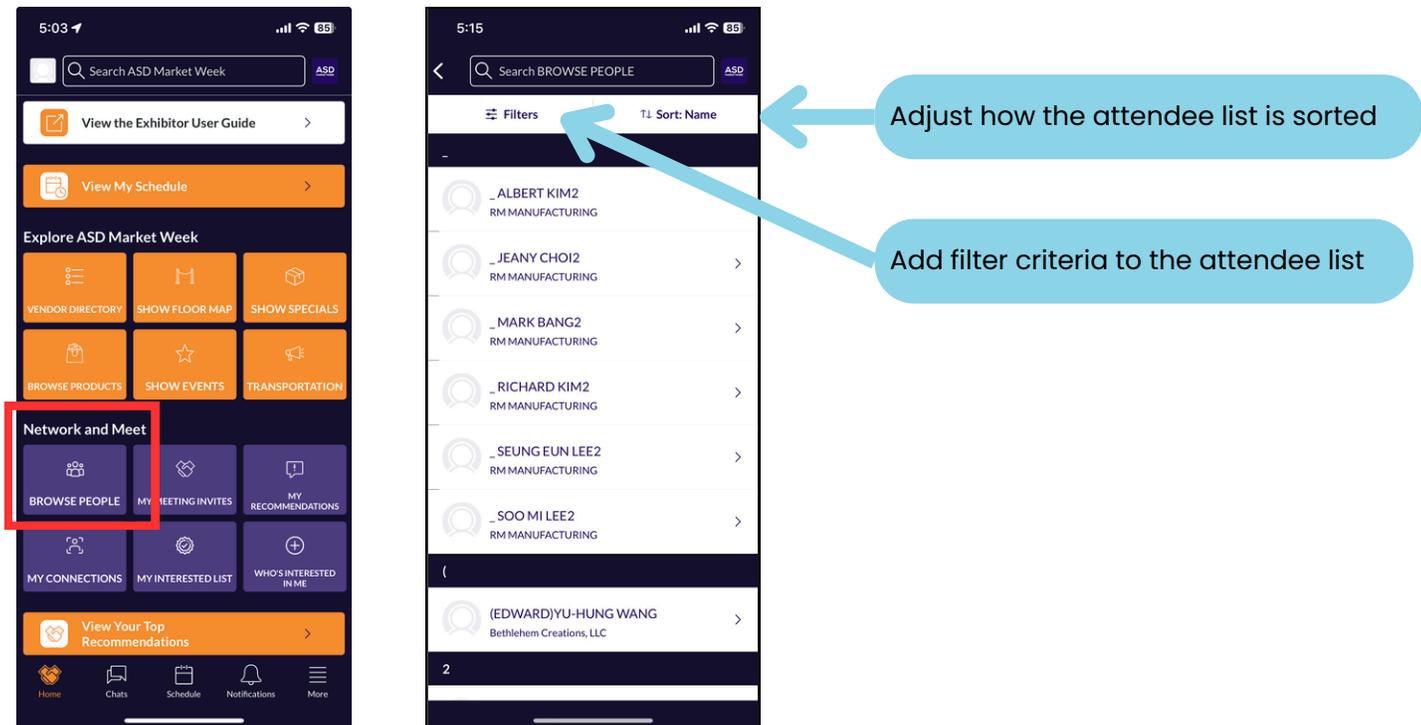
Create conversations with your connections

View the onsite schedule of Events

STEP 5

CONNECTING WITH ATTENDEES

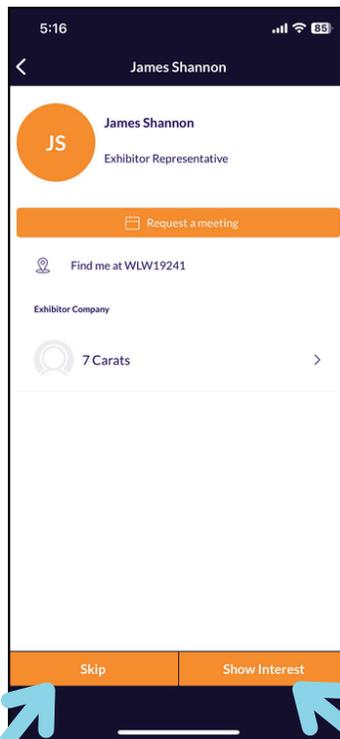
To open the attendee list, select the "Browse People" tile on the Home Page navigation.



STEP 5

CONNECTING WITH ATTENDEES

After identifying the attendee you're interested in, click on their name to open their profile. From the attendee profile you can skip, show interest in the attendee, and schedule meetings.



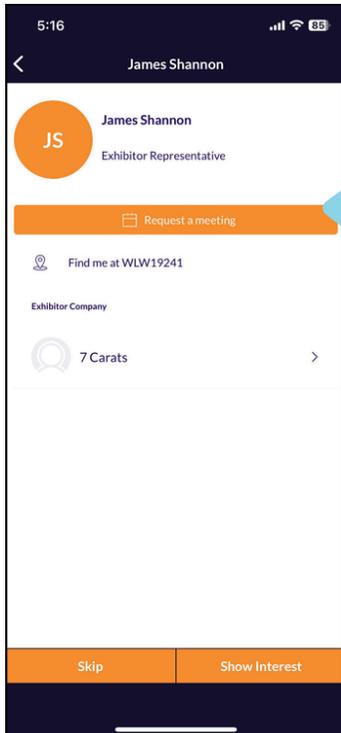
“Skipping” an attendee will hide them from your recommendations. They will not see that you skipped them

Selecting “Show Interest” will notify the user that you’re interested in them via the “Who’s Interested In Me” list on the Home Page. If both users show interest, you will form a connection and share contact details. Connection details will be available for export after the show.

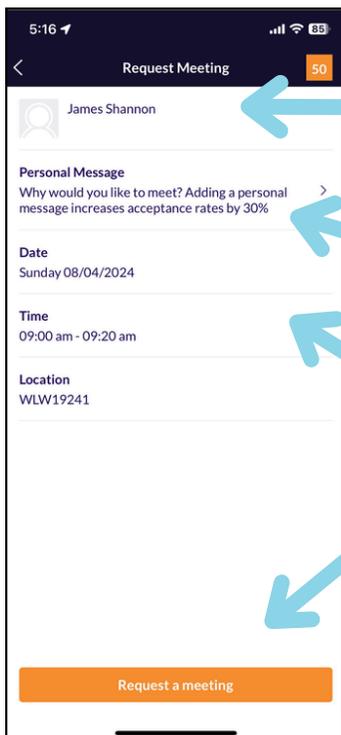
STEP 5

REQUESTING MEETINGS WITH ATTENDEES

You can request meetings with attendees directly from their profiles. After opening the profile of the attendee you're interested in meeting with, follow the instructions below to schedule a meeting.



Request a meeting with attendee



User you're requesting a meeting with

Share a personal message with the user you're scheduling a meeting with

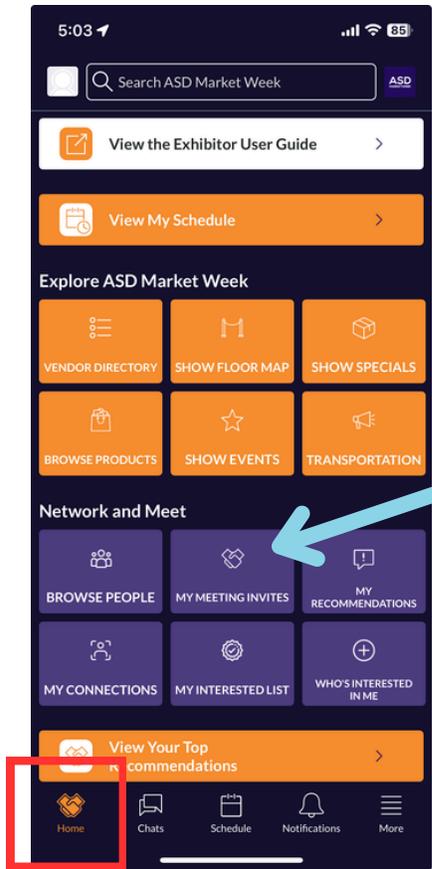
Set a date, time, and location

Send the meeting request

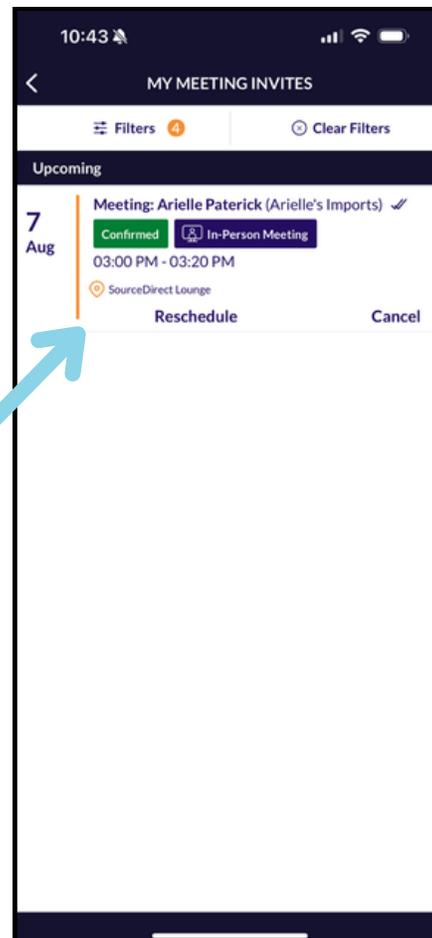
STEP 5

VIEW YOUR PENDING MEETINGS

To view your pending meeting invites, go to the Home Page of the Event App via the navigational tile on the bottom of the screen.



From the Home Page select "My Meeting Invites"

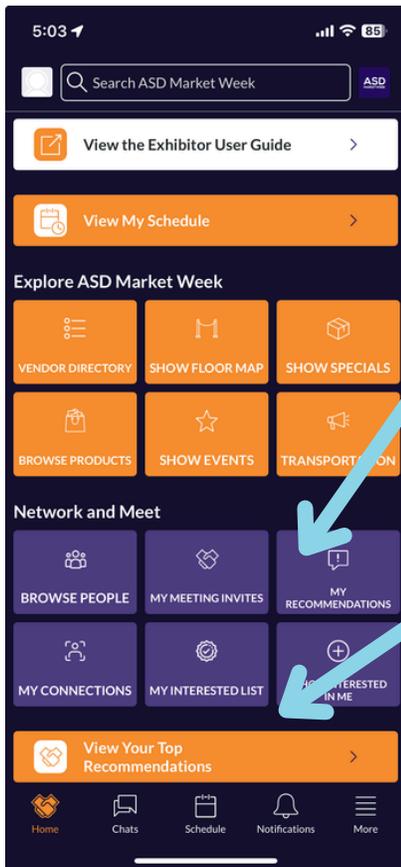


Click on Meeting to show/adjust meeting details

STEP 5

VIEW RECOMMENDATIONS ATTENDEES

There are several ways to view your recommendations, outlined below. Your recommendations are unique to you based on the information you provided when registering for ASD and when joining the Event App.



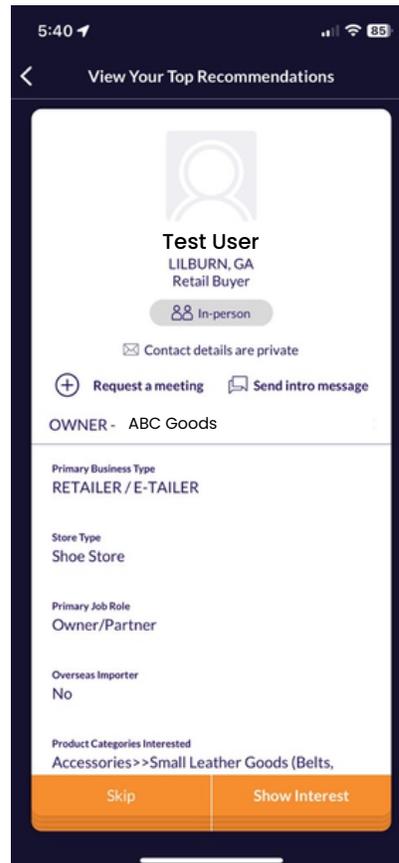
Click the "My Recommendations" tile on the Home Screen

OR

Click the banner on the Home Screen. This banner will expand and self populate as you begin to utilize the recommendations feature.

If you and the other user both share interest in each other, you will become connections, and will share contact details.

Swipe LEFT to skip this recommendation. Skipping a recommendation will hide them from future lists. Users won't know you've skipped them.

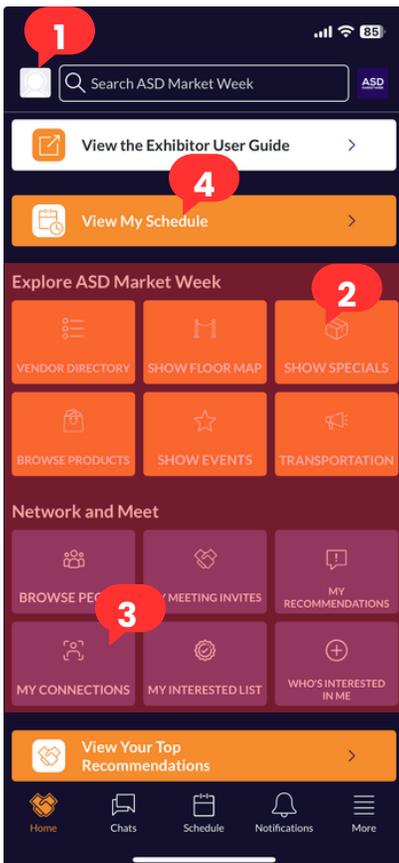
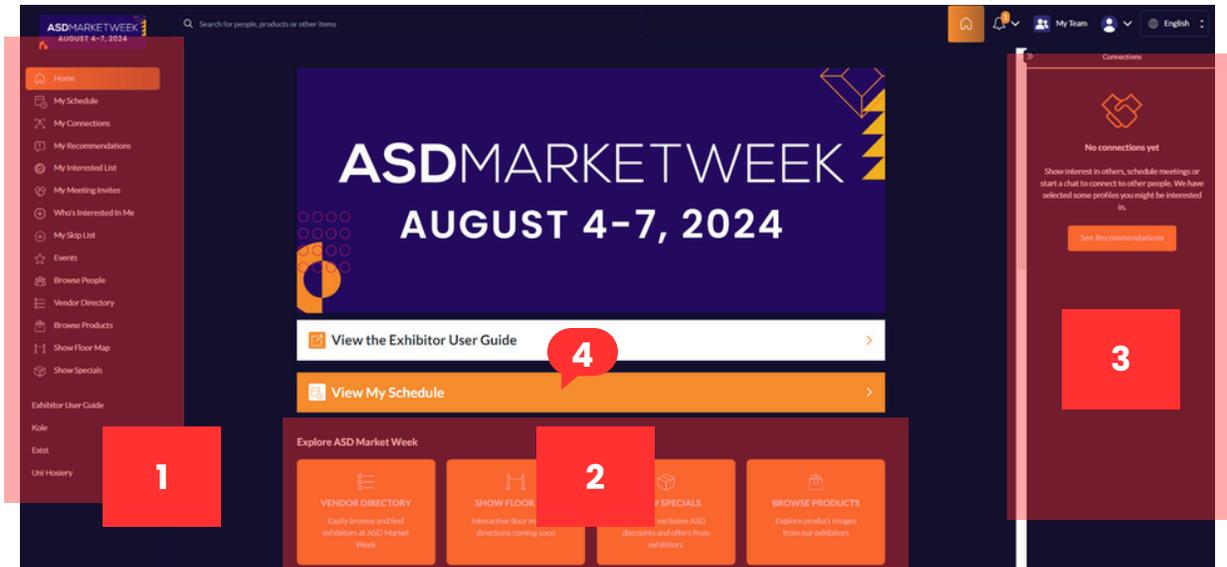


Swipe RIGHT to show interest in this recommendation.

Resources

SIMILARITIES BETWEEN MOBILE AND DESKTOP APP

Below highlights the similarities between the navigational items between the mobile Event App and the desktop version.



KEY

1. Main Menu
2. Navigational Tiles (These are identical between the mobile app and desktop version)
3. Your connections
4. Your Schedule

Resources

EXPORTING CONNECTIONS DATA AFTER THE SHOW

you can export your team's Connections data at any point from a laptop/desktop device.

1. Select the "My Team" button located at the top right of your screen
2. Select which data you would like to export and in what format
 - a. Note ASD Market Week does not currently support badge scanning via the Event App. Learn more about badge scanning opportunities at ASD [here](#).
3. Upload the data into your CRM software. Note each software is different, please contact your provider for additional details.

The screenshot displays the ASD 7 CARATS application interface. At the top right, the "My Team" button is highlighted with a red circle containing the number 1. Below this, the "Export" tab is selected in the navigation menu. The main content area shows two export options: "Export Meetings" and "Export Contacts and Badge Scans". Both options have a red circle with the number 2 next to them. The "Export Contacts and Badge Scans" option has a sub-menu with "Export.xlsx" and "Export.csv", with a red circle containing the number 3 next to it. On the right side, the "Connections" panel shows "No connections yet" and a "See Recommendations" button.