ASDMARKETWEEK
Mobile App & Lead Capture User Guide

You MUST be registered for March 2026 ASD Market Week to access the Mobile App.

Register for ASD Market Week

ASD has a new badge registration system from our partner Cvent. The Contract Contact for your company will receive an email inviting them into the new system to register staff, and/or share a registration link with staff. The email will be sent "From" ASDShowTeam@asdonline.com.

All staff are required to wear a badge at all times. You must be registered for the March 2026 ASD Market Week to access the Mobile App.

Questions?
Contact your CSM or contact Cvent support at emeraldsupport@cvent.com or +1-833-859-6126 (9 AM -5 PM EST).

It may take up to 24 hours after registering to gain access to Teams features.

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Download the Mobile App

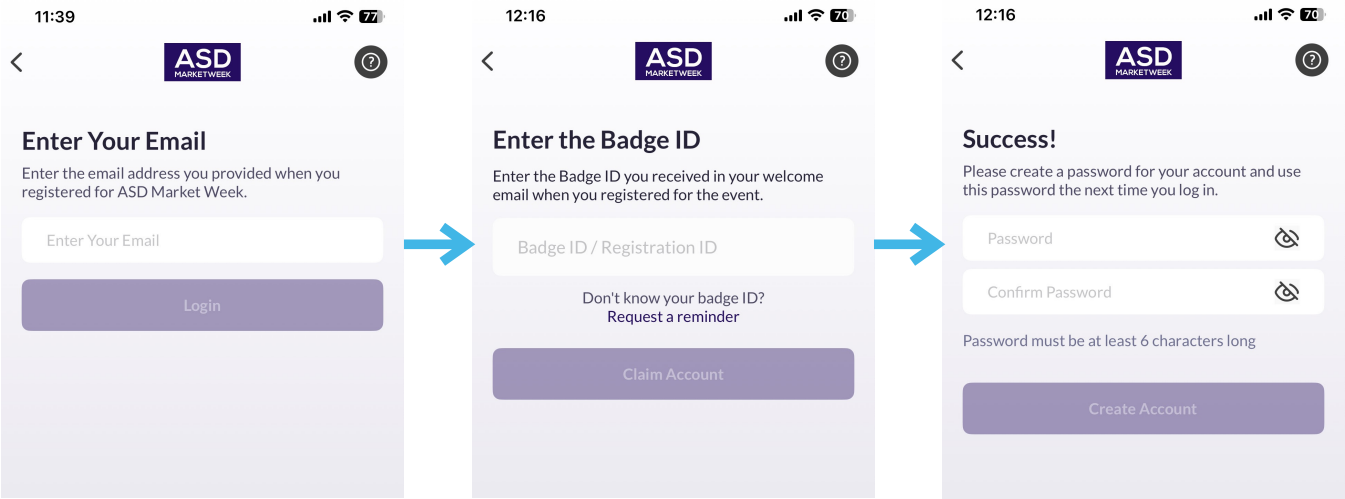
Scan the QR code below or go to the app store and search "ASD Market Week"

Download App

If you have previously downloaded the ASD Mobile App, ensure it is up to date in your mobile app store.

Logging in for the First Time

Enter the email address you used for registration and your Registration Number that you received in the registration email, then follow the instructions on the screen to create your password.



You MUST be registered for the March 2026 ASD Market Week to access the Mobile App.

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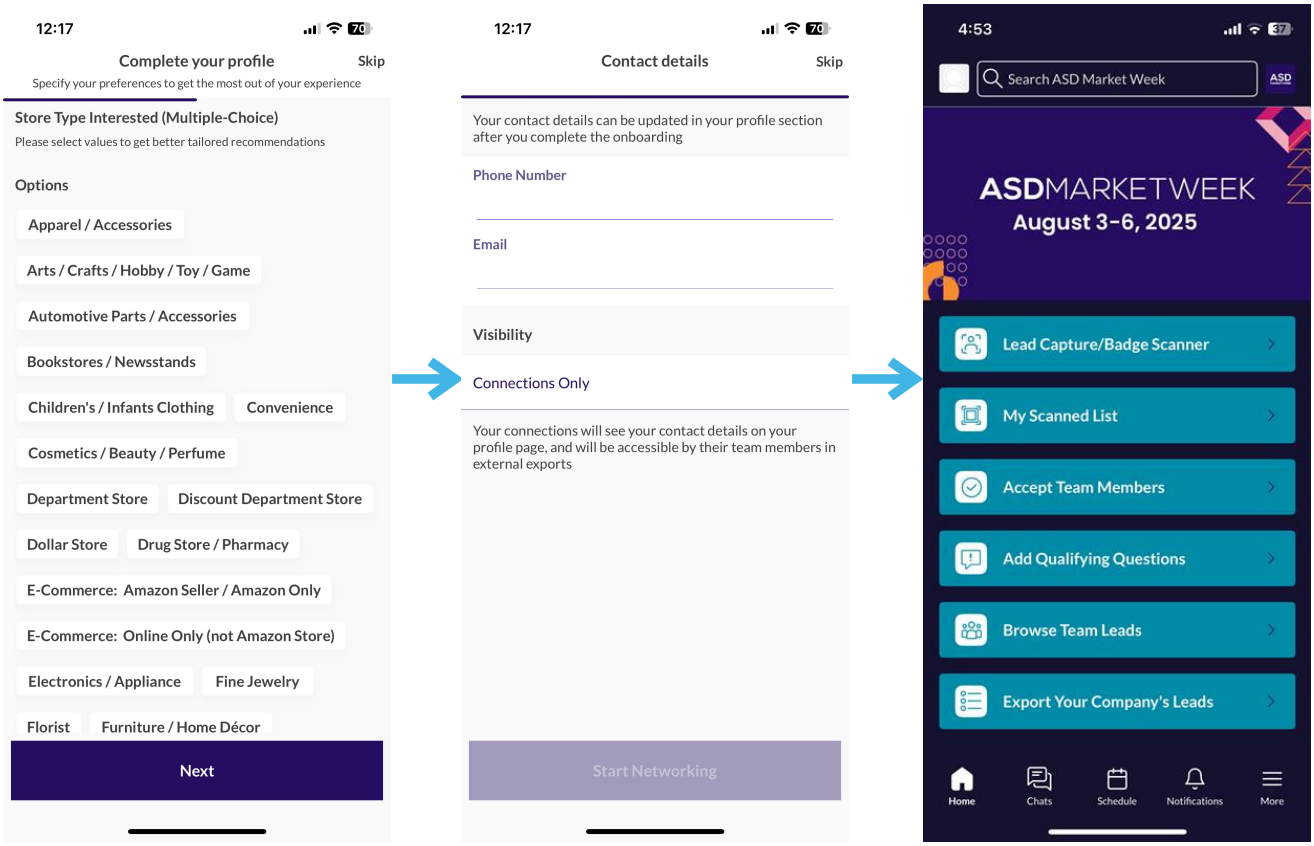
Logging in for the First Time

Complete your profile by selecting your company type and what contact information you want to share.



Entering your store type will help the Mobile App's built-in AI suggest more relevant attendee connections and leads.

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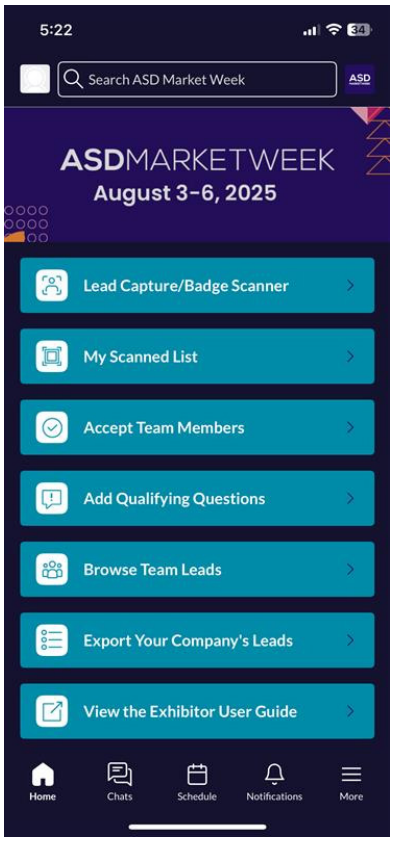
Tour of the Mobile App

A brief overview of the different sections available to you in the Mobile App



Lead Capture/Badge Scanner: Opens the built in lead capture/badge scanning tool. You must approve access to your built-in, device's, camera.
My Scanned List: A list of people who's badges you've scanned, in sequential order.
Accept Team Members: Anyone registered before the first Team Member logs in will automatically join the team. Click here to accept pending team invites of users who registered later.
Add Qualifying Questions: Create a pre-set list of qualifying questions the whole Team can use when you scan a badge.
Browse Team Leads: View Leads from your entire Team in one place. A Lead is anyone a member of your team has created a connection with, scheduled a meeting with, scanned a badge of, or shared mutual interest with.

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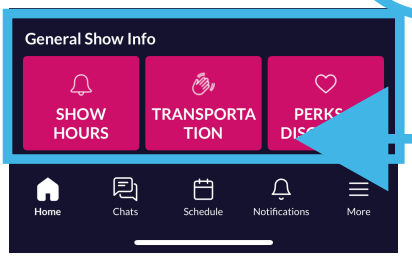
Tour of the Mobile App

A brief overview of the different sections available to you in the Mobile App

Meeting Invitations: Meeting invitations you've received from another user
My Connections: A list of all the users you have created a connection with. *You create a Connection by: mutually accepting meeting invitations, showing mutual interest with other users, accepting connection requests from other users, or scanning a user's badge.*
My Interested List: Users you've shown interest in who are not connections
Who's Interested In Me: Users who have shown interest in you, who are not connections
My Schedule: View your full schedule of meetings and appointments (can sync with your mobile device)
Find Buyers: A full filterable list of registered attendees at ASD Market Week

Explore ASD Market Week: View all exhibiting companies, products, show specials, and events happening at ASD.

Your Top Recommendations: A list of your top attendee, product, or company recommendations



General Show Info: Your guide to show hours, transportation to and from the LVCC and around the ASD Campus, as well as exclusive perks.

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Your Company Team

Teams enhances the onsite experience by allowing members to share lead qualifying questions, lead scoring, and compiles the entire Teams leads in one place for easy exporting at the end of the show.

Your Teams tools can be found at the top of the Home screen, highlighted below.

It may take up to 24 hours after registering to gain access to Teams features.

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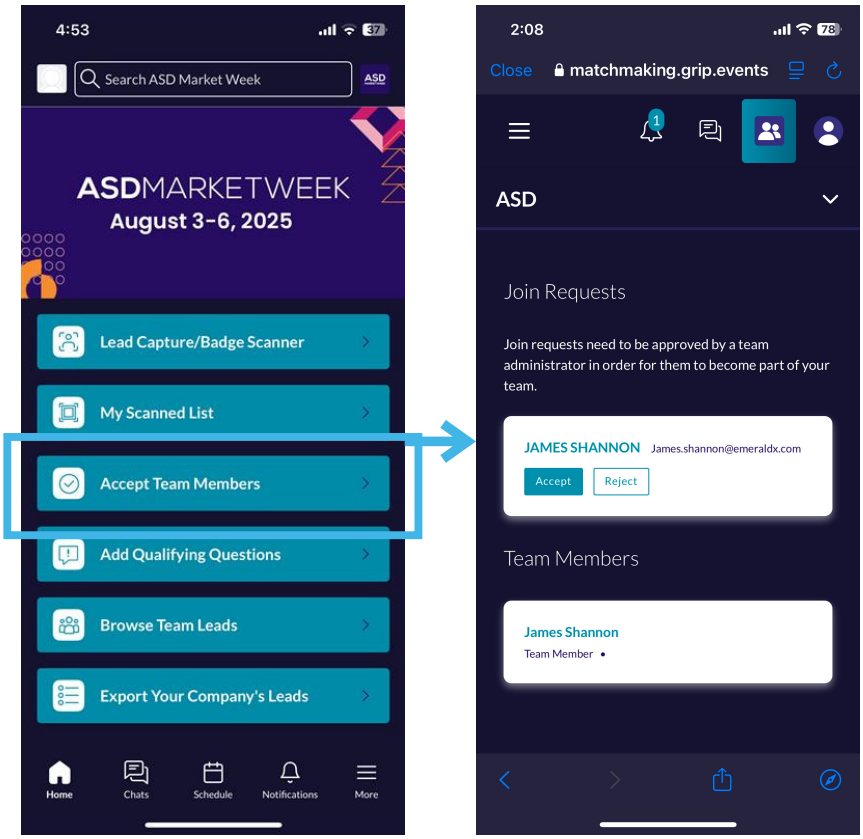
Accepting Additional Team Members

Most staff members will automatically be granted access to the company Team.

There are circumstances where you will need to accept a staff member to your Team based on when they registered.

Follow the instructions below to accept pending Team members.



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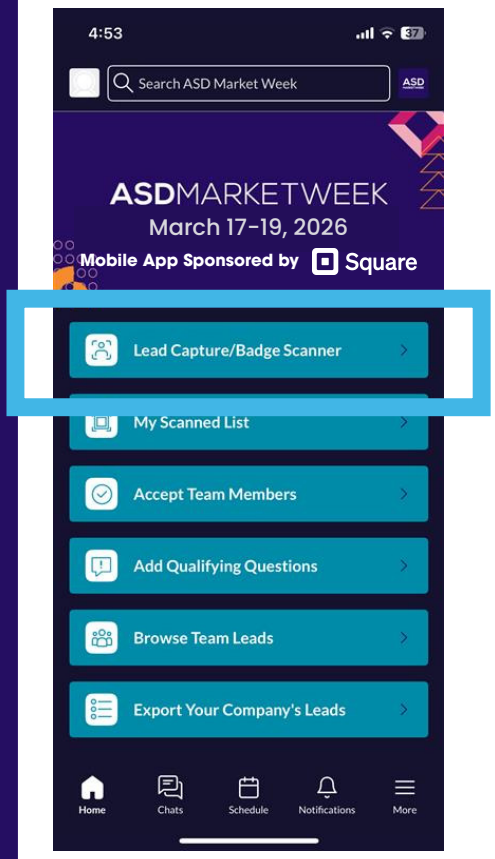
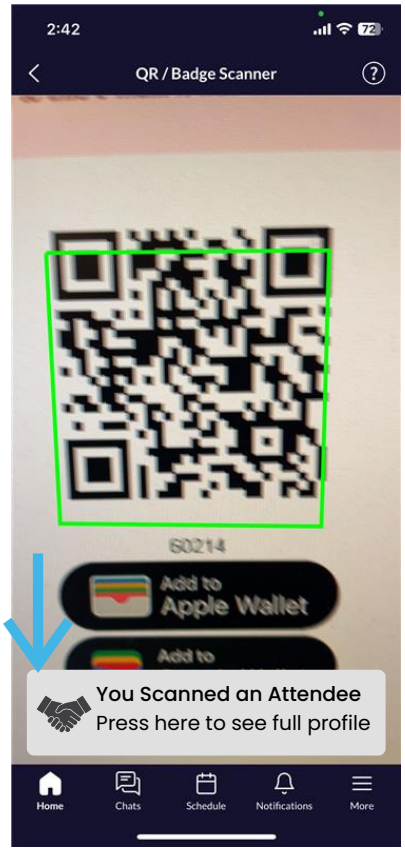
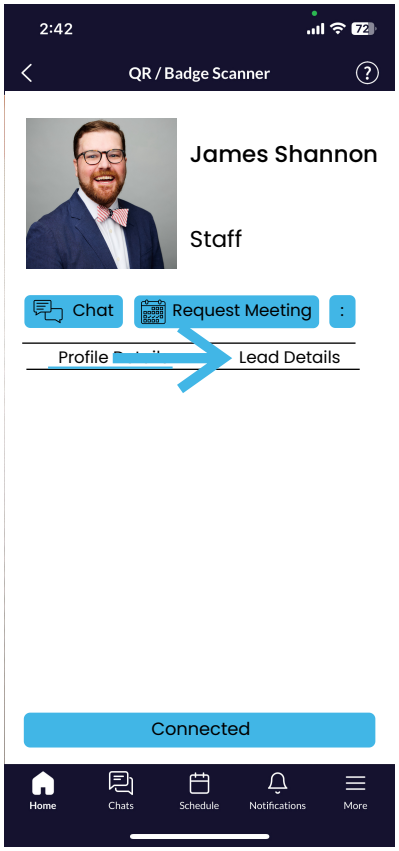
Using the Built in Badge Scanner

Select the Badge Scanning button on the home page, then allow the app permission to access your phone or tablets' camera.







Point your camera at the QR code on the buyer's badge, the device will vibrate, and you will receive a pop-up at the bottom of the screen. Click the pop-up to open the attendee profile to rate the lead and add notes.

Be sure to click save after you enter your notes.

We collect as much attendee information as possible during the registration process, and the details you see reflect all the information we have for that person. Please note that some versions of the registration form include fewer questions, which can result in varying levels of data between attendees.

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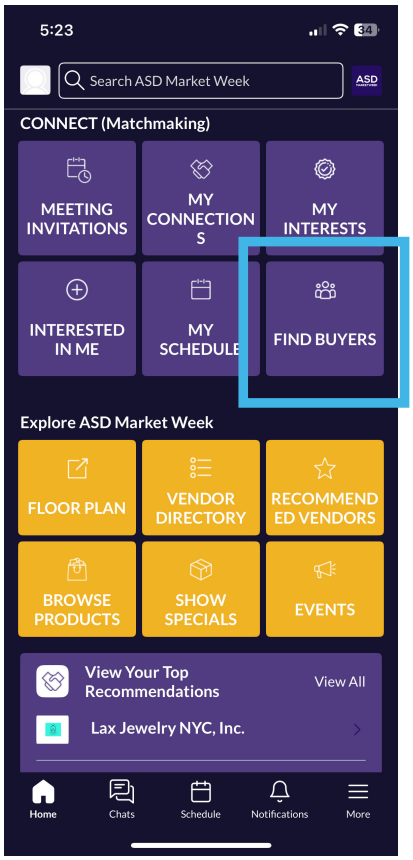
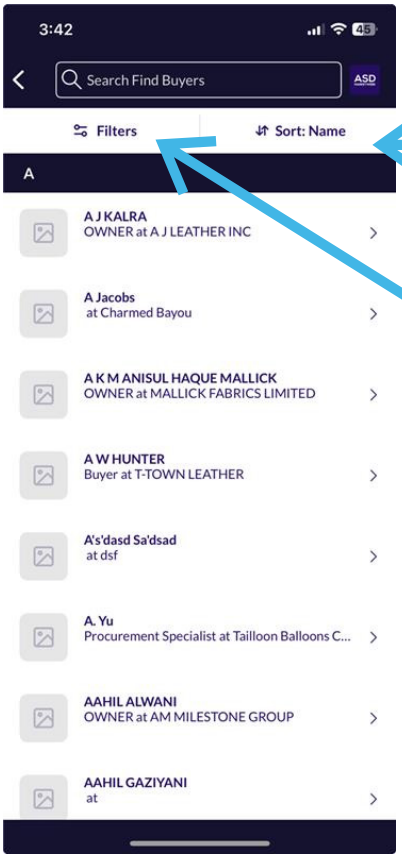
Connecting With Attendees

To open the attendee list, select the "Find Buyers" tile on the Home Page navigation.

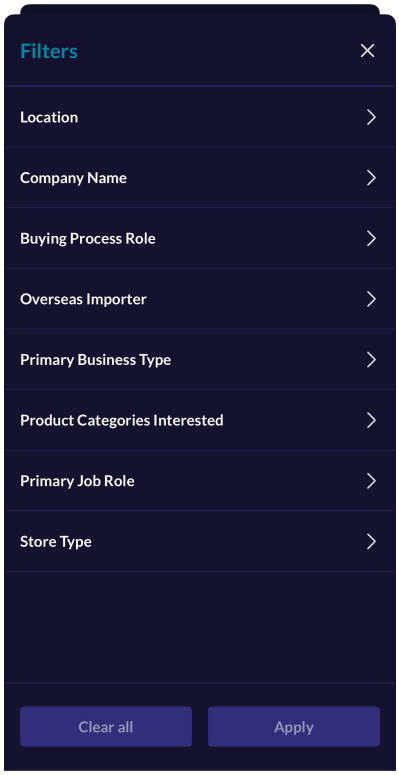




Adjust how the atendee list is sorted

Add filter criteria to the attendee list

Set criteria based on your ideal customer profile and available filters



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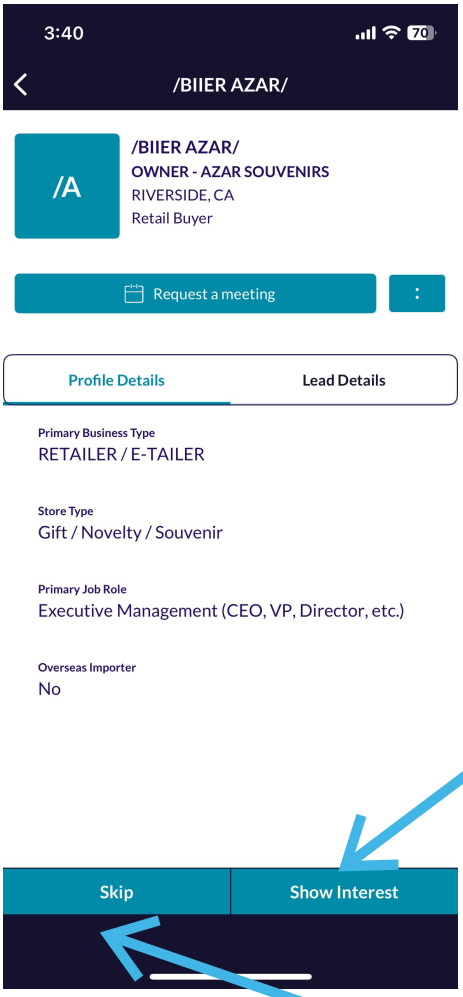
Connecting With Attendees

After identifying an attendee you're interested in, click on their name to open their profile. From the attendee profile page you can skip, show interest in the attendee, and send meeting invites.



Selecting "Show Interest" will notify the attendee you're interested in connecting with 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.

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

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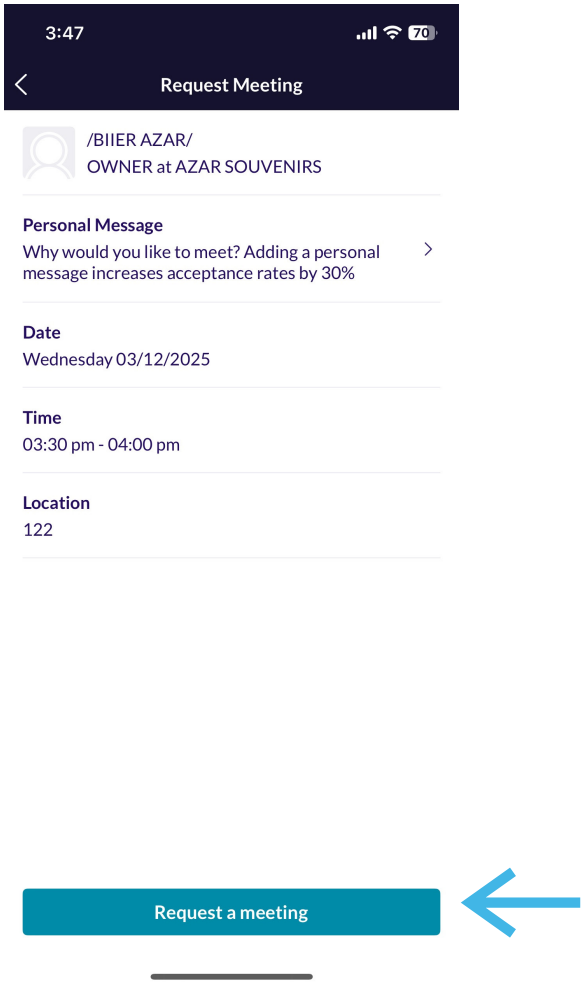
Requesting Meetings With Attendees

You can request meetings with attendees directly from their profiles. Open the attendee profile you're interested in meeting with and follow the instructions below.



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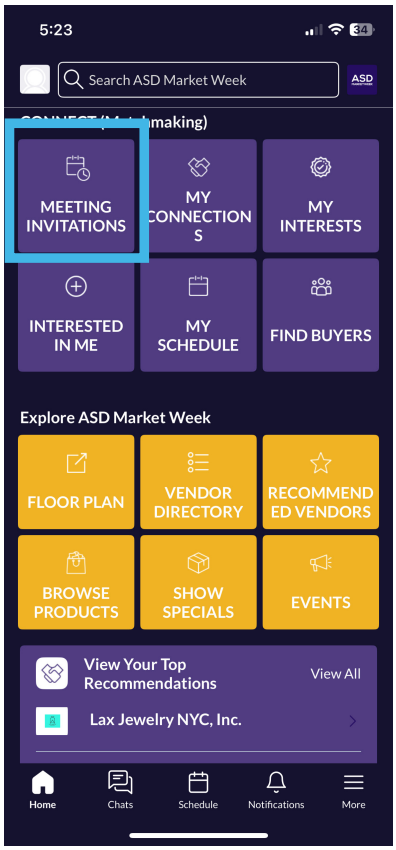
View Your Pending Meetings

View all of your pending meeting invites in once place. Follow "Meeting Invitations" from the home screen and the prompts below.



Click on the meeting request to accept the meeting, or to show/edit the details

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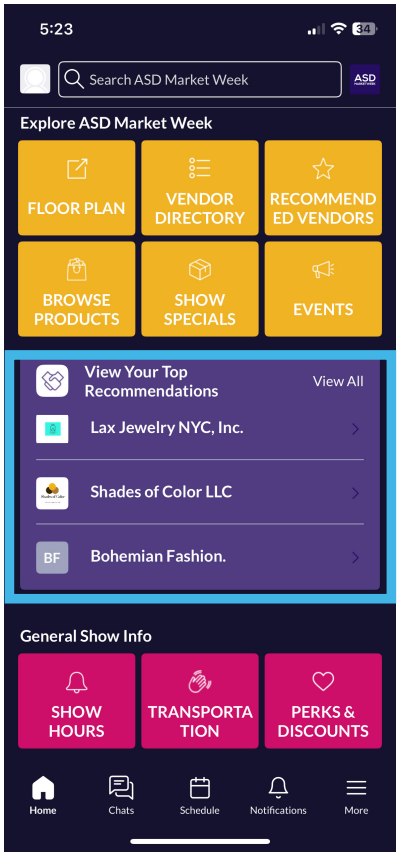
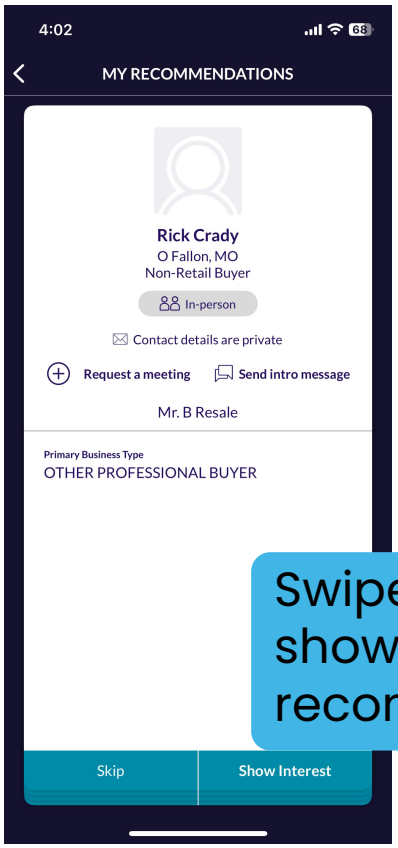
View Your Top Recommendations

Your Top Recommendations are unique to you based on the information you provided during registration and when joining the Mobile App. They include other users, products, and companies.



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



Swipe LEFT to skip the recommendations. Users won't know you've skipped them

Swipe RIGHT to show interest in this recommendation

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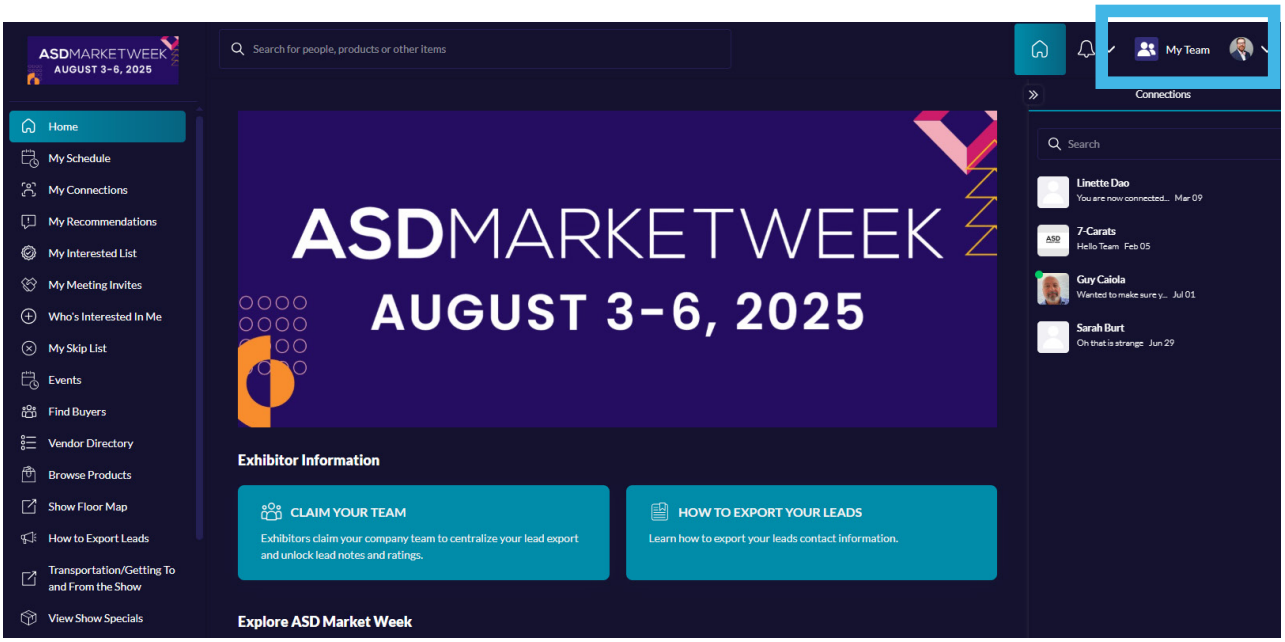
Exporting Leads & Connections After the Show

You can export your Team's leads and connections data at any point from a laptop/desktop device.

1. Go to app.asdonline.com
2. Login using the same username/password for the Mobile App
3. Go to your Team portal via the button in the top right corner



All files export in a CSV or Excel format. It is strongly encouraged to export leads on a desktop/laptop device - not on mobile.

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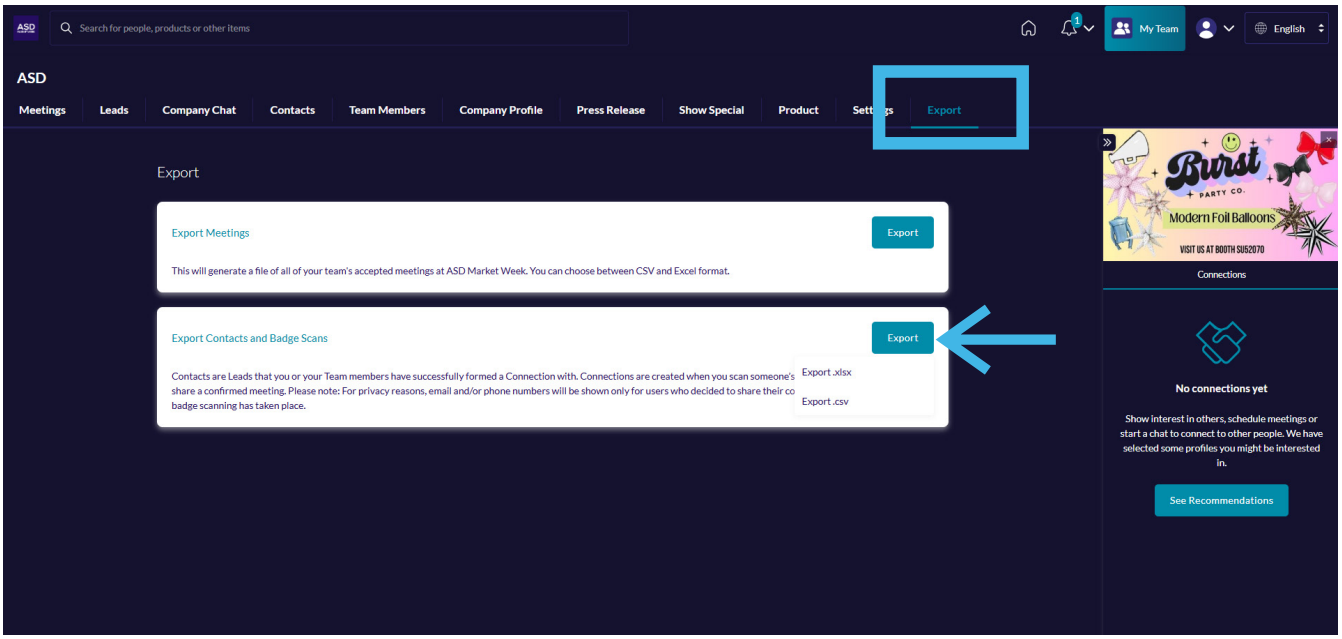
Exporting Leads & Connections After the Show

Once in the Team portal, go to the "Export" tab to the far right and select which data you would like to export.



If a staff member joins a company Team, their leads and connections will automatically transfer over to the Team.

All files export in a CSV or Excel format. It is strongly encouraged to export leads on a desktop/laptop device - not on mobile.

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Making Changes to Your Company Profile

To make changes to your company profile, please go to the Exhibitor Dashboard. Changes made there will sync to the mobile app regularly.

Scan the QR code below to access instructions on how to update your Exhibitor Dashboard. Or click here.

For Mobile App assistance, please reach out to your Customer Success Manager or Contact grip customer support at mobileapp@emeraldx.com