



ASD

MARKETWEEK

Exhibitor Mobile
App Instructions



ASDMARKETWEEK

Mobile App & Lead Capture User Guide

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

Register for ASD Market Week

ASD has partnered with Cvent for registration. The Contract Contact for your company will receive an email inviting them 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 August 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"



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 Confirmation Number that you received in the registration email, then follow the instructions on the screen to create your password.

The image displays three sequential screenshots of a mobile application interface, connected by blue arrows indicating the flow of the registration process. Each screenshot is framed to look like a smartphone screen with a status bar at the top showing time, signal, and battery levels. The app's logo, "ASD MARKETWEEK", is in the top left of each screen.
1. The first screenshot, timestamped 11:39, is titled "Enter Your Email". It contains the instruction "Enter the email address you provided when you registered for ASD Market Week." Below this is a text input field labeled "Enter Your Email" and a purple "Login" button.
2. The second screenshot, timestamped 1:21, is titled "Enter the Confirmation # / ID". It contains the instruction "Enter the Registration Confirmation # / ID you received in the welcome email". Below this is a text input field labeled "Registration Confirmation # / ID", a link "Don't know your Registration Confirmation # / ID Request a reminder", and a purple "Claim Account" button.
3. The third screenshot, timestamped 12:16, is titled "Success!". It contains the instruction "Please create a password for your account and use this password the next time you log in." Below this are two text input fields labeled "Password" and "Confirm Password", each with an eye icon for toggling visibility. A note states "Password must be at least 6 characters long". At the bottom is a purple "Create Account" button.

You MUST be registered for the August 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.

12:17 Complete your profile Skip

Specify your preferences to get the most out of your experience

Store Type Interested (Multiple-Choice)
Please select values to get better tailored recommendations

Options

Apparel / Accessories

Arts / Crafts / Hobby / Toy / Game

Automotive Parts / Accessories

Bookstores / Newsstands

Children's / Infants Clothing Convenience

Cosmetics / Beauty / Perfume

Department Store Discount Department Store

Dollar Store Drug Store / Pharmacy

E-Commerce: Amazon Seller / Amazon Only

E-Commerce: Online Only (not Amazon Store)

Electronics / Appliance Fine Jewelry

Florist Furniture / Home Décor

Next

12:17 Contact details Skip

Your contact details can be updated in your profile section after you complete the onboarding

Phone Number

Email

Visibility

Connections Only

Your connections will see your contact details on your profile page, and will be accessible by their team members in external exports

Start Networking

3:55 Search ASD Market Week ASD

ASDMARKETWEEK
AUGUST 25 - 27, 2026

LEAD CAPTURE/
BADGE SCANNER

FIND BUYERS

MY SCANNED LIST

ADD SHOW SPECIALS

My Team

ACCEPT NEW
TEAM
MEMBERS

BROWSE
TEAM LEADS

ADD
QUALIFYING
QUESTIONS

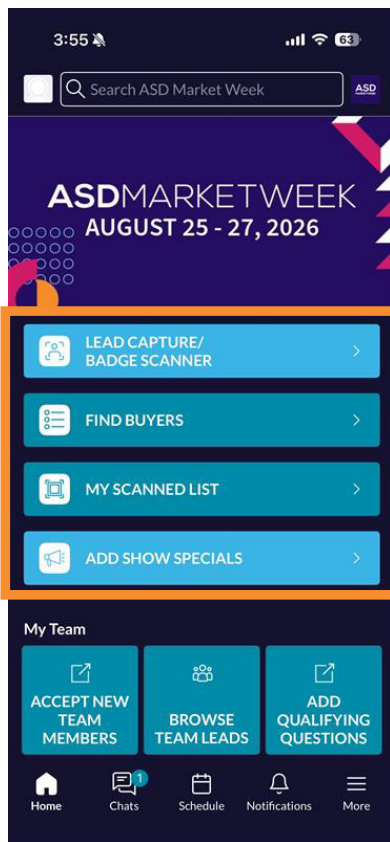
Home Chats Schedule Notifications More

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



Quick access to the tools most relevant for exhibitors!

Lead Capture/Badge Scanner: Opens the built in lead capture/badge scanning tool. You must approve access to your built-in, device's, camera.

Find Buyers: Search and filter the full list of registered attendees.

My Scanned List: A list of people who's badges you've scanned, in sequential order.

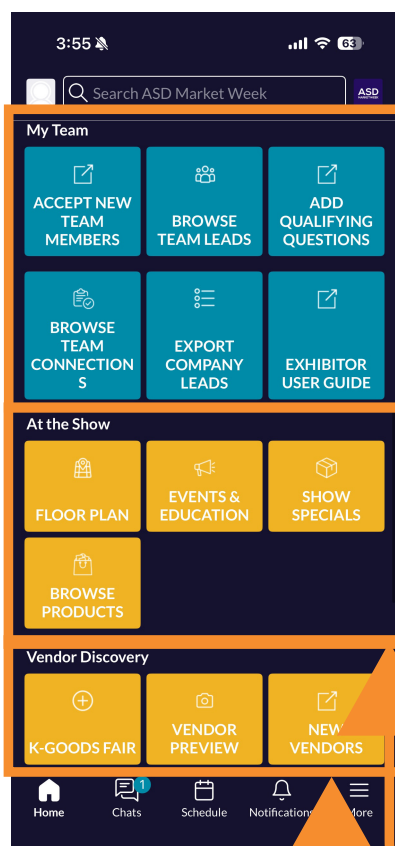
Add Show Specials: Quickly add special deals and offerings to draw in buyers searching for the best deals.

User Tip: Allow the ASD Mobile App access to your device's camera *while using the app* for quickest access to the scanner each time you open the app.

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Tour of the Mobile App

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



Accept New Team Members: View pending requests to join your team.

Browse Team Leads: A lead is a user that has shown interest, connected, interacted with you, or your team members and/or company profile.

Add Qualifying Questions: Build custom questions to better track and score leads

Browse Team Connections: A list of all the users your team members 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.*

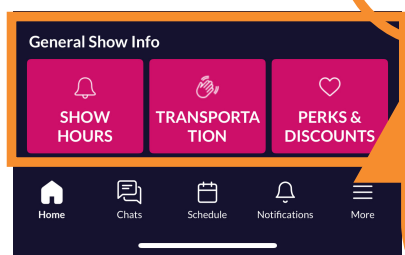
Export Company Leads: Export your leads on a computer after the show.

Exhibitor User Guide: Link to the Mobile app Instructions.

At the Show: A place for buyers to explore all ASD has to offer, including the floor plan, events & education, show specials, and product listings

Vendor Discovery: Highlight of key groups relevant to buyer discovery at the show

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

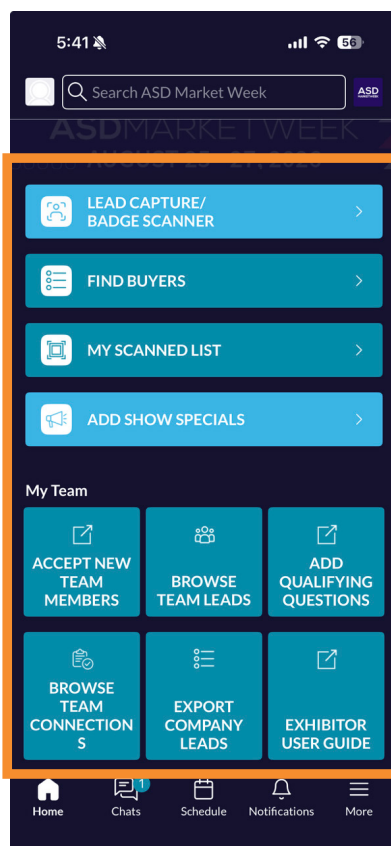


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Your Company Team

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.

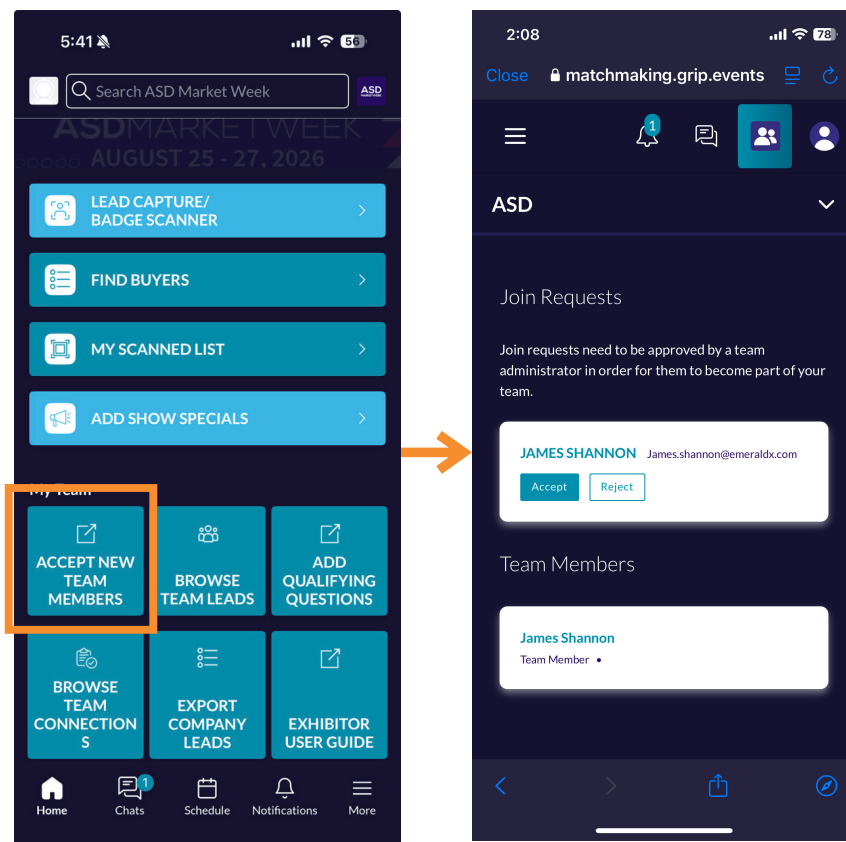
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Accepting Additional Team Members

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.

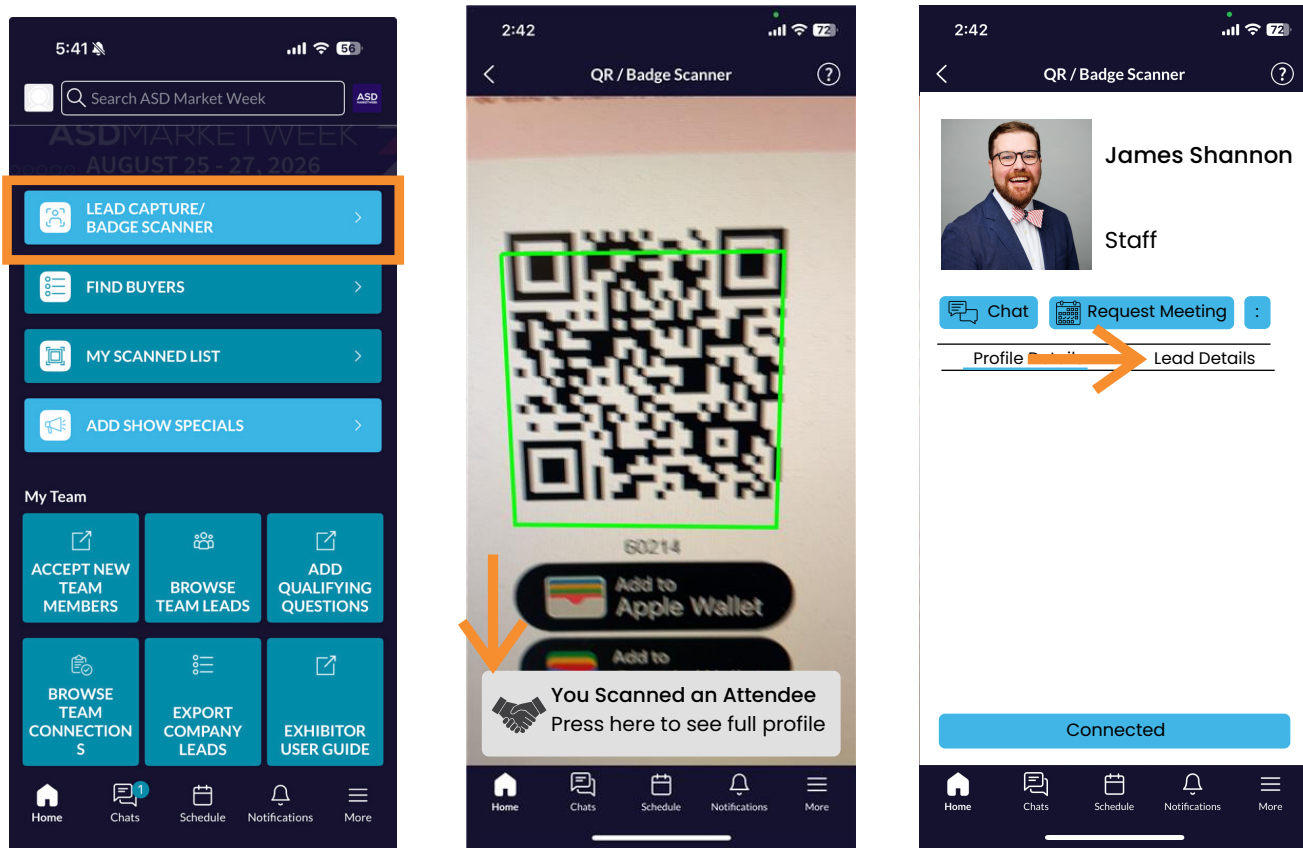
Follow the instructions below to accept pending Team members.



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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.

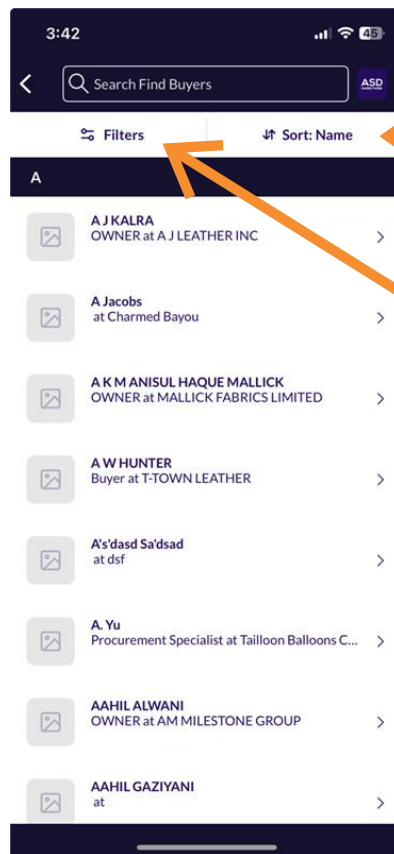
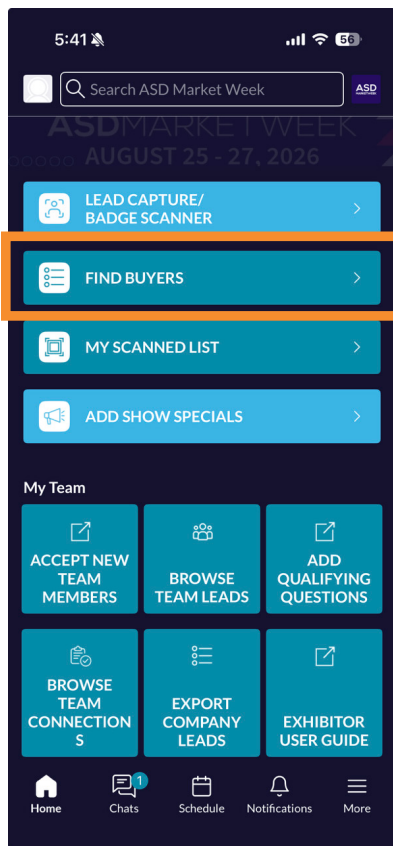
Be sure to click save after you enter your notes.

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

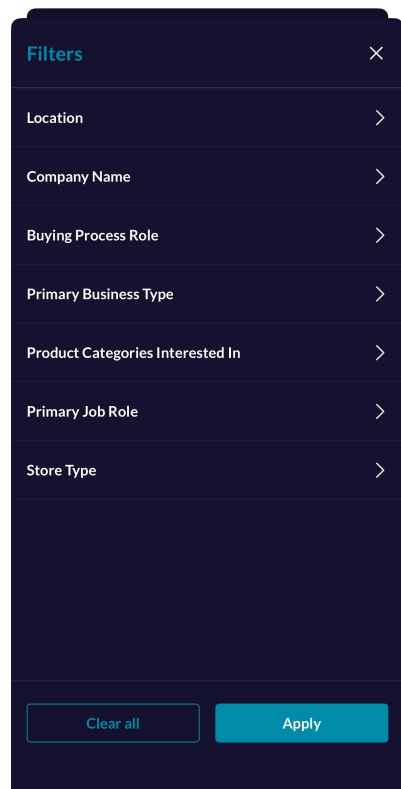
To open the attendee list, select the "Find Buyers" tile on the Home Page navigation.



Adjust how the attendee 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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Adding Show Specials

Buyers are searching for the best and latest deals on the show floor, make sure you appear in their searches by adding Show Specials.

Show Specials are limited time deals available during the show hours.

The process of adding a show special is shown in three steps:

- Step 1:** The main menu of the ASD Market Week app. The 'ADD SHOW SPECIALS' button is highlighted with an orange box and an arrow pointing to the next screen.
- Step 2:** The 'matchmaking.grip.events' form. This screen contains the following fields:
 - Photos:** A dashed box with a camera icon and the label 'Primary photo'.
 - Name:** A text input field.
 - Headline:** A text input field.
 - Product Categories:** A dropdown menu with a red border and the text 'Click to update' and '0 (minimum 1)'. Below it, a note says 'You must select at least 1 of the options.'
 - Days Available:** A text input field.An 'Add' button is at the bottom right.
- Step 3:** The final 'Show Special' card as it appears to a buyer. It includes:
 - Name:** Show Special • Location
 - Headline:** A text input field.
 - Buttons:** 'Skip' and 'Show Interest'.
 - Details:**
 - Product Categories:** A dropdown menu showing 'General Merchandise >> General Merchandise'.
 - Days Available:** Three buttons: 'Thur, Aug 27', 'Tue, Aug 25', and 'Wed, Aug 26'.
 - Summary:** A section titled 'Show Special Test - Test Company' with a small ASD logo.

Below the screenshots are two labels: 'Enter Required Fields' and 'What a Buyer Sees'.

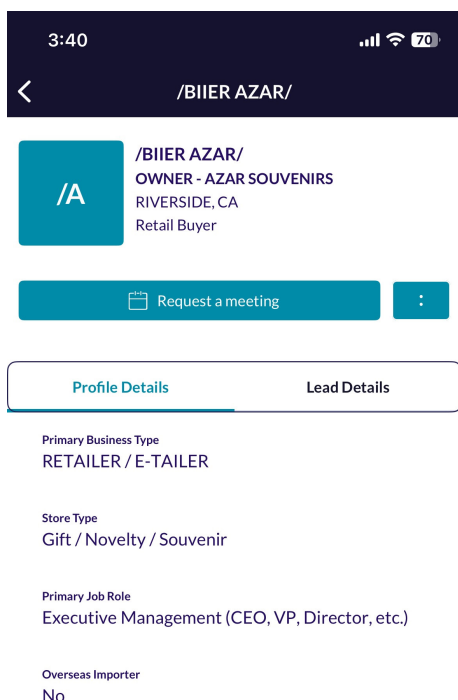
Required Fields

- **Name:** Identifies what the Show Special "offer" is.
- **Product Categories:** What type of products are eligible for your offer.
- **Days Available:** When you are offering the Show Special.

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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.

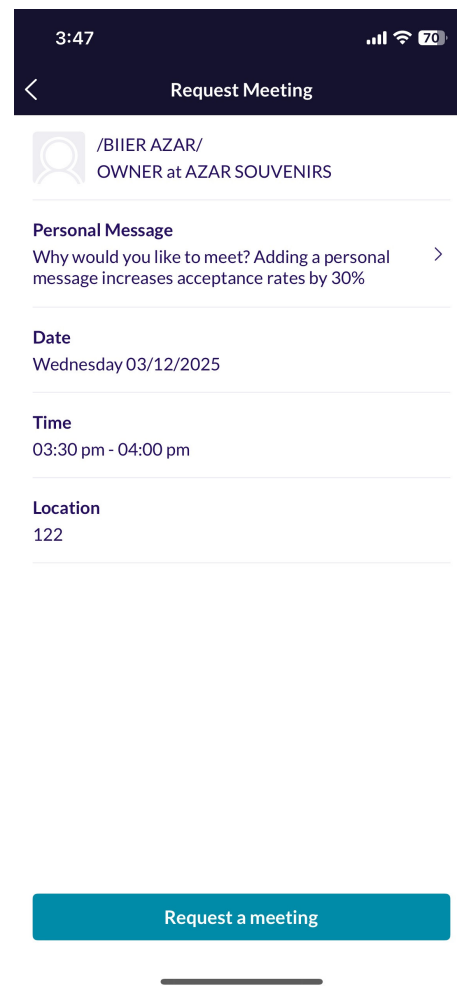
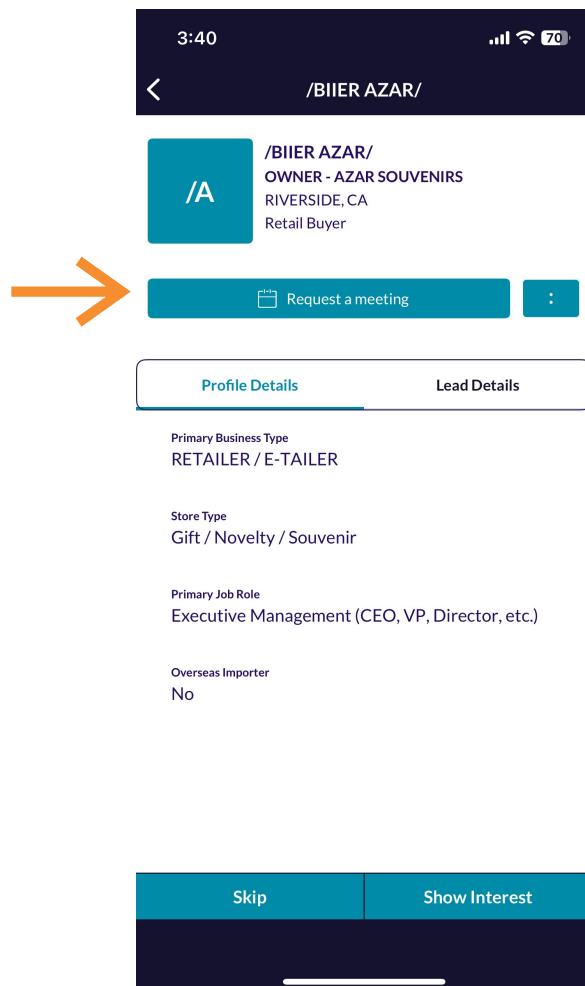


"Skipping" an attendee will hide them from your recommendations. They will not see that you skipped them.

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Requesting Meetings With Attendees

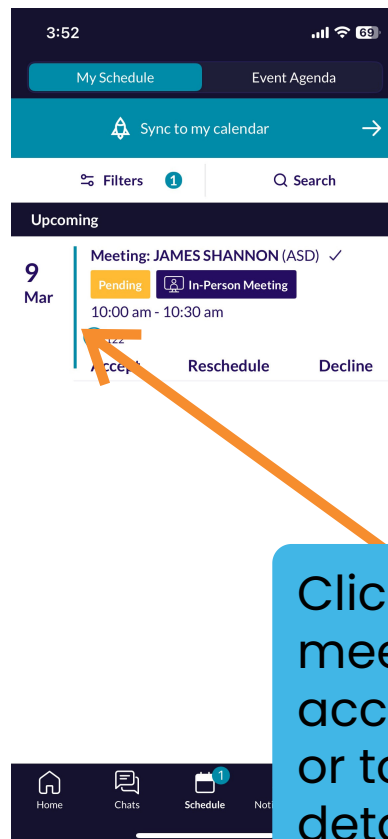
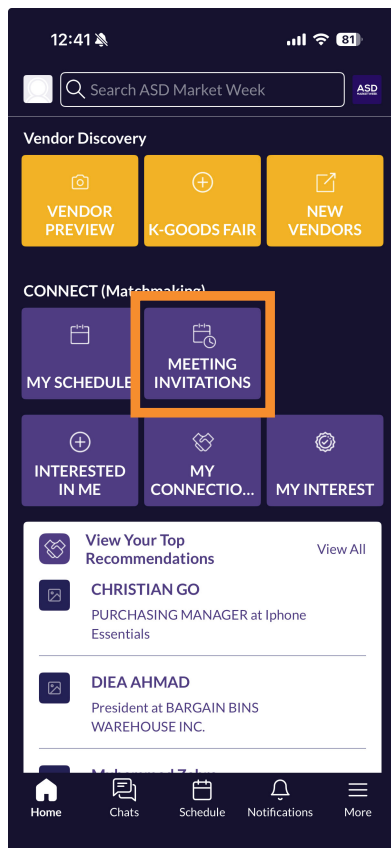
You can request meetings with attendees directly from their profiles. Open the attendee profile you're interested in meeting with and follow the instructions below.



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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.

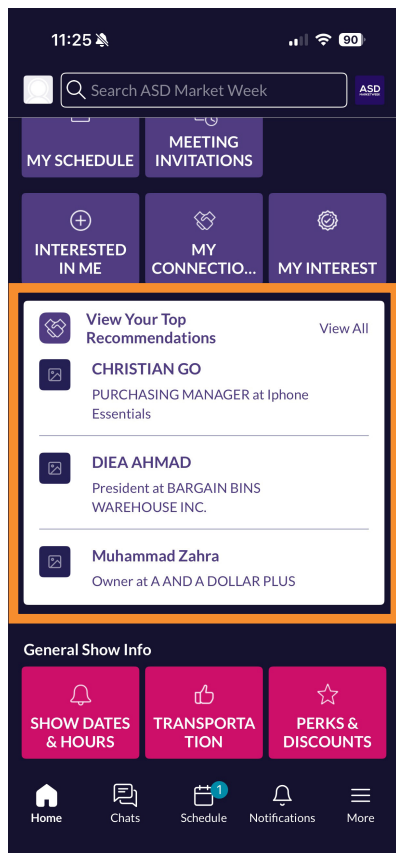


Click on the meeting request to accept the meeting, or to show/edit the details

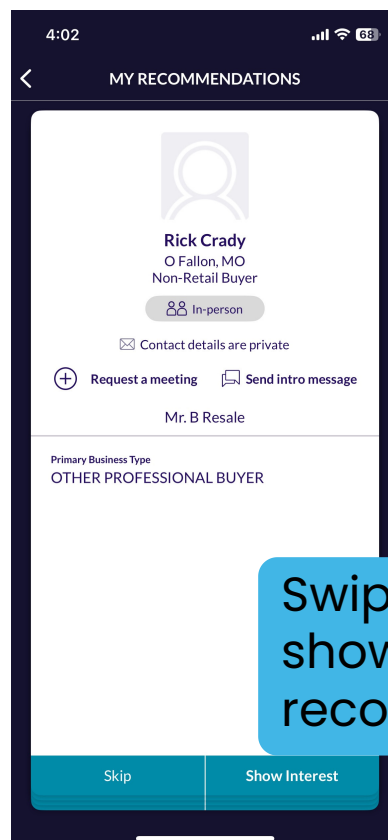
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View Your Top Recommendations

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

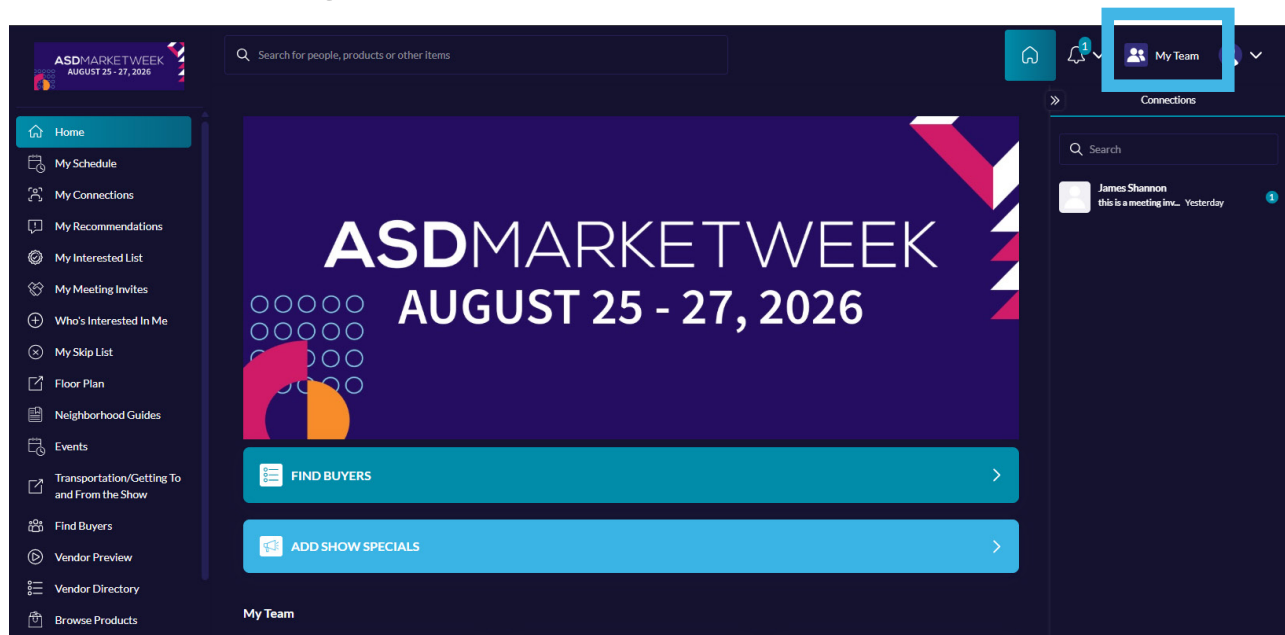
Swipe RIGHT to show interest in this recommendation

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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

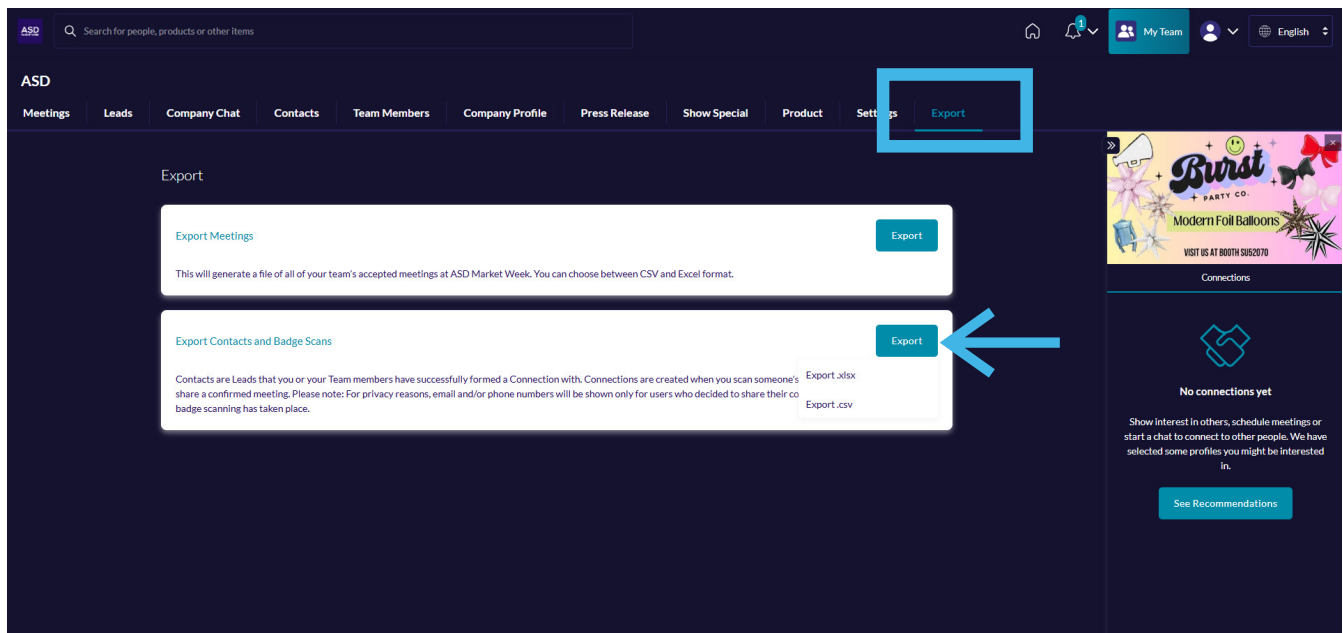


All files export in a CSV or Excel format. It is strongly encouraged to export leads on a desktop/laptop device – not on mobile.

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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@emeraldix.com