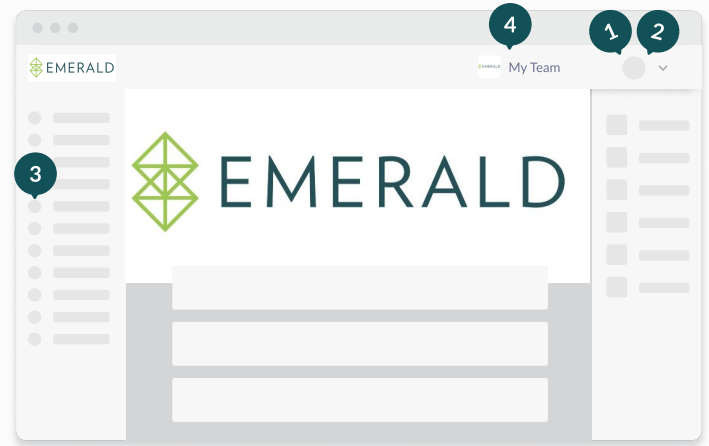


# Maximize your time at Emerald Events



## 1 Update your profile

Make the best first impression with a profile picture and powerful headline.

### NAVIGATION

Edit Profile

Manage My Availability

Account Settings

MORE

## 2 Manage your availability

Prevent unnecessary rescheduling and meeting conflicts.

### Range of daily availability ?

All times shown in Event Local Time

00:00 to 24:00

### Event Days

Edit Availability

☒ Monday - April

Done

Select the times that you are **unavailable** on this day

from 11:00 to 12:00

from Select to Select

☒ Tuesday - April

## 3 Build your event experience

Explore the agenda to further customize your event experience.

### Event Agenda

Dates Tracks Stage Tags Search

10:30-11:30 Recorded Session

### Introductory Session

Main Stage - Track One

Marie Dupont  
Event Coordinator

Juan Perez  
CTO

Added to schedule

## 4 Familiarize yourself with My Team

Collaborate with your colleagues to book meetings, review inbound leads, and perfect your company's digital profile.

EMERALD

Your Team

Exhibitor • Booth B3423

Finnish multinational telecommunications, information technology.

Interested

Skip



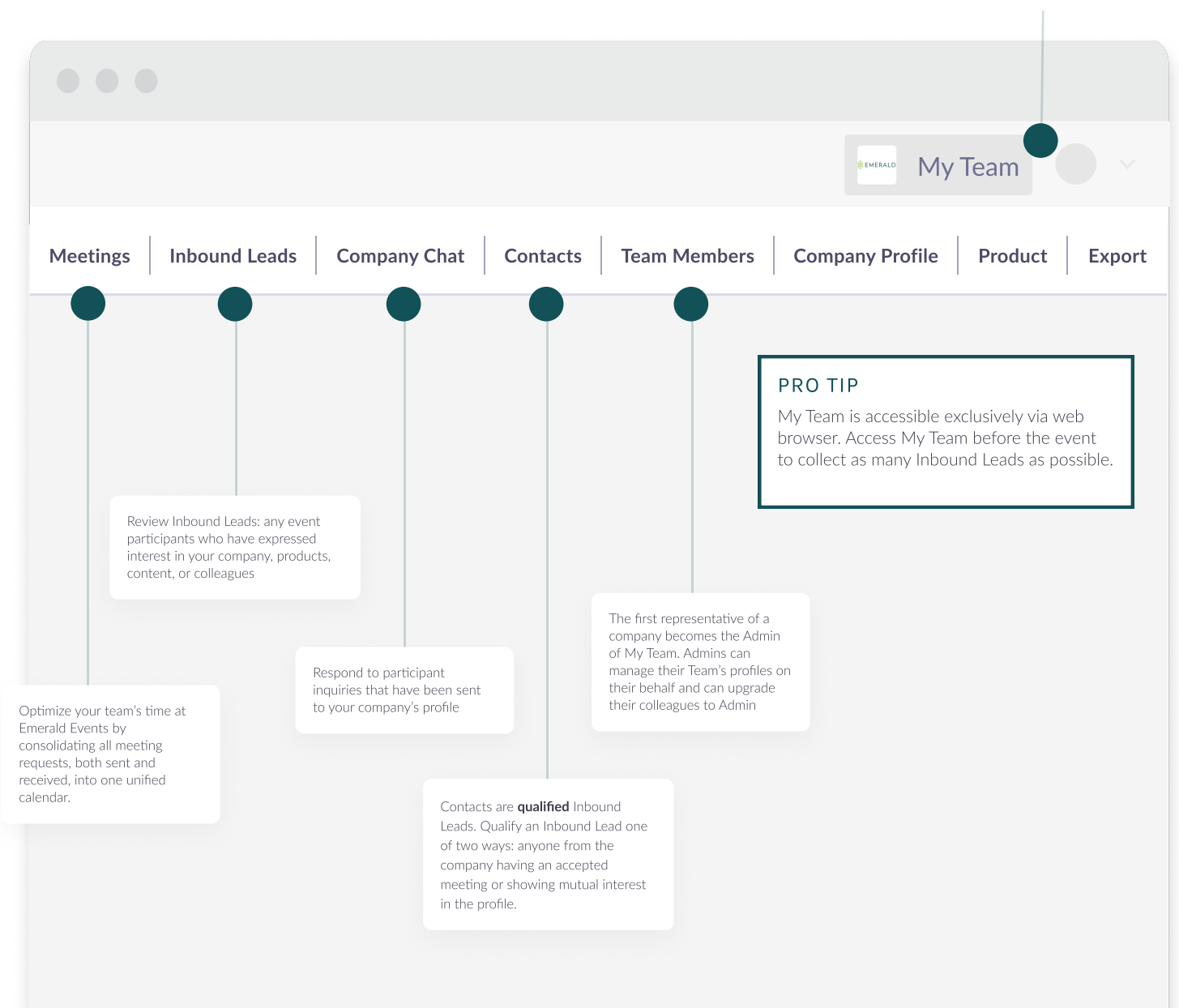
Images above are mockups for illustrative purposes. Actual event platform appearance may vary. We've carefully crafted this guide to help you harness the full potential of our event platform to prepare for Emerald Events. Scan the QR code or [click here](#) for more in-depth resources.



# Manage your company's time at Emerald Events

## My Team

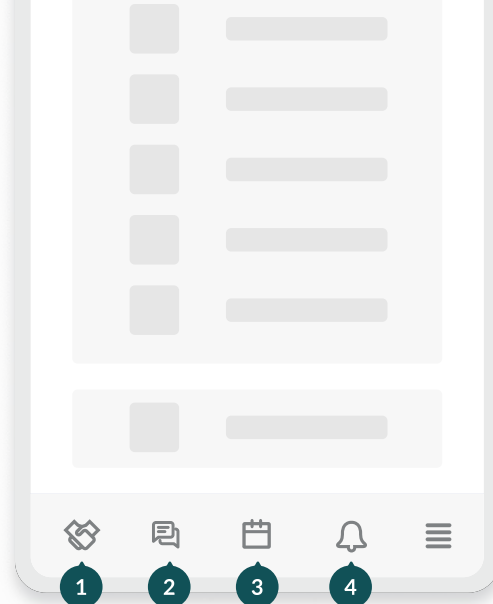
Centralize your team's engagement with event participants to maximize insights and return on your time at Emerald Events.



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# The Emerald Events Mobile App



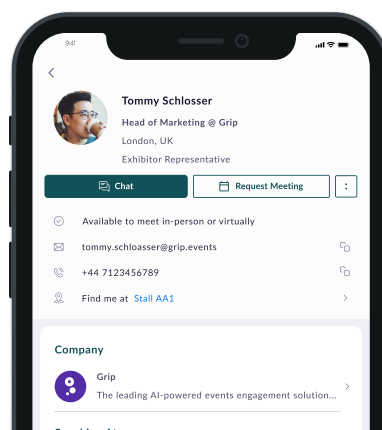
## 1 Discover Emerald Events

Your central hub for Emerald Events. Access essential information and personalized content.



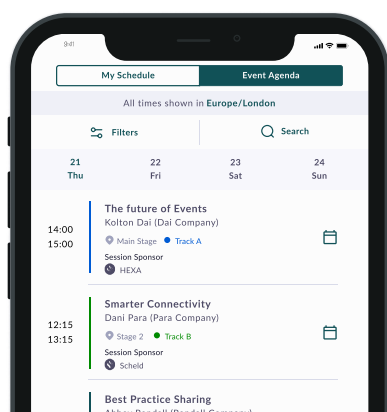
## 2 Chat with connections

Ensure you've made a connection or confirmed a meeting to initiate chats.



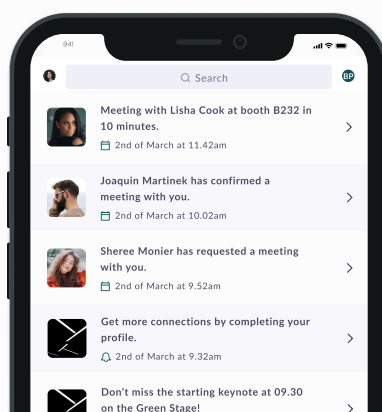
## 3 Follow your schedule

Keep track of your day.



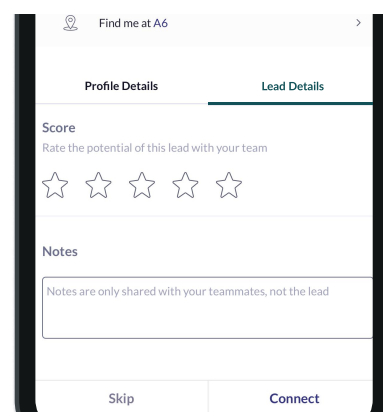
## 4 Get notified

Enable notifications to get event updates.



## 5 Lead scoring and notes

All-in-one view of your leads



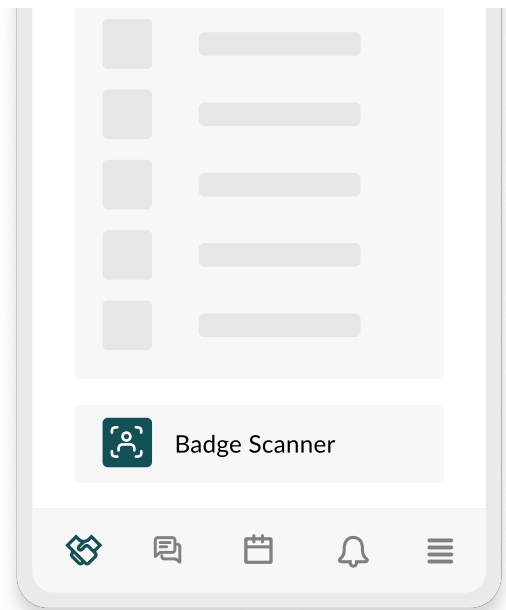
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# Badge Scanning at Emerald Events

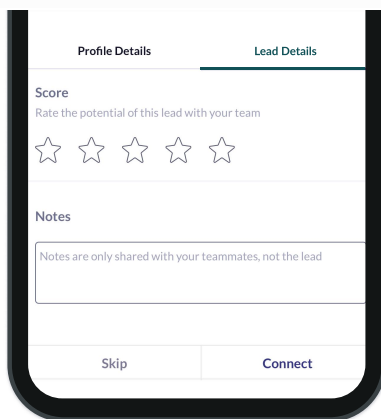
## 1 Scan

Quickly scan a QR code to exchange contact information; be mindful that badge scans will share your email and phone number, even if you've opted to keep those private.



## 2 Rate

Score leads on-the-spot to capture initial impressions, aiding in future follow-ups. All scores and notes from badge scans are included in your Contact export via My Team.



## 3 Continue the conversation

Don't just collect contacts—scanning a QR code connects you in the app, allowing you to quickly book a meeting unlocking the ability to continue conversations via chat.

### PRO TIP

Badge scans will be available on your My Team export by default!



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# What to do after Emerald Events

## Team Exports

Download your team's contacts and accepted meetings for post-event review and targeted follow-ups.

