

GETTING STARTED

Welcome to **Terrapinn Events**, a members only networking application.

This powerful app brings the event to your mobile device and allows you to:

- Create and maintain a public profile
- Request meetings with other attendees
- Manage a personalized schedule of event sessions
- Send private in-app messages to other members
- Receive important updates and announcements from the conference organization team
- Access event documentation and content

Login Details:

- Login details will be sent to the email address which was used to register for the event.
- If you did not receive your login details, check your junk mail
- If it is not in your junk mail, contact janira.palaciosalazar@terrapinn.com

There are two ways that you can access the event app:

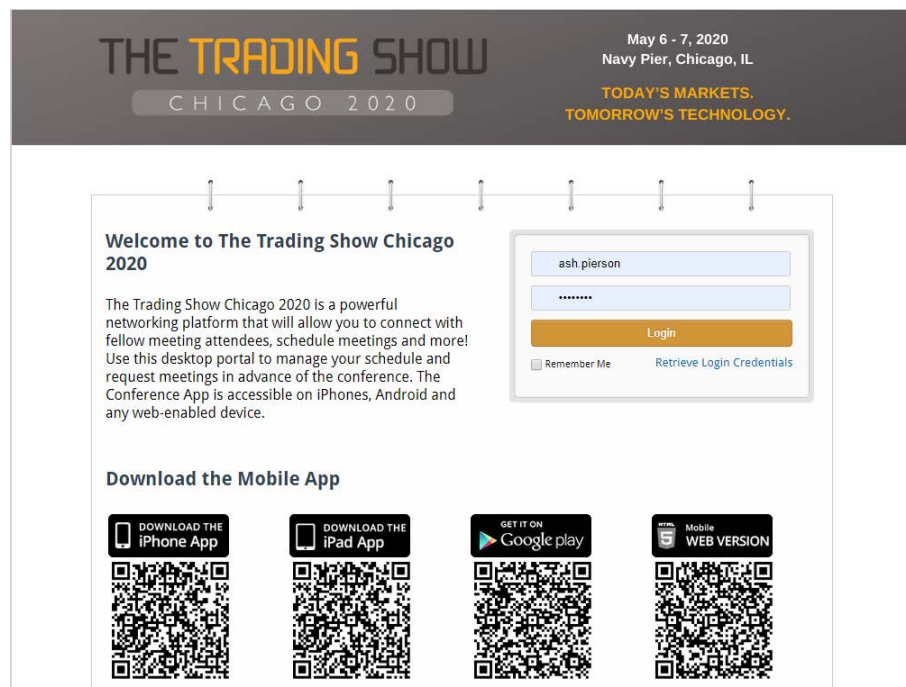
- Download the Terrapinn Events App on your phone from your app store
 - Event Code: The Trading Show Chicago 2020
- View the app on your desktop computer by clicking this link: <https://connect.jujama.com/The-Trading-Show-Chicago-2020>



APP ICON



APP LOGIN



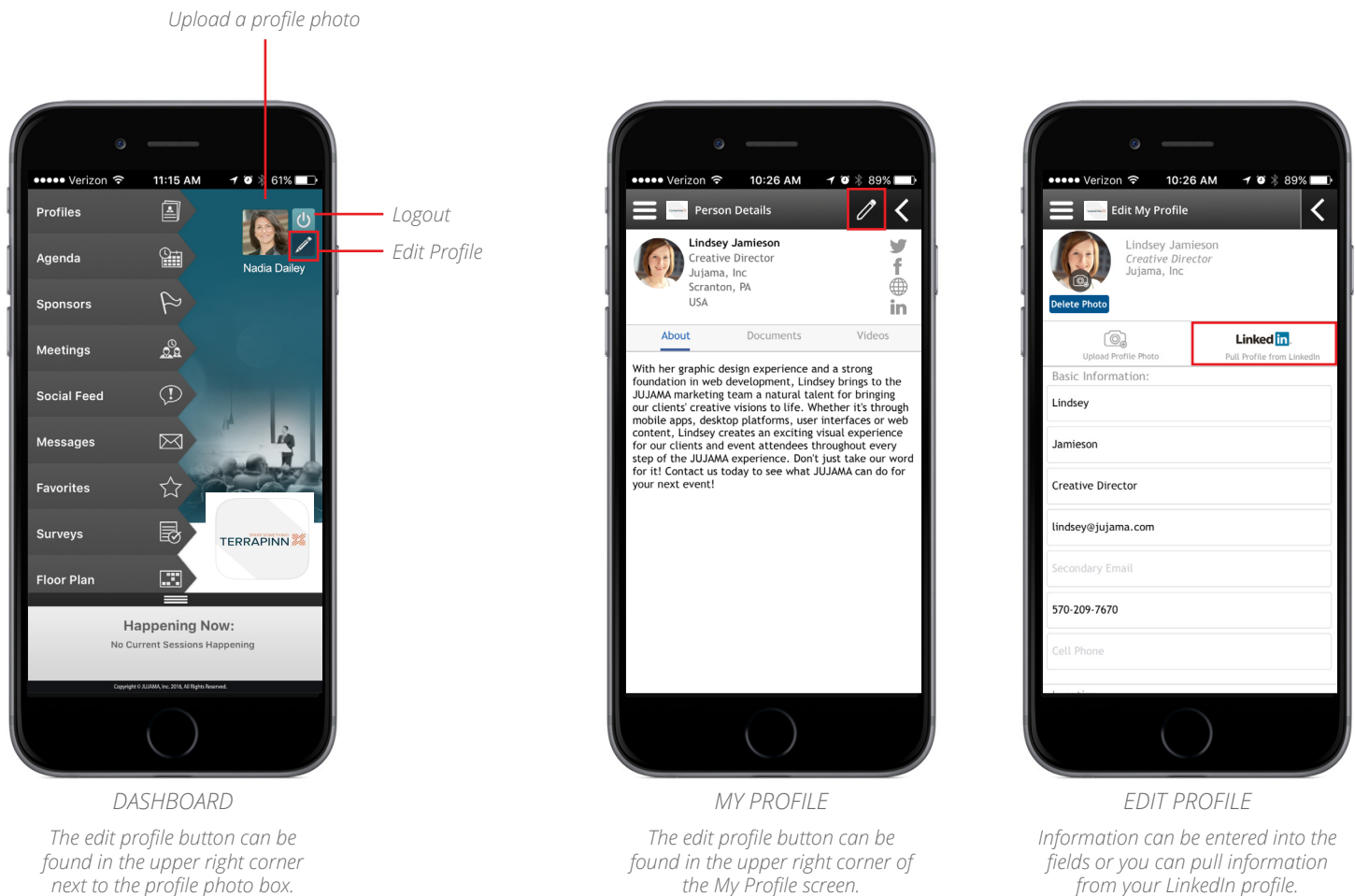
WEB PORTAL

THE APP DASHBOARD & EDITING YOUR PROFILE

The app dashboard or “home” screen is the main screen of the app. From this screen, you can see all of the features that are available within the app, edit your profile, logout, and see a listing of the current sessions that are “Happening Now”.

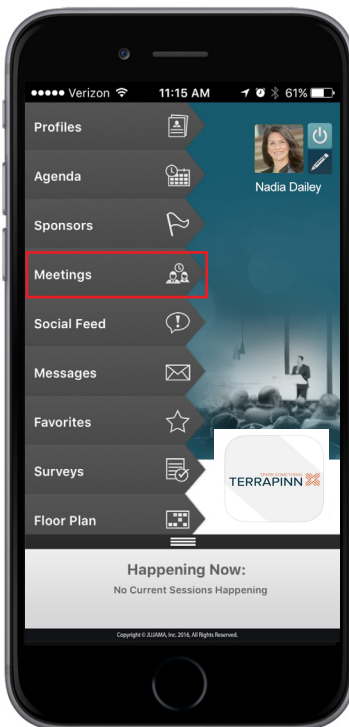
Editing Your Profile

To view and make changes to your profile, click the edit icon on the right side of the dashboard. Here, you can change how your profile appears in the attendee list by adding a short biography, uploading a profile photo (file size for profile photos must be less than 4MB), or adding your social media links. To streamline the process, you can choose to import your profile from LinkedIn, as shown below.



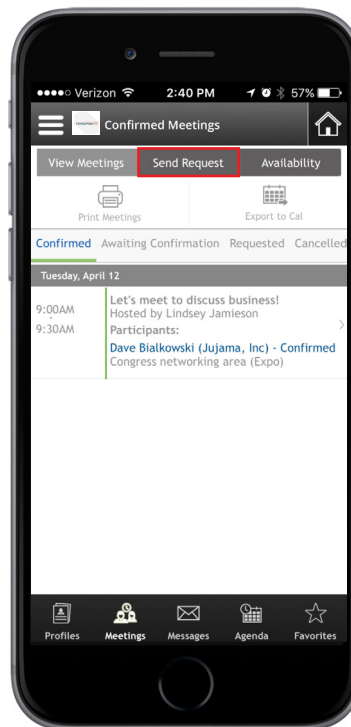
SETTING UP A MEETING

To arrange a meeting, click on the meetings tab from the home screen. Click “Send Request”. In the next window, you will be able to select up to 10 people for a one-to-one meeting or group meeting. Once the participants are selected, click the “Add” button to add them to the invitation. You will then need to select and fill in all of the details about the meeting. **Please note:** You will need to select the information in the order in which it appears. Once the details have been filled in, click the “Invite” button at the bottom. At this time, the invitation will be sent and the recipient will receive an email with the meeting details and will be prompted to log in to respond.



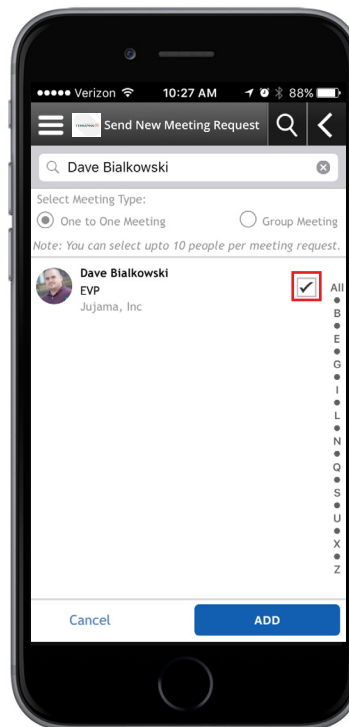
STEP 1

Select the meetings tab from the home screen.



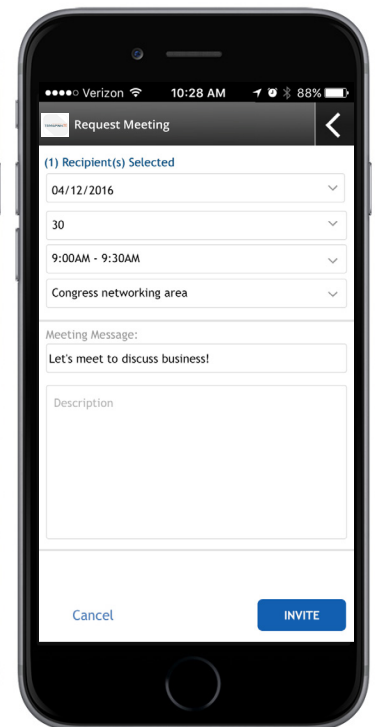
STEP 2

Select “Send Request” from the top menu bar.



STEP 3

Select the participants to add to the meeting request.

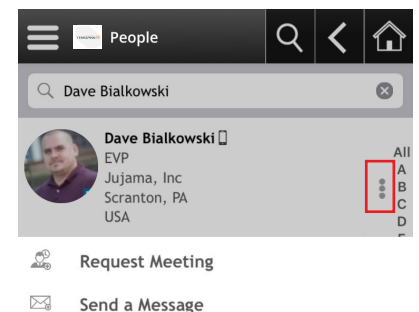


STEP 4

Fill out all meeting details, then click the “invite” button.

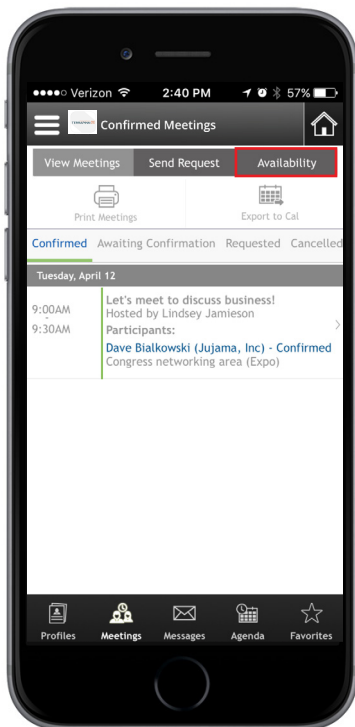
MEETING TIP

You can also request a meeting with a specific person when browsing the “Profiles” section of the app. For this method, while browsing, chose the icon to the right of the person you wish to meet with. You will be presented with action items for that person. Select “Request Meeting” and fill out the meeting details as stated above.

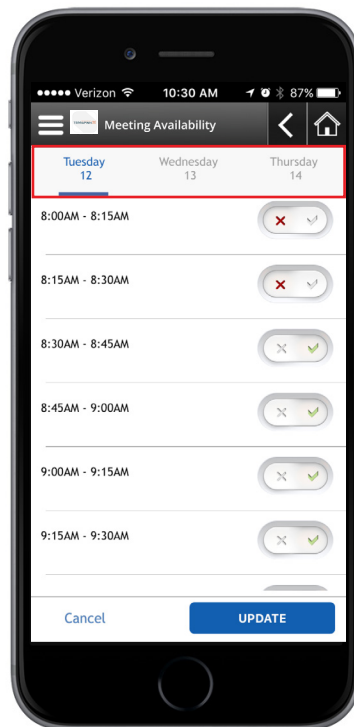


SETTING YOUR MEETING AVAILABILITY

You are able to indicate to other conference attendees what your availability at the event will be. Other attendees will be unable to arrange meetings with you at any times you have indicated yourself to be unavailable (this will show in red). From the meetings tab, choose “Availability” from the top menu bar. On the next screen, toggle your meeting availability for each day/time.



From within the meetings tab, select “Availability” from the top menu bar.

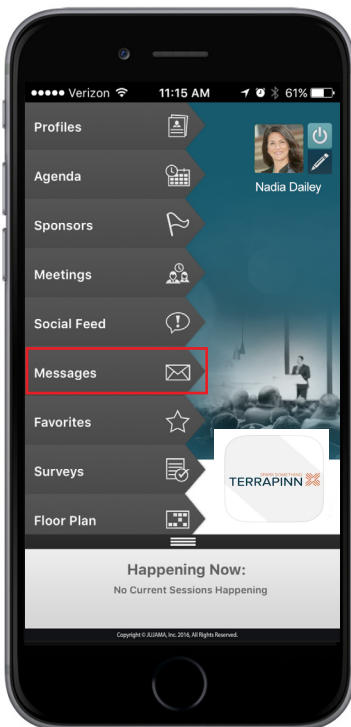


Toggle your meeting availability for each day and time. Please note that the days can be scrolled and selected from the top.

SENDING A MESSAGE

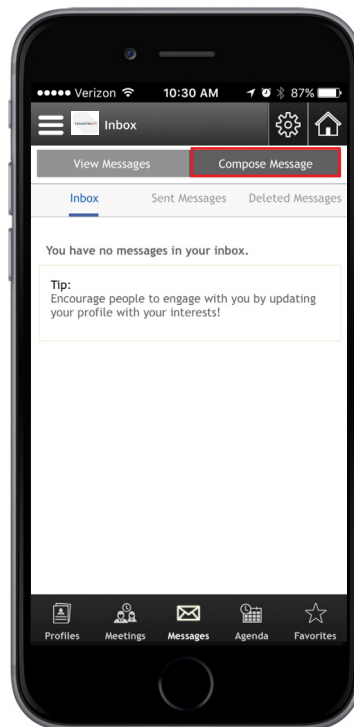
Messages from within the app and web portal act as a typical email inbox would. In addition to being notified of a new message within the app, a recipient will also be notified via email that there is a message waiting for them. To send a message to another attendee, click on the 'Messages' tab from the home screen. From this window you will be able to view all your messages and send messages to attendees. Select the "Compose Message" button from the top menu bar. Click the add attendee icon to select the attendee you would like to send the message to.

You can adjust your message settings by clicking on the settings/gear icon on the top right.



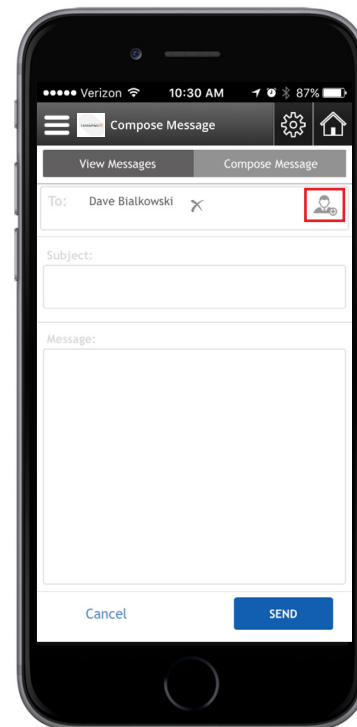
STEP 1

Select the messages tab from the home screen.



STEP 2

Select "Compose Message" from the top menu bar.

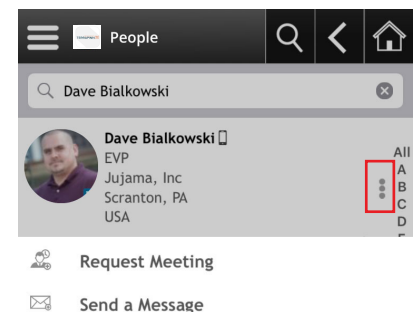


STEP 3

Tap the add participants icon to add the attendee you are messaging.

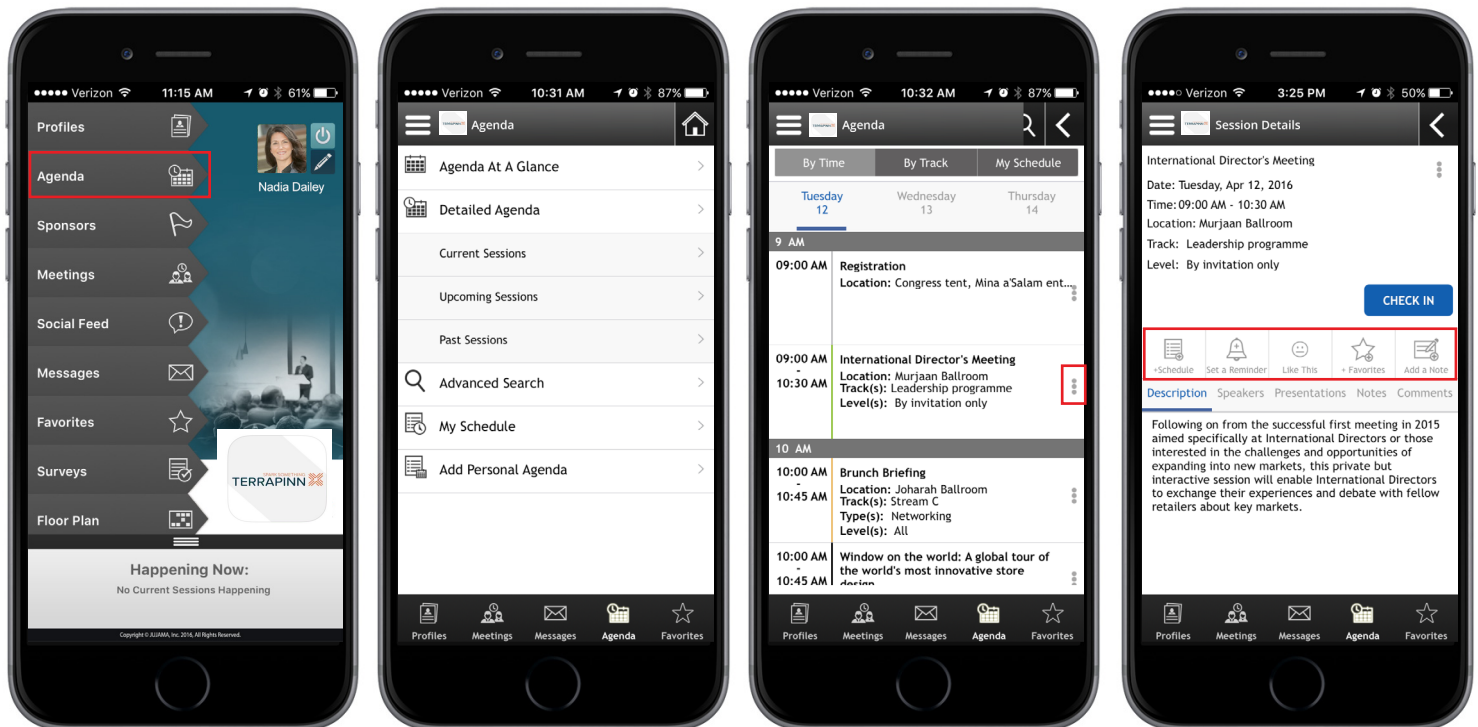
MESSAGING TIP

You can also send a message to a person when browsing the "Profiles" section of the app. For this method, while browsing, chose the icon to the right of the person you wish to message. You will be presented with action items for that person. Select "Send a Message" and compose the message.



BROWSING THE AGENDA

The full event agenda can be found within the app or on the web portal. To browse the full agenda, you can select the agenda tab from the dashboard, then select “Agenda at a Glance”. This will give a complete one page agenda listing that you can browse, print, email, or search. Select “Detailed Agenda” to view a complete agenda that can be filtered by day, time, and track. You can select an agenda item for complete item details. Here, you can add it to your personal schedule, set a reminder, and more!



Select the agenda tab from the home screen.

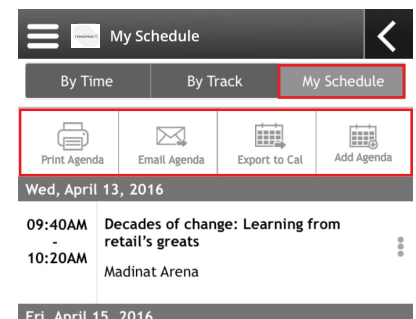
Choose the agenda view that you would like to see.

Browse the agenda by time, track, and day. You can also choose an action by selecting the action icon to the right.

See the agenda item details and select actions around that specific item.

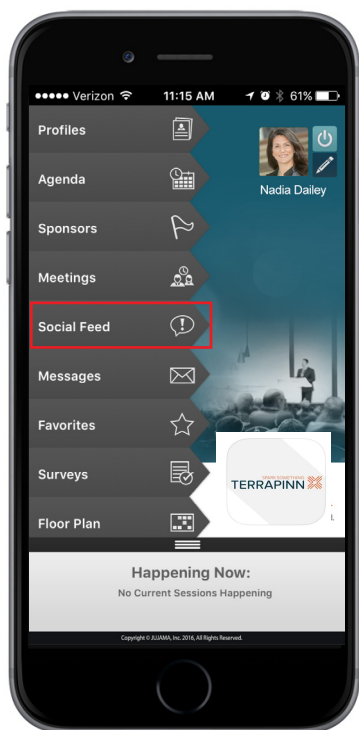
Creating Your Personal Schedule

You can create a personal schedule by adding both items from the agenda list (see above) and also personal items. From the agenda tab, select “My Schedule” from the top menu bar. Here, you can plan your day, then print, email, or export your personal schedule to your device calendar!

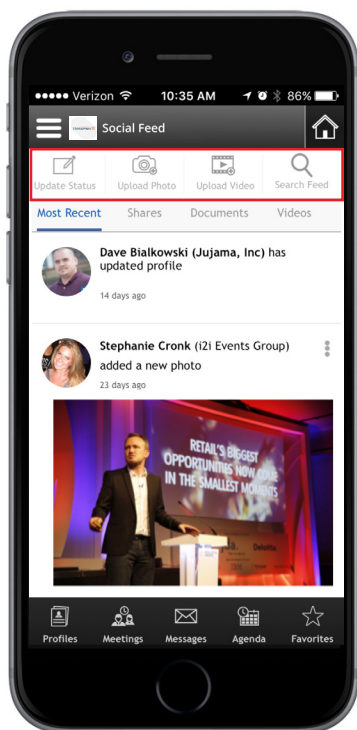


THE SOCIAL FEED

The social feed will have posts, photos, videos, and information from event administrators and other attendees. To get the latest updates and stay engaged, it's recommended that you are active on the social feed. You can choose to post a status update, upload a photo or document, or post a link to a YouTube or Vimeo video. You can also follow, like, and comment on other attendees' posts, which is another great way to network!



Select the social feed tab from the home screen.



Tap an icon at the top to update your status, upload a photo, upload a video link, or search the social feed.