NRF RETAIL CONVERGE

NETWORKING GUIDE

LOGGING INTO THE NETWORKING PLATFORM

The Networking Platform will open for all registered attendees the week before the live event opens. We encourage you to review your personal profile, upload a profile picture and include any additional information you'd like other attendees to see.

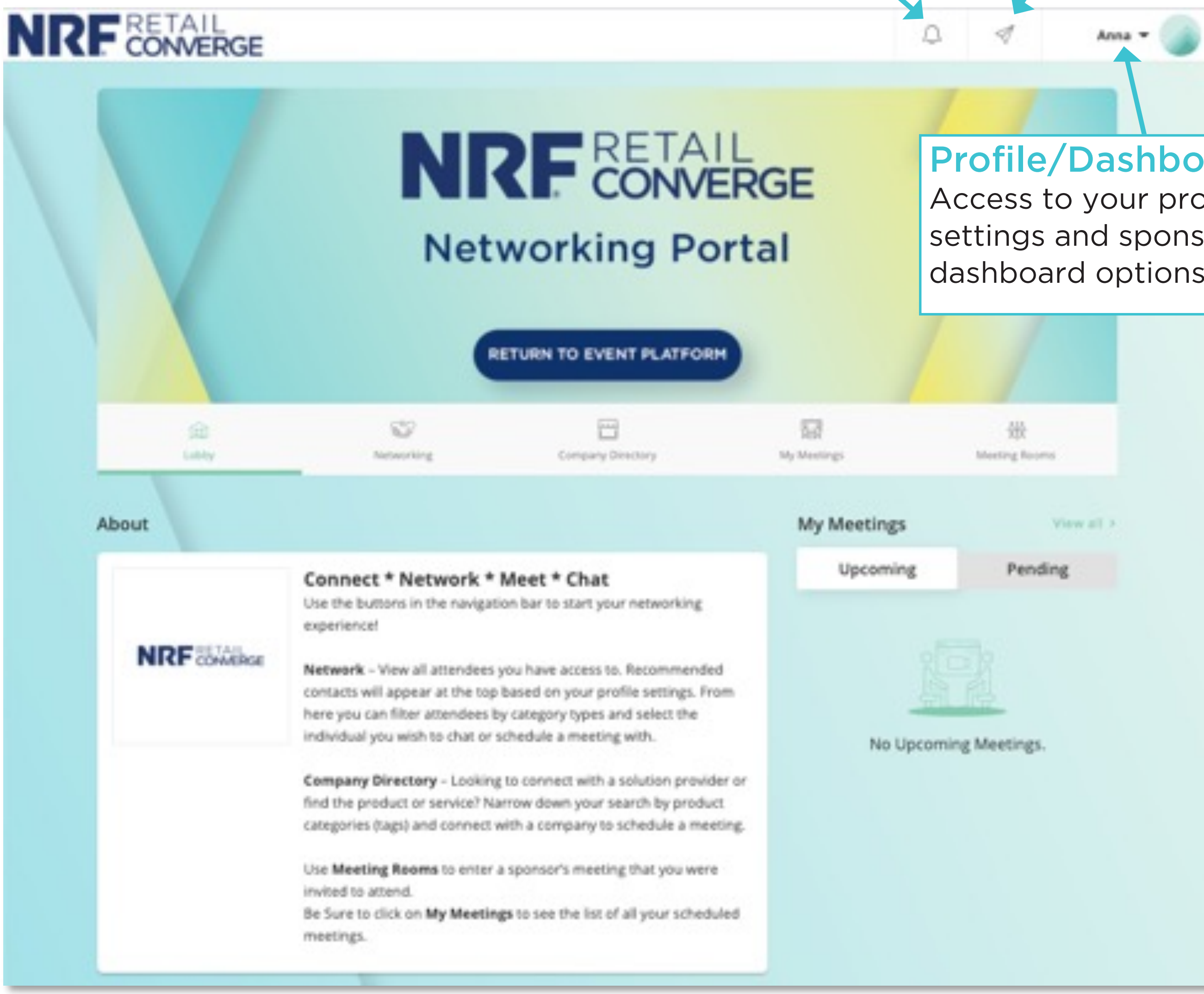
You will need your **email address** and **Reg ID** that was sent with your registration confirmation email to access the platform.

Registered attendees can log in at the top left of the welcome screen with their email address first, followed by their Password/Reg ID.

BASIC SITE NAVIGATION

Notifications
Chats, updates,
meeting requests, etc.

Chat
Threaded conversations
are accessible here

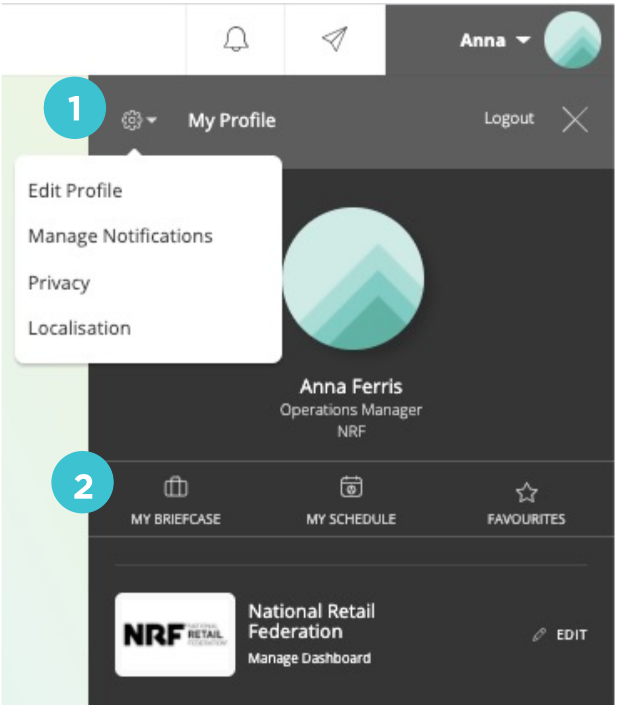


Profile/Dashboard
Access to your profile/
settings and sponsor
dashboard options

NETWORKING PLATFORM NAVIGATION ITEMS

- **Lobby** - Main landing page
- **Networking** - List of registered attendees
- **Company Directory** - List of all sponsors
- **My Meetings** - Logged-in user's meeting schedule (also where personal calendar is managed)
- **Meeting Rooms** - List of all Sponsor Meeting Rooms (password protected)

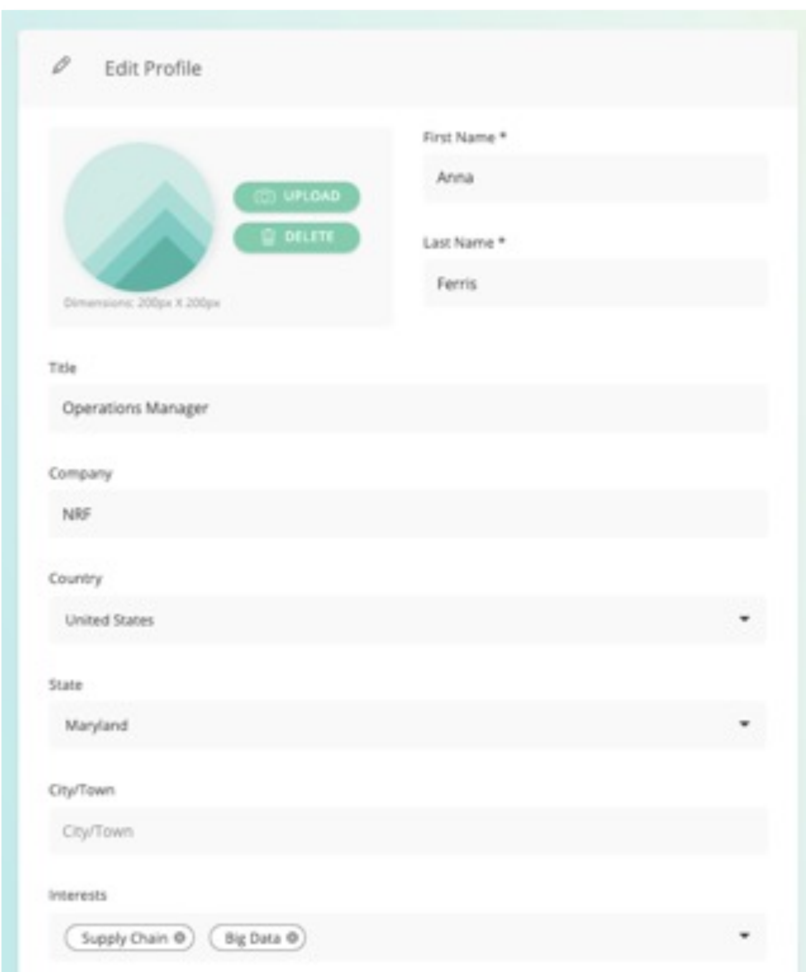
SIDEBAR NAVIGATION



When you click the triangle by your name, located top-right in the site navigation bar, a menu with options will expand. If you click the triangle again, this menu will collapse.

1. The gear icon will open a menu for your profile settings
2. Quick links provide access to your meeting schedule and any favorited items.

To review/update your profile information, which is attendee-facing, select the "Edit Profile" option.



Profile information will be pre-populated with the information provided at the time of registration. Registrants can make edits if they'd like.

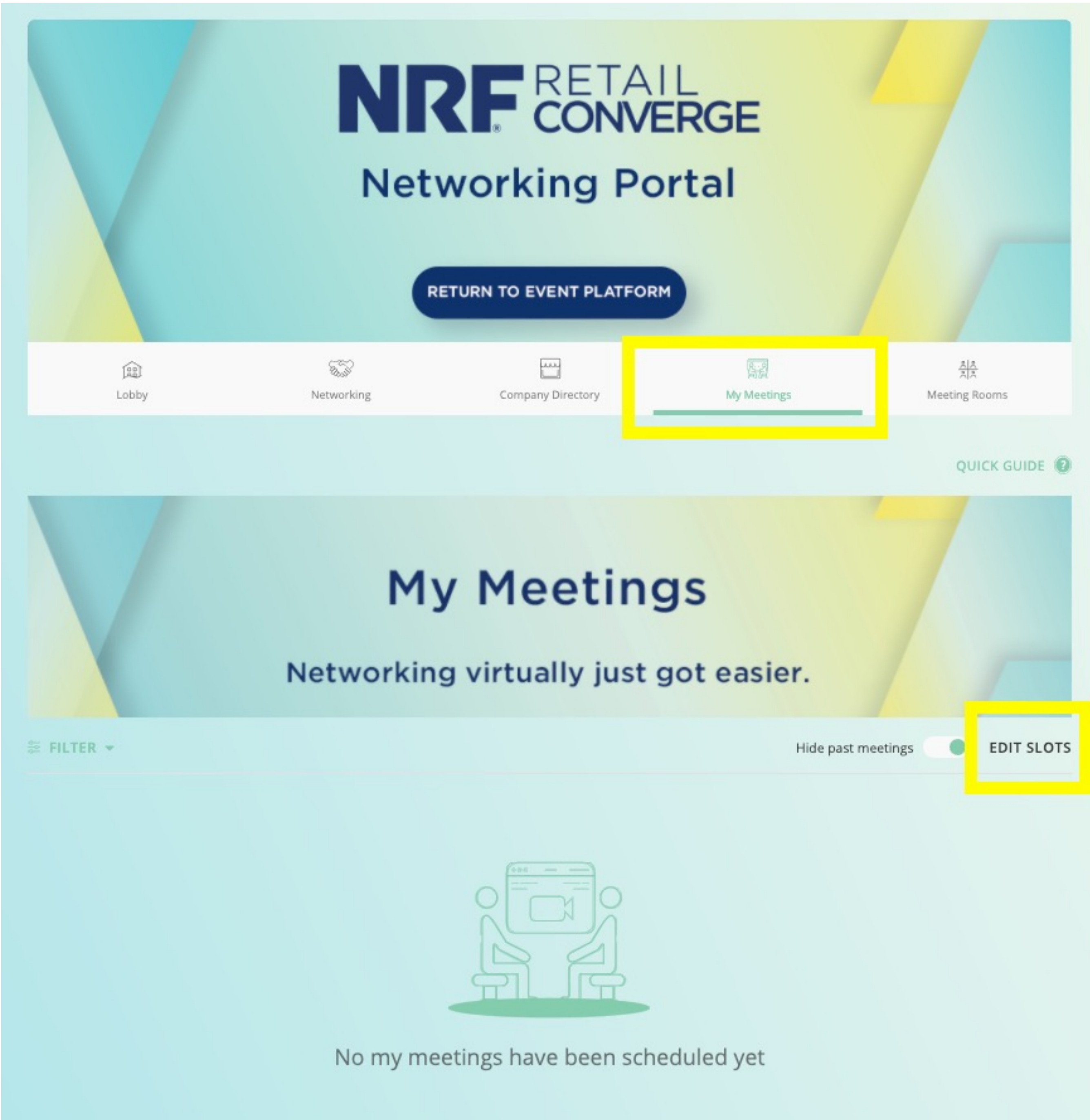
If uploading a head shot, a square image works best.

The "Interests" field is a multi-select field that is being used to provide relevant attendee recommendations to you for matchmaking.

MANAGING YOUR CALENDAR & AVAILABILITY

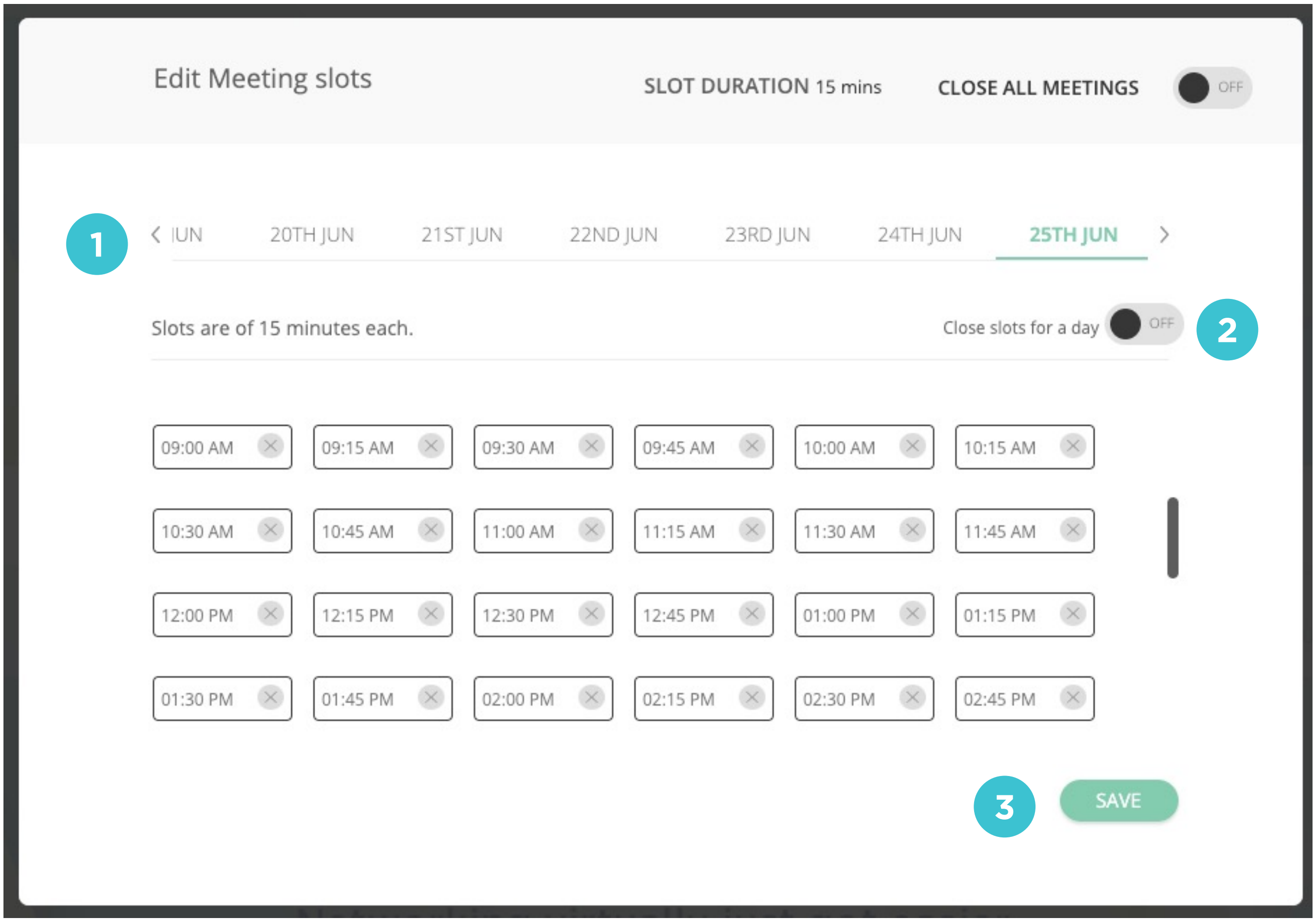
Take a moment to set up your availability so attendees can see when you are available to meet.

To access your calendar and set your availability, go to “My Meetings” and then click on “Edit Slots.”



SETTING UP YOUR AVAILABLE TIME SLOTS

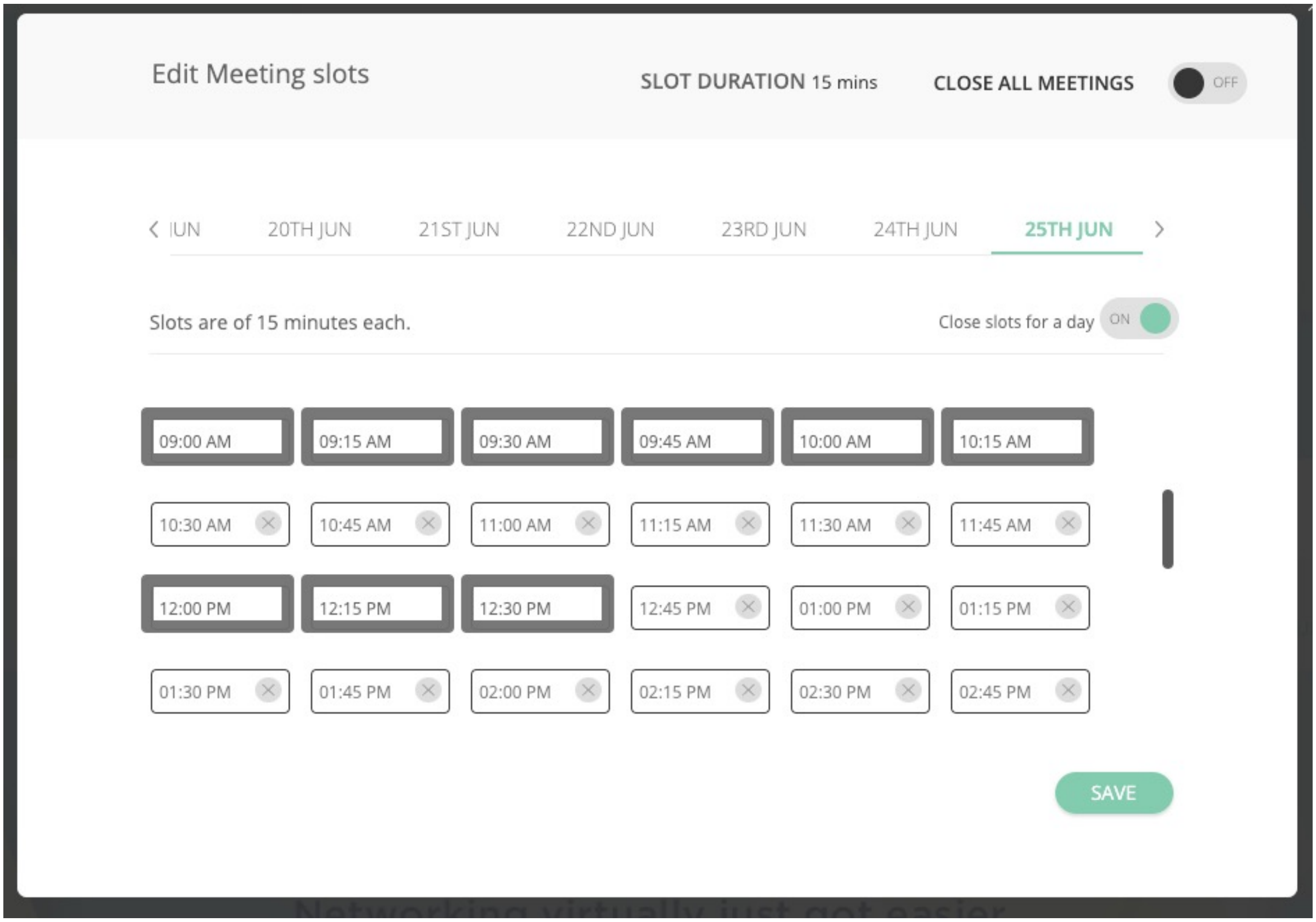
A pop-up will appear with all time slots. By default, the calendar is set to have all time slots as AVAILABLE. Click the “x” icon to mark time slots as unavailable.



1. Along the top of the time slots are the days the Networking Platform is open for meetings (June 21 – 25). Clicking on the date will move you to that day’s time slots (indicated by the green font).
2. If you are not available at all on a particular day, you can click on the day and then use the “Close slots for a day” toggle.
3. **Be sure to click the Save button for *each day* you edit.**

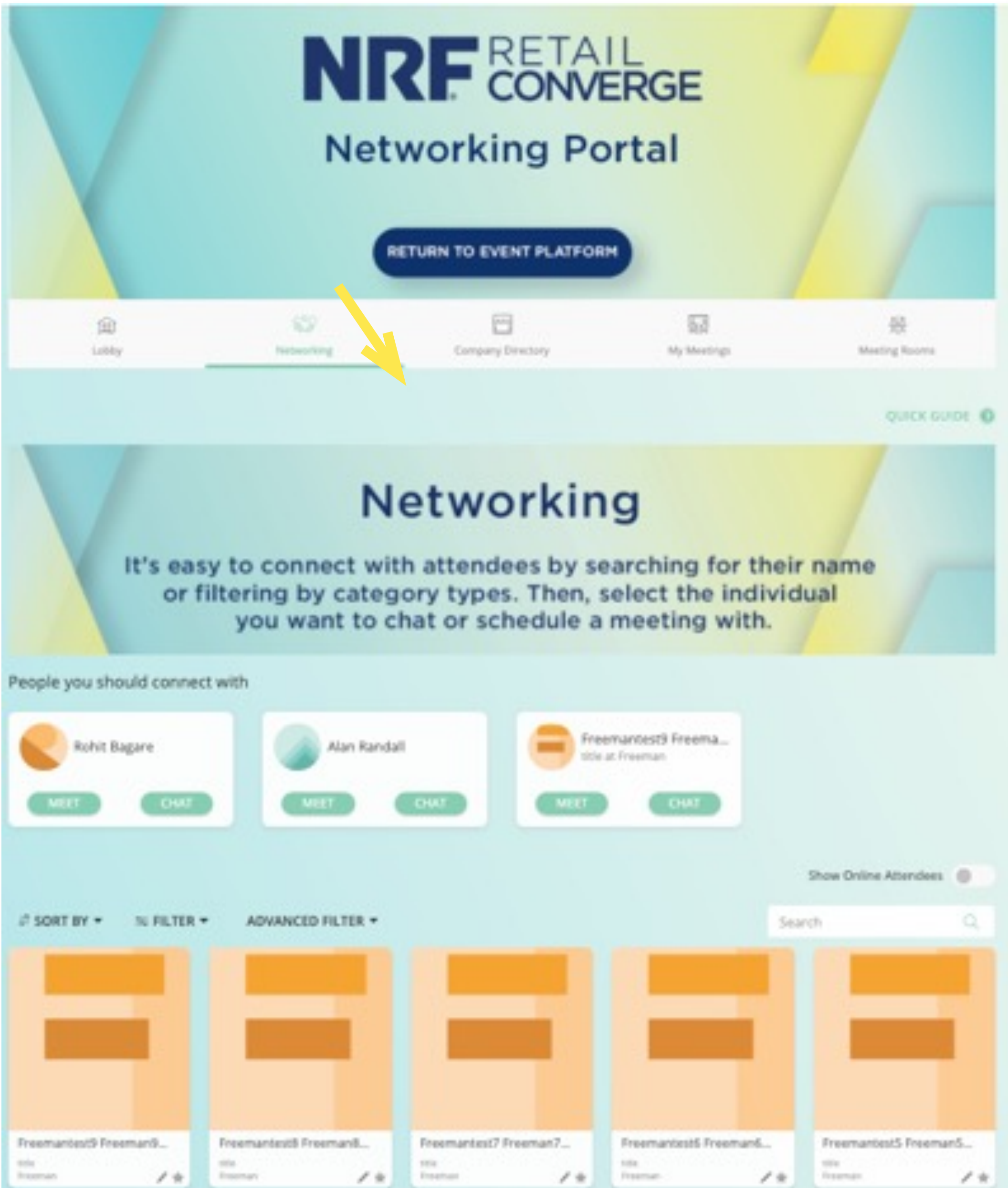
Sample Time Slot Setup View

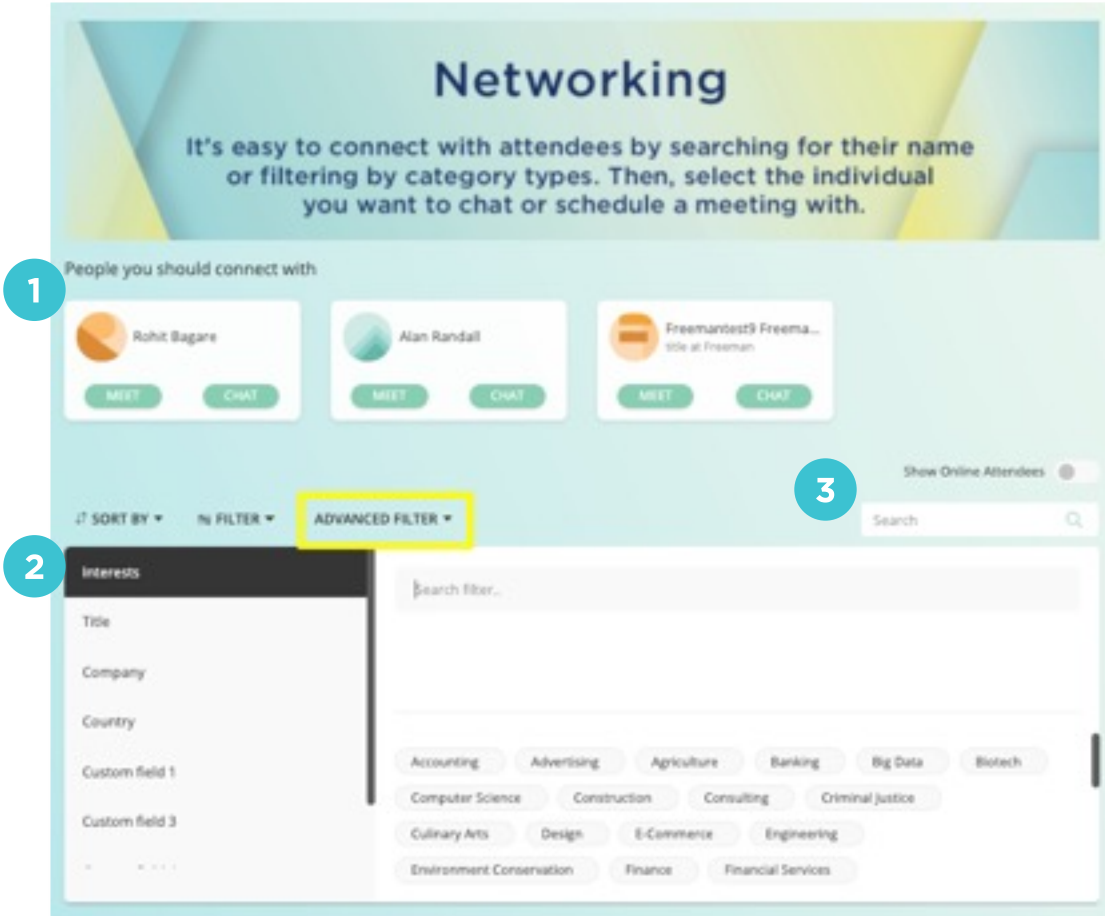
- Dark outlines indicate time slot is NOT available.
- It may be easier to toggle all time slots off and then go back to open those that are available, depending on your situation.
- You must set up time slots for each day of the event, June 21-25.



ATTENDEES

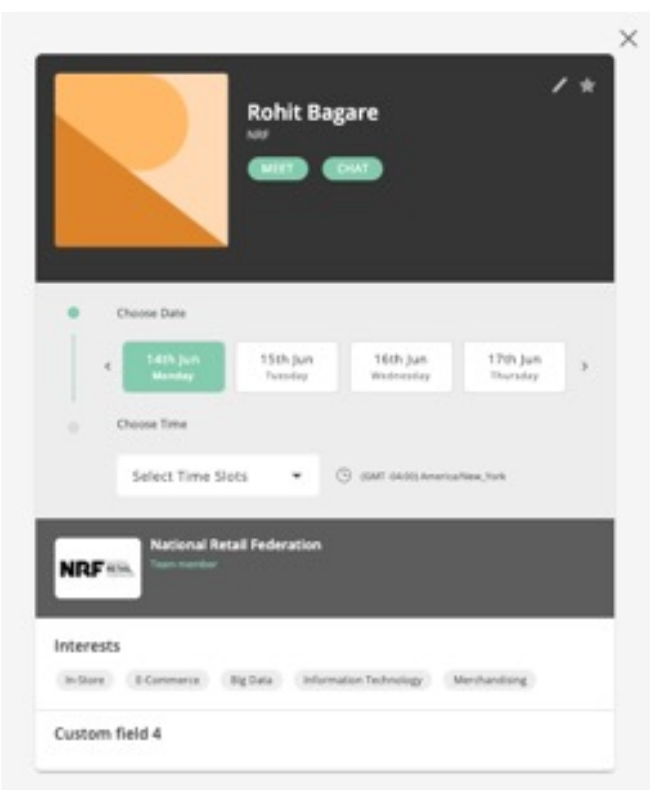
To access the list of attendees, click on the “Networking” icon in the main site navigation:





1. At the top of the list are recommended attendees based on mutually selected Interests.
2. Filters and Advanced Search options will help drill down into the full attendee list by filtering for what attendees are interested in, by title, company name or country.
3. The Search Bar allows for searching by attendee name, title or company.

Clicking on an attendee will generate a pop-up window:



From this pop-up you can choose a date and time from this attendee's availability to send a meeting request.

The chat button allows you to initiate a conversation directly from the attendee's profile.

The pencil icon (top-right) allows you to take notes on this person. Notes can be retrieved later from the sidebar menu under "My Briefcase."

The star icon (top-right) will add this person to your list of favorites, which can be accessed from the sidebar menu at a later time.

INTERACTING WITH ATTENDEES - Scheduling Meetings

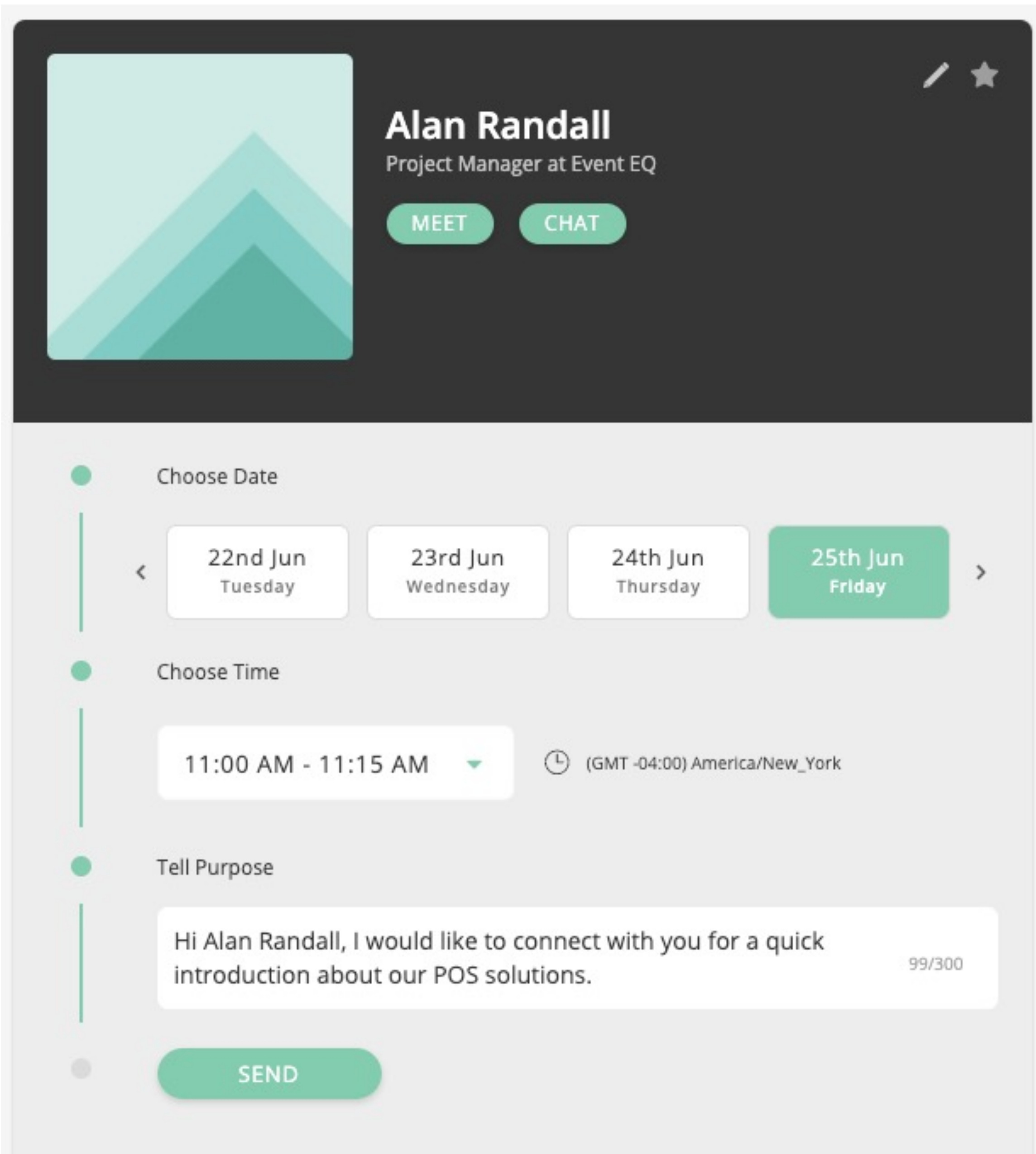
To request a meeting with an attendee, click into their profile to:

1) Choose a date

2) Choose a time

3) Send a quick note about why you'd like meet

The attendee will receive an email alerting them that they have received a meeting request. The email will include the note and a link to accept or decline the meeting.



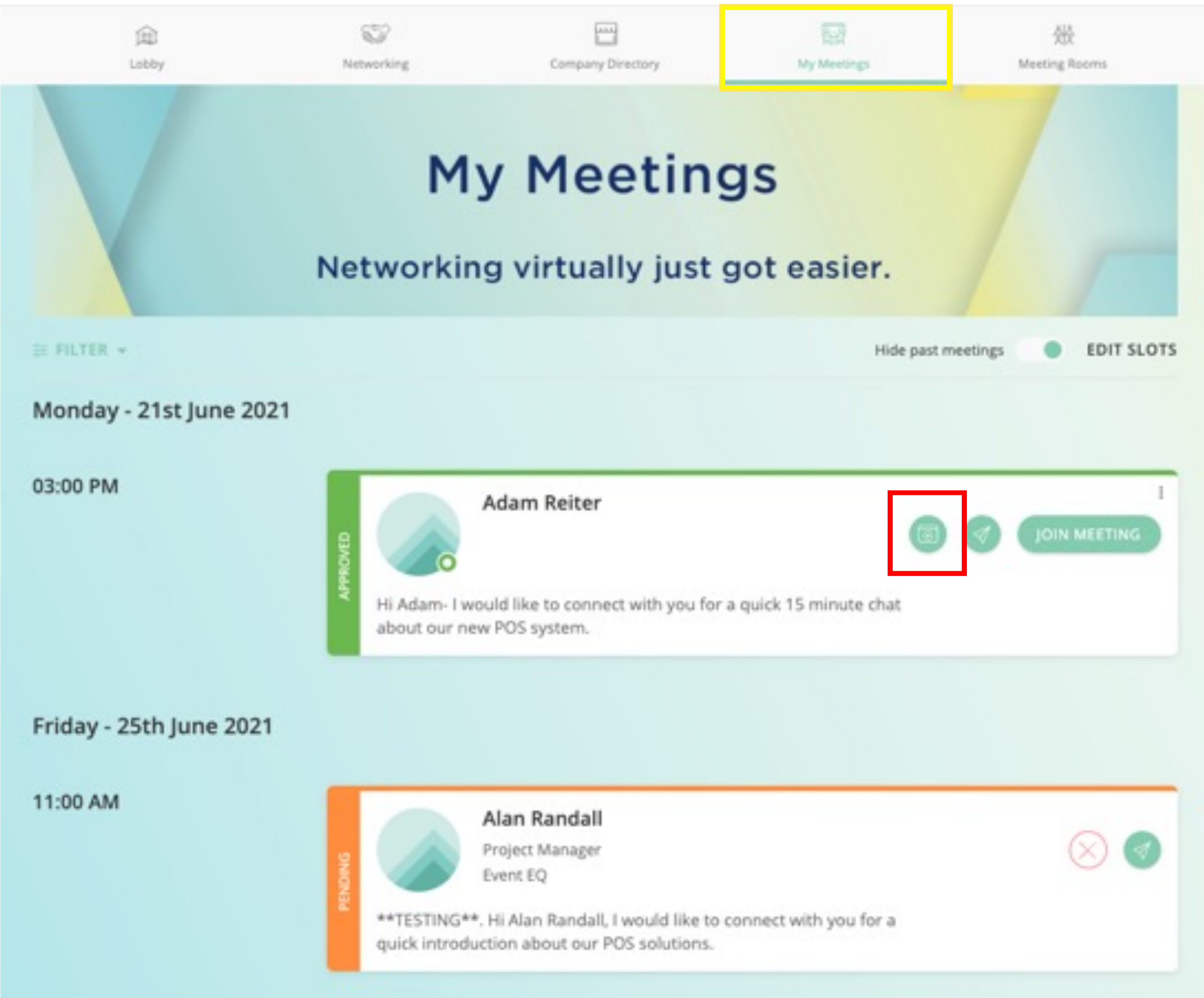
To see meetings you have requested and their current status, you can go to the "My Meetings" tab in the main site navigation.

Note: Until an attendee accepts or declines your request, the meeting will show **"PENDING"** status. Once a meeting has been accepted, you will see the **"APPROVED"** status.

When it is time to start the meeting, both parties can use the "Join Meeting" button to initiate the meeting within the platform.

System emails will be sent when there is a change in meeting status; the emails also include a link to the meeting for easy access.

The icon outlined in red below is where you can click to add this meeting to your external calendar (Google, Outlook .ics, Yahoo).

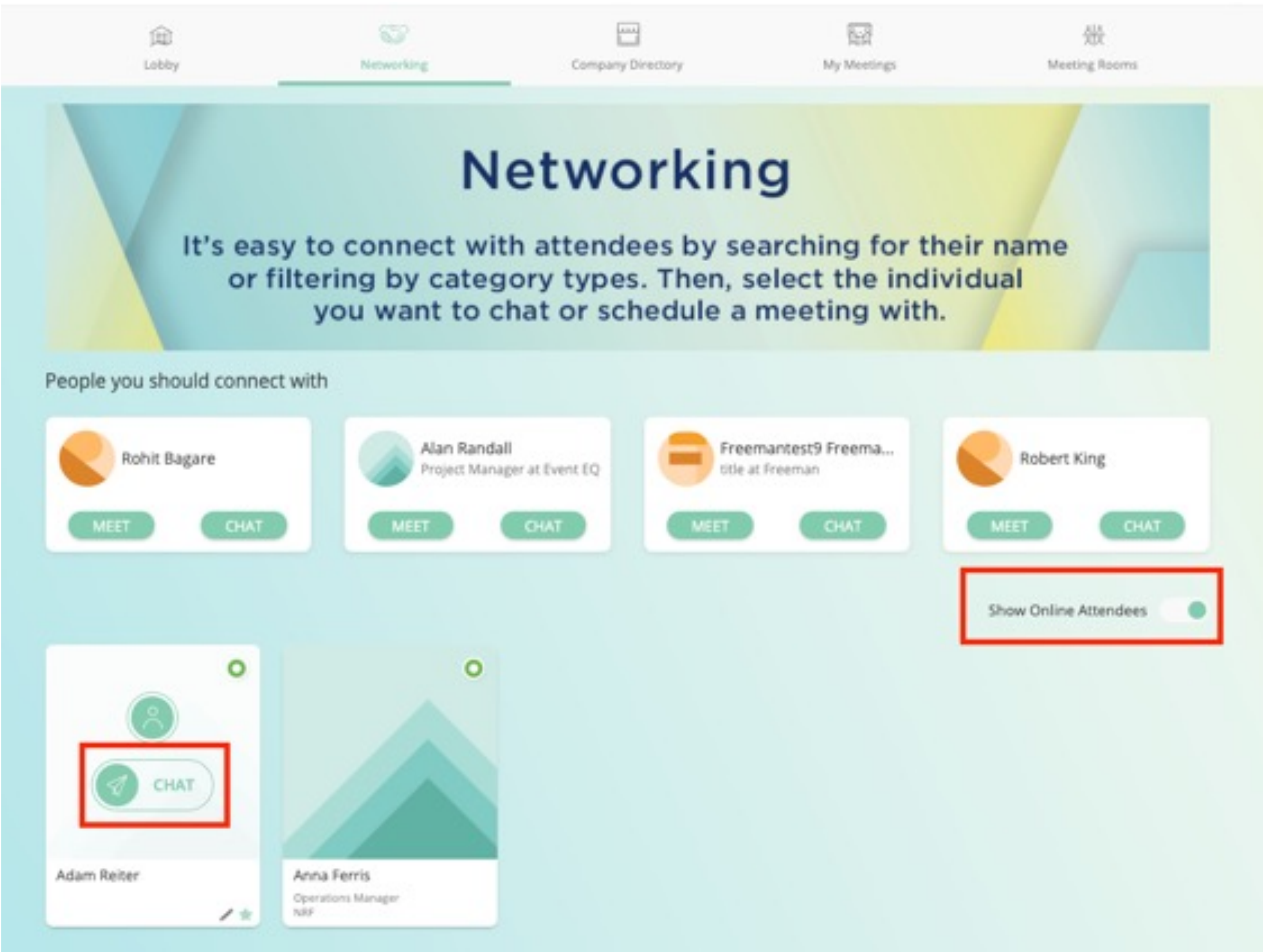


INTERACTING WITH ATTENDEES - Chatting

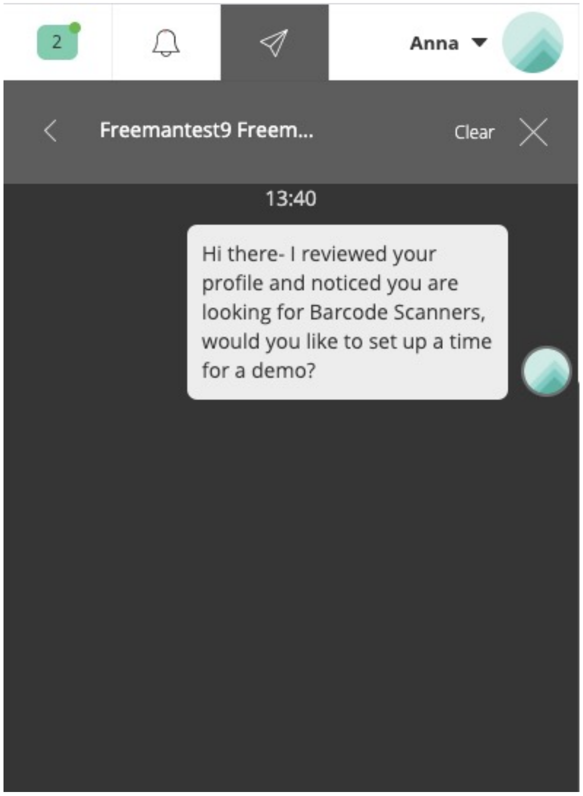
To communicate directly with an attendee, click on their profile and use the “Chat” button.

Note: From the attendee list, you can see who is currently online by using the “Show Online Attendees” toggle. Otherwise, your sent message will be queued up for the attendee to see the next time they log in.

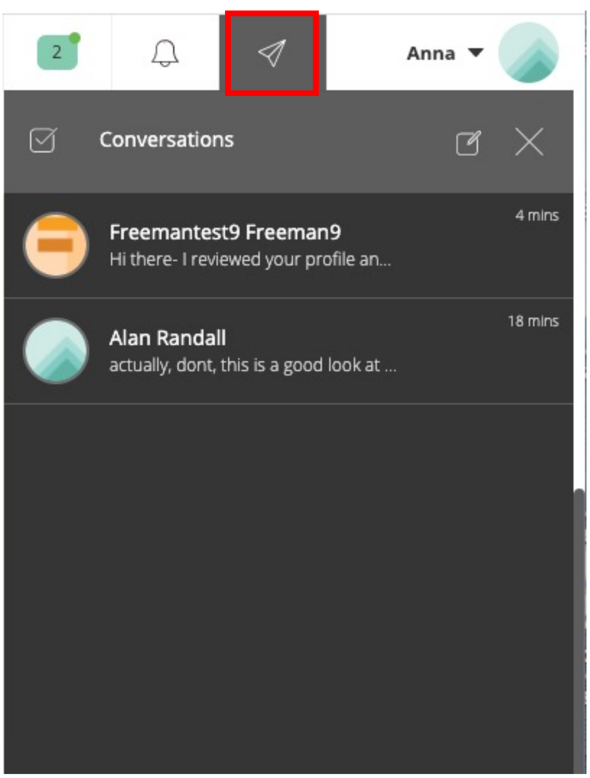
When initiating a conversation with an attendee, they will receive a one-time email letting them know they have a message.



Clicking the chat button on an attendee profile will open your sidebar menu, where the messages will start a thread. This keeps your conversation with attendees in one place.



Clicking on the Chat Arrow icon within the top-right navigation will display all conversations with all attendees:



INTERACTING WITH ATTENDEES - Meeting Rooms

Each sponsor will have a password-protected Meeting Room available to host meetings with multiple attendees.

Note: Attendees must key in a Meeting Room password provided by the sponsor to join the Meeting Room.

Meeting Rooms will only appear if a sponsor has an active meeting occurring.