

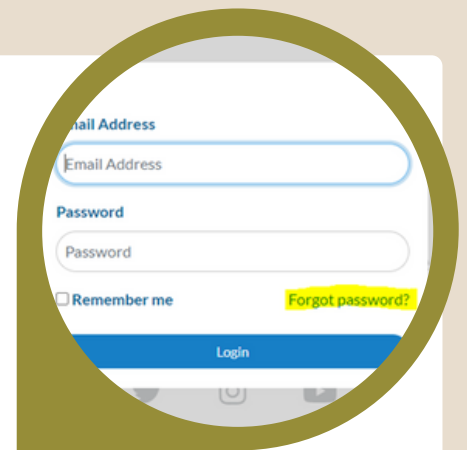


Welcome to the IGES Show Planner!

Here's how to update your attendee information.

LOGIN

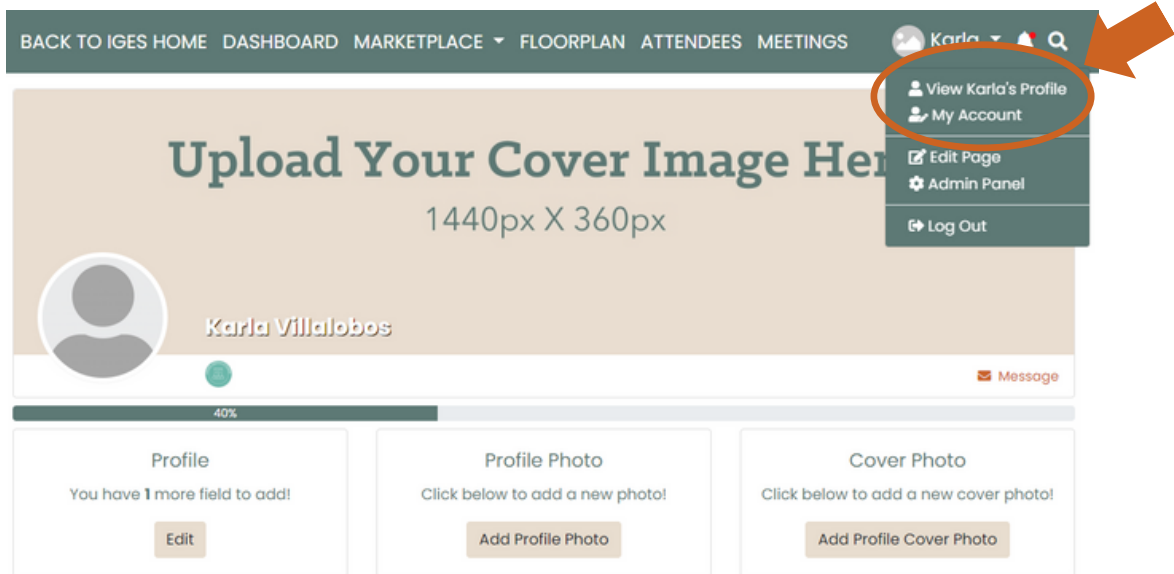
1. Go to iges2023.smallworldlabs.com/home
2. Click the **Login** button
3. Click **Forgot Password / Create Password**
4. Enter your email address you registered with and click **Submit**
5. You will then receive an automated email to reset your password (be sure to check junk folder if you don't see it)
6. Click **Reset Password** in the email
7. Create your password and click **Reset Password**
8. Return to the **login page** and log in with your email and new password
9. Once logged in, you will see your Attendee Dashboard. To get started, you first need to edit your profile.



STEP 1

HOW TO UPDATE YOUR PROFILE

1. To view and edit your profile: Click your name in the top right corner of the screen and select "View Profile" from the drop down.



2. Update your "About Me" section: From your profile page, click the **Edit** button under **Profile** to add your "About Me" info, including location, website, buying role, and product interests, and click **Save** when complete. **THIS STEP IS IMPORTANT! Ensure you update your product interests to get matched with the right vendors and receive recommendations based on your interests.**



You can also click on the **Everybody** icon in the top right if you want to change who sees this info.



3. Next, you can upload your personal **Profile Photo** and **Cover Photo** by clicking the buttons under each section, or by clicking the photo icon on the top right of your cover photo.



STEP 2

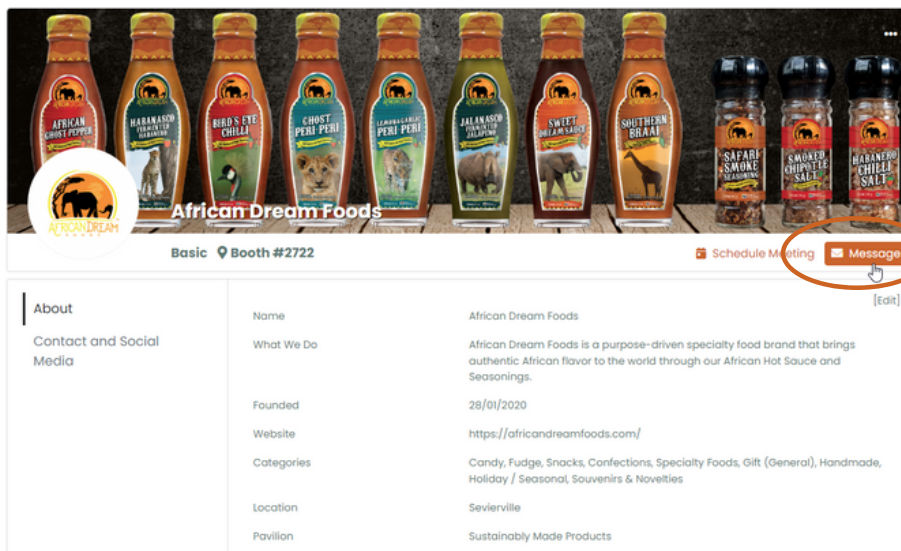
HOW TO USE YOUR ATTENDEE DASHBOARD

Each time you login, you'll be taken to your Attendee Dashboard where you can view your favorite and recommended vendors, meetings you've scheduled, messages from vendors, and more.

1. How to favorite vendors: Select the yellow star from the vendor card or listing in the vendor directory to add a listing or vendor to your favorites. These will appear on the left-hand side of your attendee dashboard view.



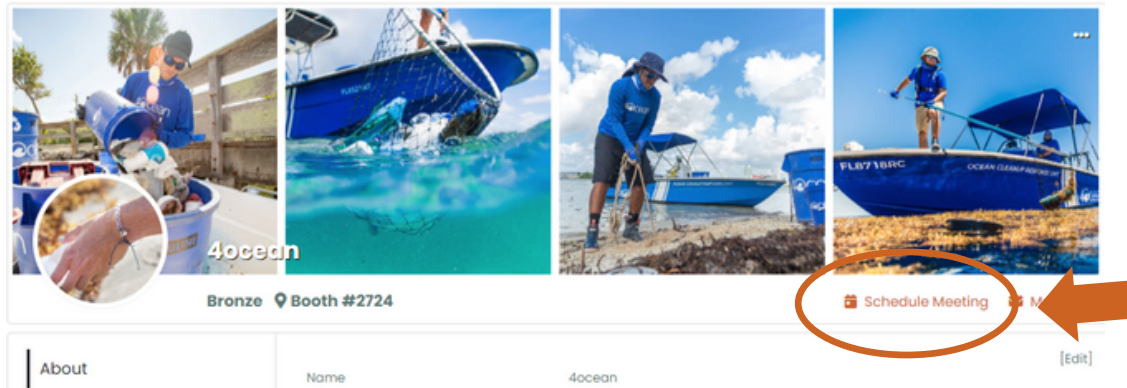
2. How to send messages to vendors: Enter a vendor listing from the exhibitor directory. Click the "Message" button on the top right of the company's profile. You can also view any messages you've received from the attendee dashboard on the bottom right.



MY MESSAGES

Friend Requests 1
Messages 1
Subscriptions

3. How to request meetings: On each vendor profile page, you can click "Request Meeting" beneath their cover photo on the right hand side to setup a meeting at the show. Select a date, time, and include a short message. **Meetings can only be scheduled doing show days and hours.**



STEP 3

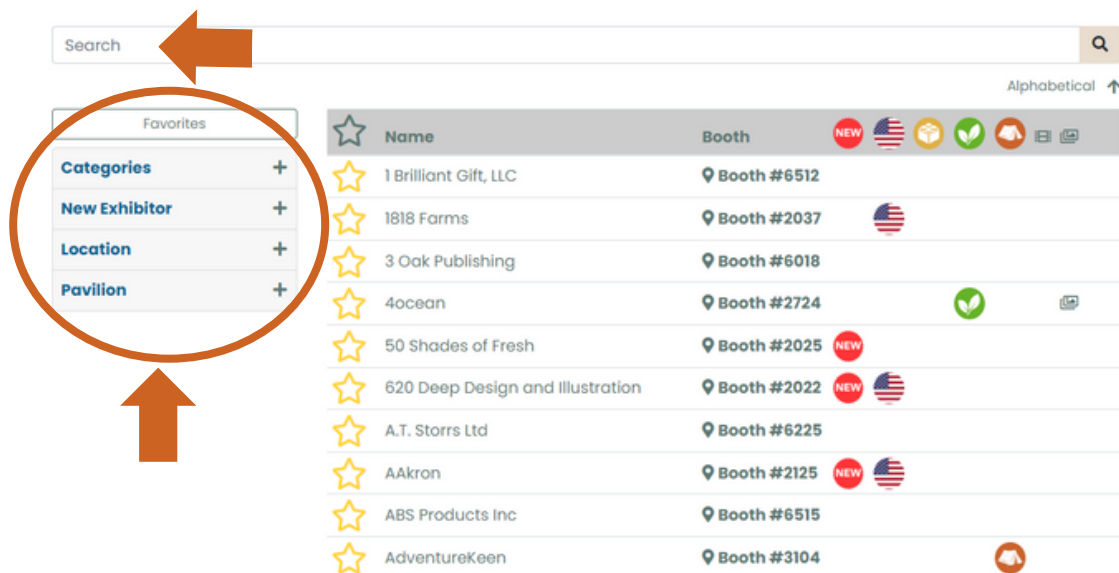
HOW TO SEARCH VENDORS

On the bottom of your Attendee Dashboard there is a list of Recommended Exhibitors. These recommendations are based off your profile information.

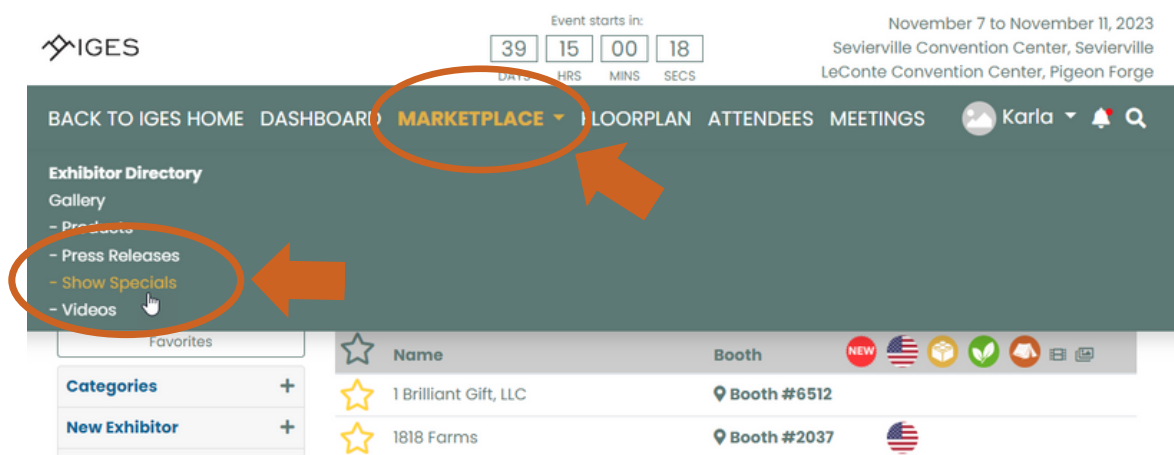
RECOMMENDED EXHIBITORS

<p>Steve Parkes 📍 #2629</p> <p>☆ View Details</p>	 <p>JackRussell 📍 #6753</p> <p>☆ View Details</p>	<p>Sea to Sky Photography 📍 #6519</p> <p>☆ View Details</p>
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1. How to search vendors: On the top navigation, under 'Marketplace', click on **Exhibitor Directory**. Easily search for vendors and star your favorites. You can search by simply typing what item you're looking for in the search bar. You can also search Product Categories, New Exhibitor, Location, or Pavilion.



2. How to view exclusive show specials: On the top navigation, click on 'Marketplace' and select **Show Specials** to see exclusive show specials and deals from vendors.



Congratulations! You can now search and connect with Vendors.