# Maximize your time at Emerald Conference 2024

April 1 - 3, 2024 | San Diego, CA

**THE EMERALD CONFERENCE**
Produced by MJBizScience

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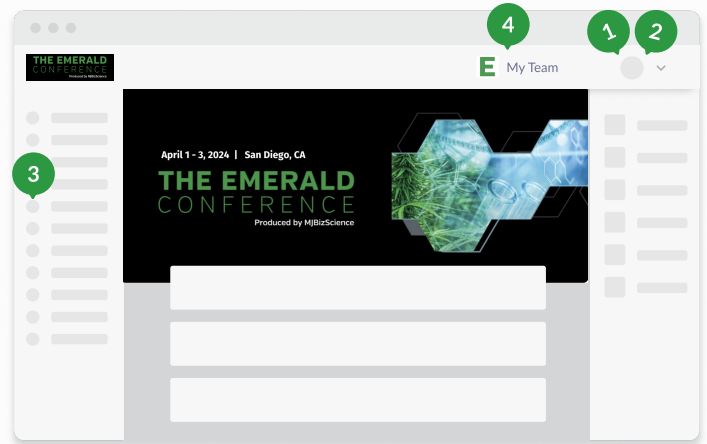
## 1 Update your Profile

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 Coodrinator

**Juan Perez**
CTO

✅ Added to schedule

## 4 Familiarize yourself with My Team

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

# E

**Your Team**
Exhibitor • Booth B3423
Finnish multinational telecommunications, information technology.
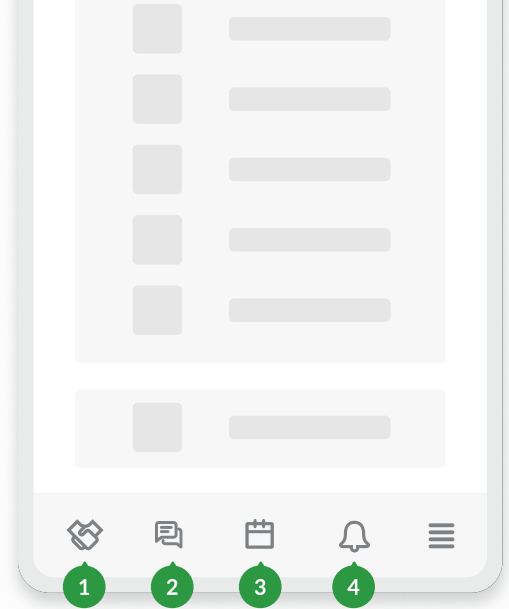
Interested          Skip

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## grip

We've carefully crafted this guide to help you harness the full potential of our web-based platform to prepare for Emerald Conference 2024. Scan the QR code or click here for more in-depth resources.
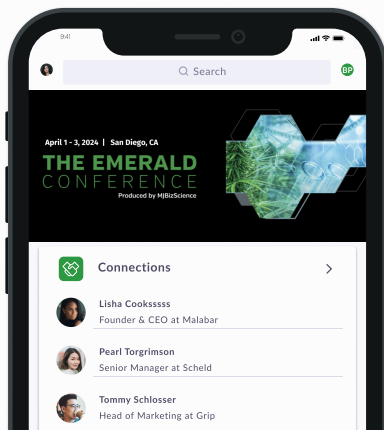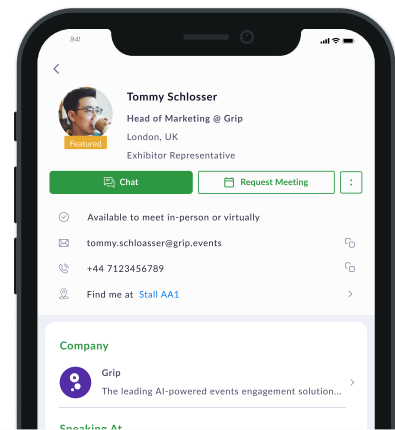
# The event Mobile App

### 1  Discover Emerald Conference 2024

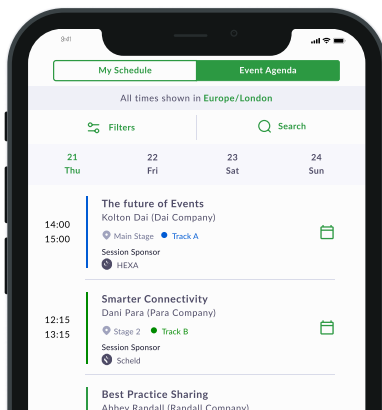Your central hub for Emerald Conference 2024. Access essential information and personalized content.

### 2  Chat with connections

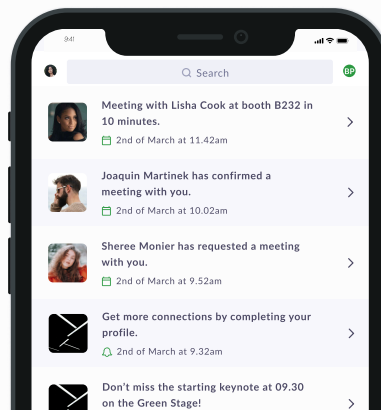Ensure you've made a connection or confirmed a meeting to initiate chats.
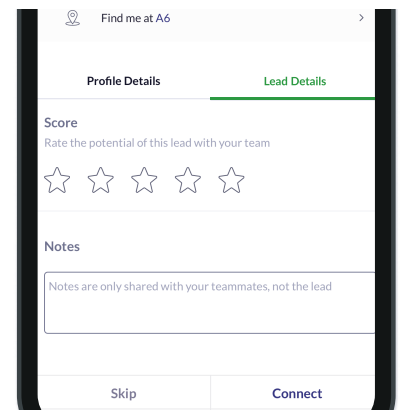
### 3  Follow your schedule

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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# What to do after Emerald Conference 2024

## Team Exports

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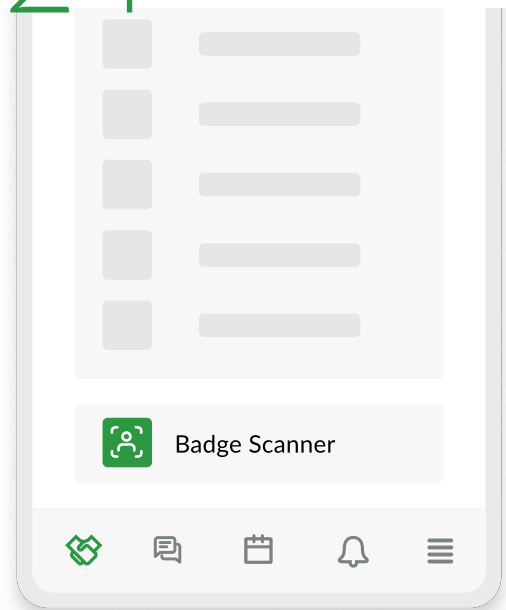
**My Team**

Inbound Leads | Export

# Export

## Export Meetings

This will generate a file of all of your team's accepted meetings at The event.

**Export**

## Export Contacts

This will generate a file of all of your team's Contacts at The event. To be included in the export, an Inbound Lead must be qualified and converted to a Contact. An Inbound Lead is considered qualified by either having an accepted meeting with a Team Member or showing mutual interest in the profile. This can managed from the Inbound Leads tab of My Team. Please ensure all team members have qualified their Inbound Leads prior to exporting.

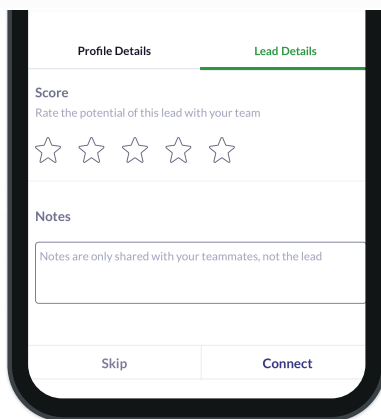**Export**

# Badge Scanning at Emerald Conference 2024

## 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.

Badge Scanner

## 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!

### Profile Details — Lead Details

**Score**
Rate the potential of this lead with your team

☆ ☆ ☆ ☆ ☆

**Notes**

Notes are only shared with your teammates, not the lead

Skip          Connect

## 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.

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We've carefully crafted this guide to help you harness the full potential of badge scanning within our event mobile app. Scan the QR code or click here for more in-depth resources.