Getting started with the **Your Business Expo App**

Features, Highlights & 'How To'

Reach, engage and connect

Download the **Your Business Hub App** in the App Store
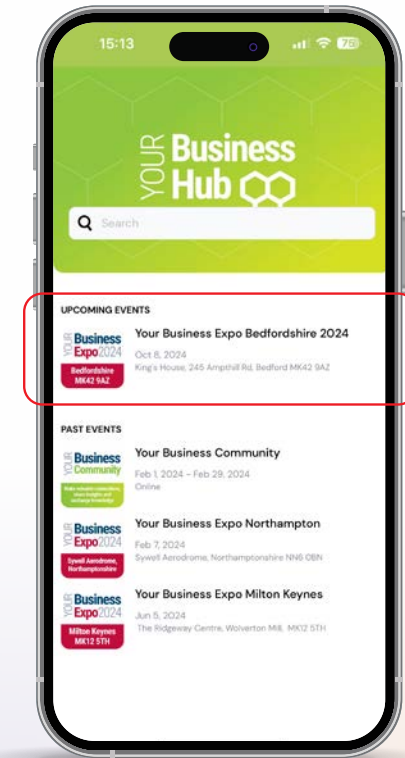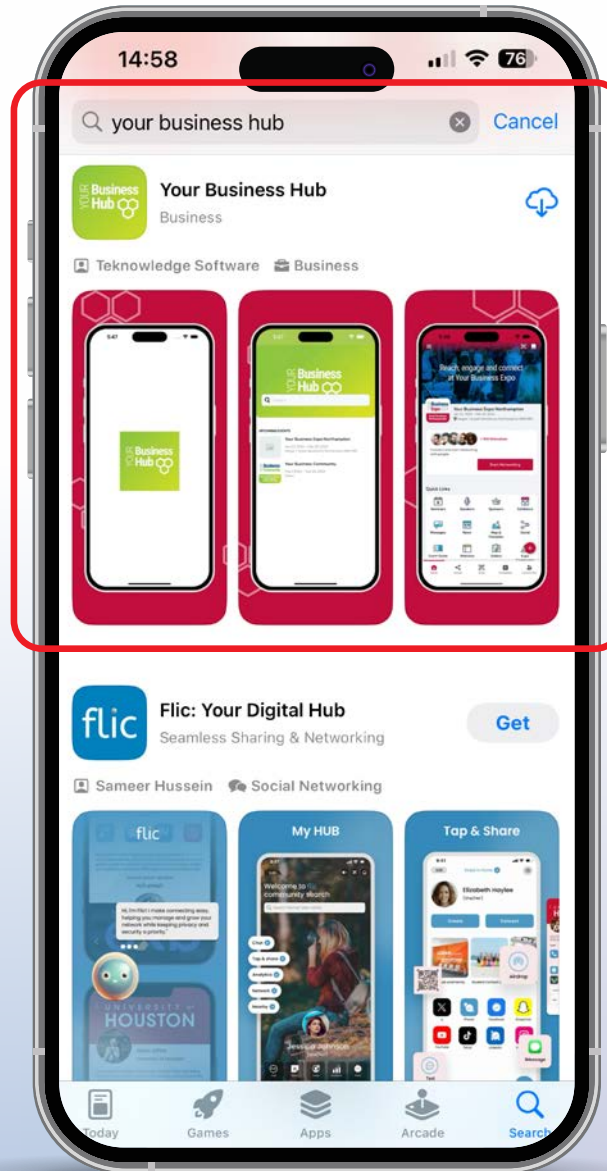
Note: To get you started we have already set up a profile for you and assigned the people who will be on your stand. This information was taken from the forms you submitted.

Please note that the system will not allow duplicate email addresses. If when you registered you gave us the details of different names on your stand but used the same email address for them, those people have not been set up in the app and they will need to register. In this case please let us know and we will register them.

Once downloaded you will see the list of our previous and upcoming expos. Click the top one for the upcoming expo.
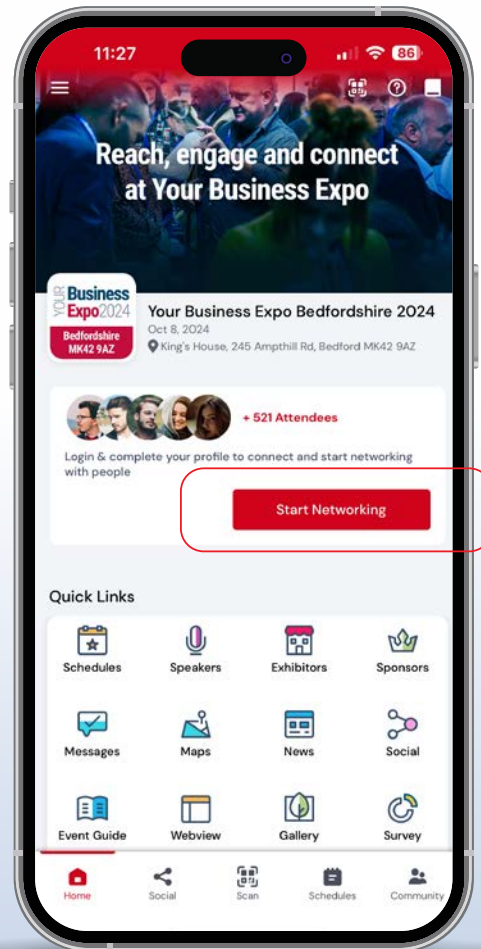
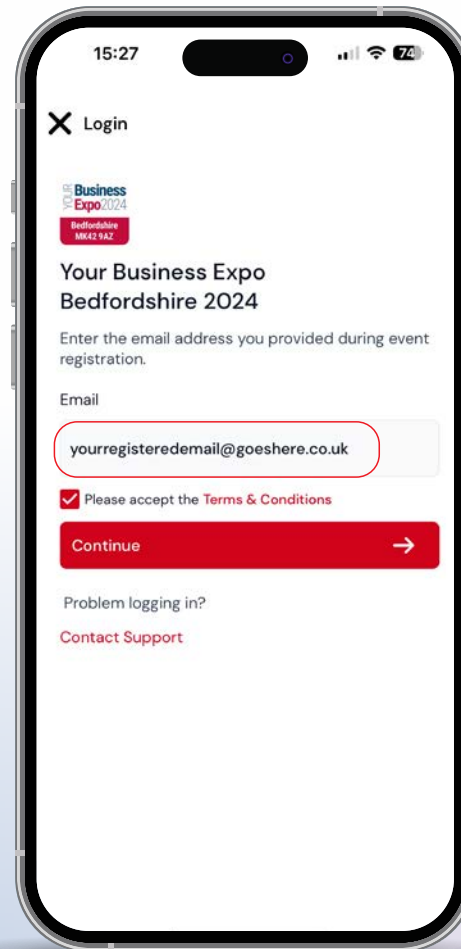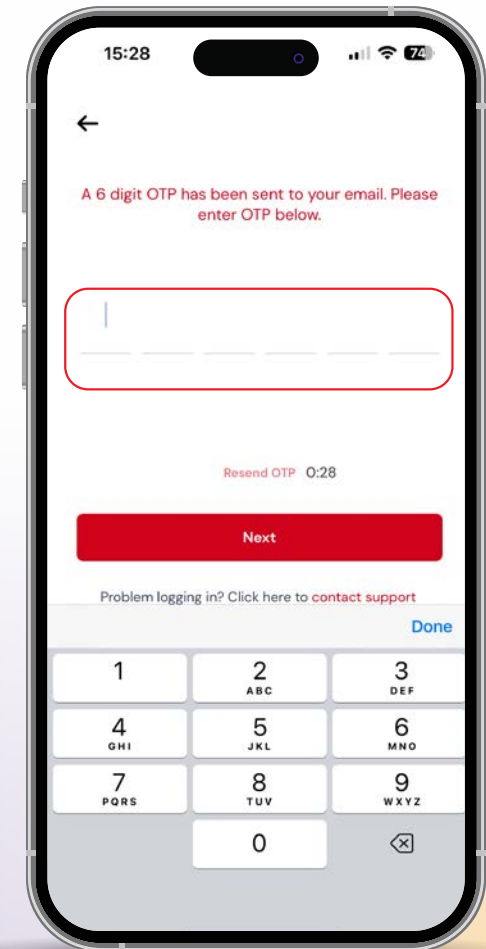**Reach, engage and connect**

Login to the next event

You will see details of the next expo. Click 'View More'.
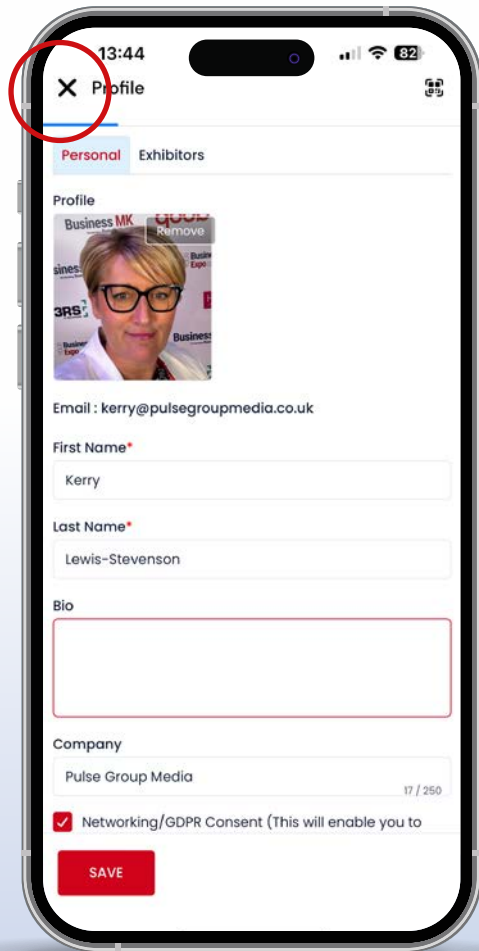

Click 'Start Networking' to login.

Use your email to log in to the app and you will be emailed a 6 digit one time password (OTP).

When prompted, input your 6 digit OTP.

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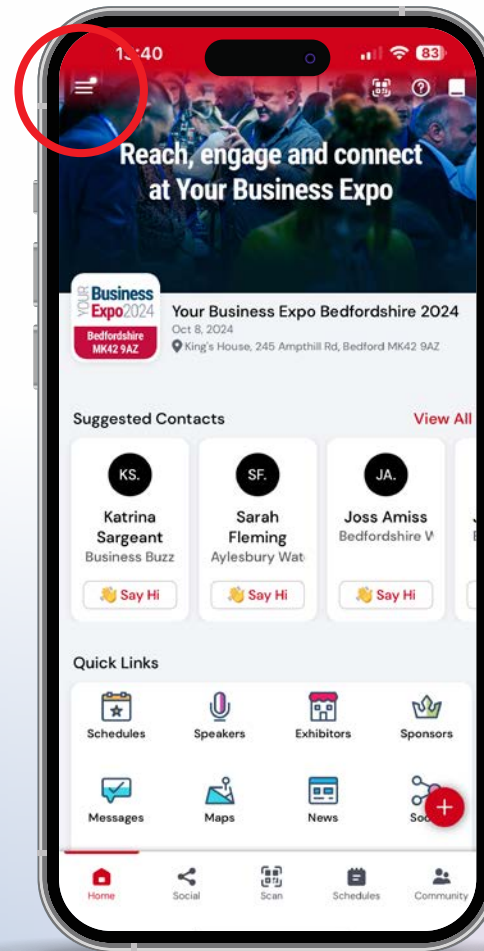
Update your profile

Once logged in you can upload a head shot and update your profile.
*Note: you can return and do this later.*

When you have done this hit 'Save' and use the 'x' (top right) to go to the app's home page.
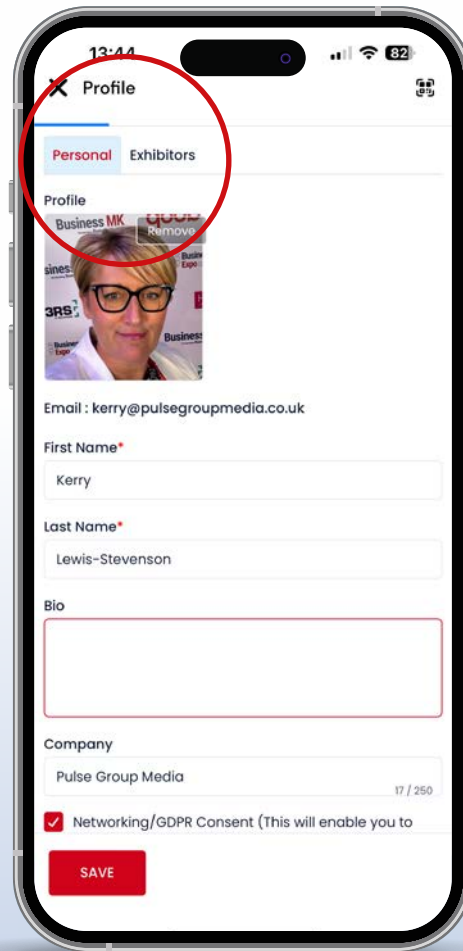
If you are registered as an exhibitor you will see two tabs at the top - one for your personal details and one for your business.
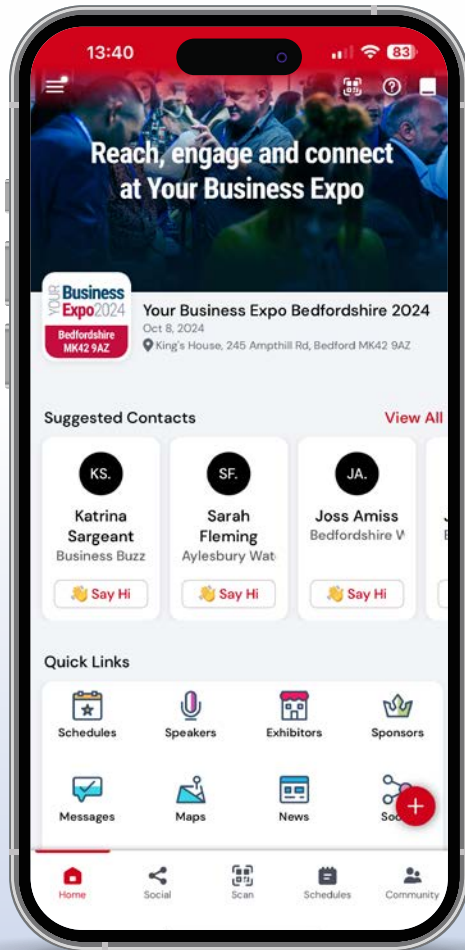
To return to edit your profile at a later date hit the three horizontal lines on the home screen. At the top you will see 'Edit Profile'.
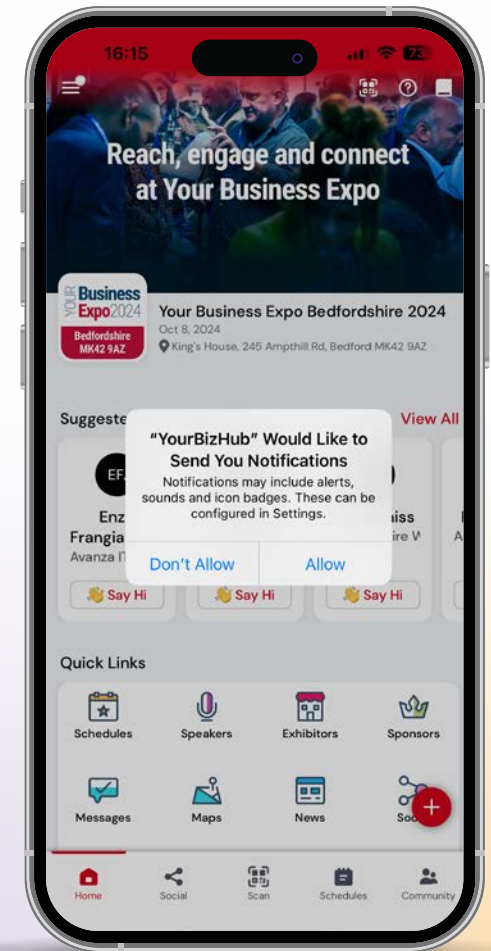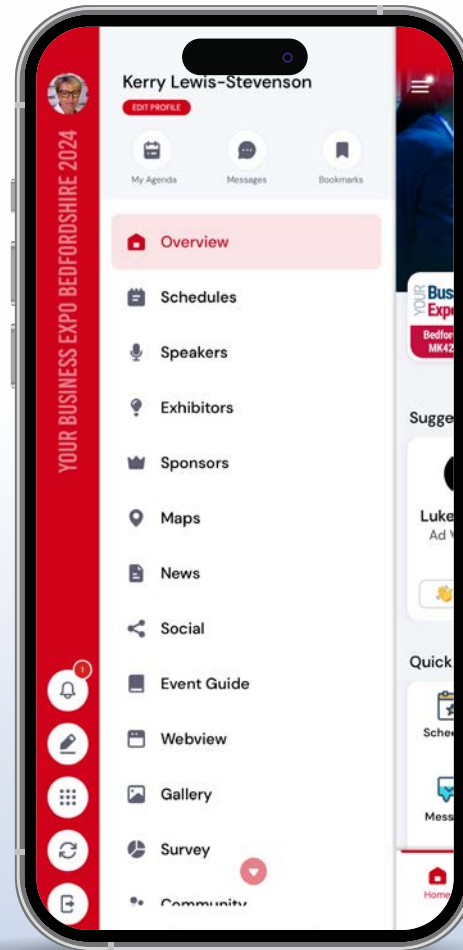
Remember to allow notifications from the app as we keep you updated with what is going on during the day.
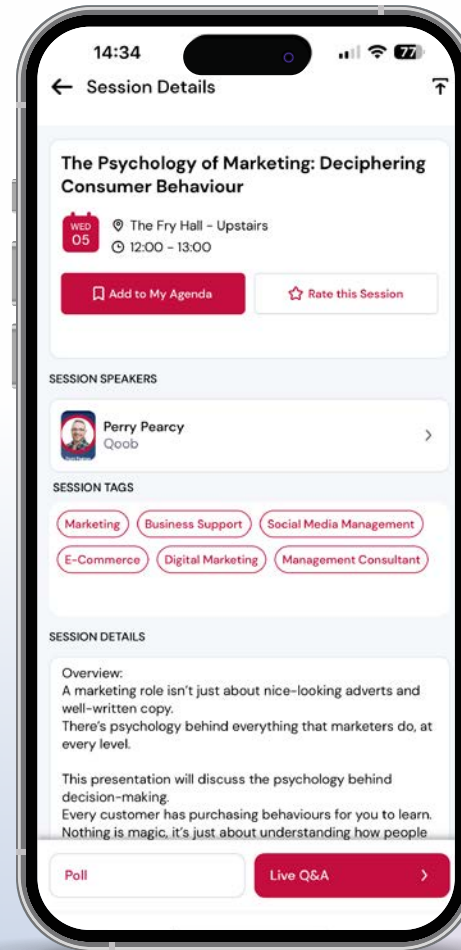
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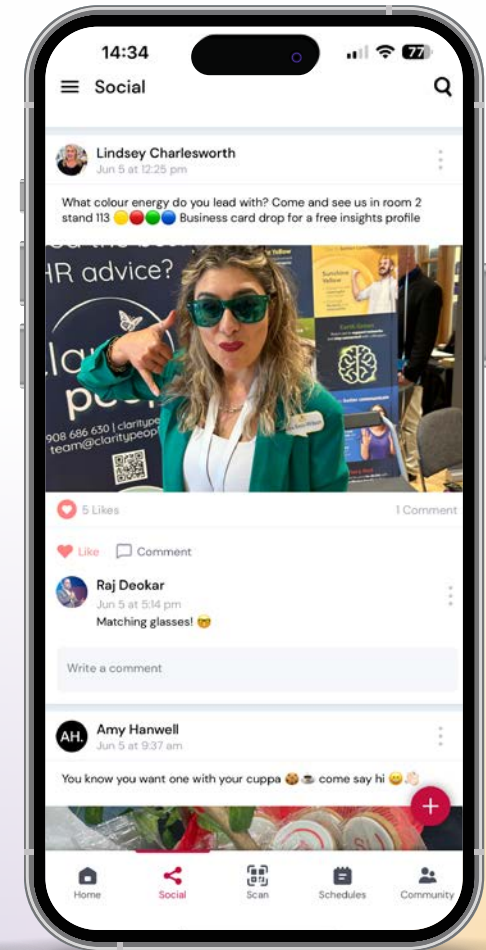
Navigating the app

From the Home Screen you can scroll down to view the exhibitors, seminars and schedules etc.

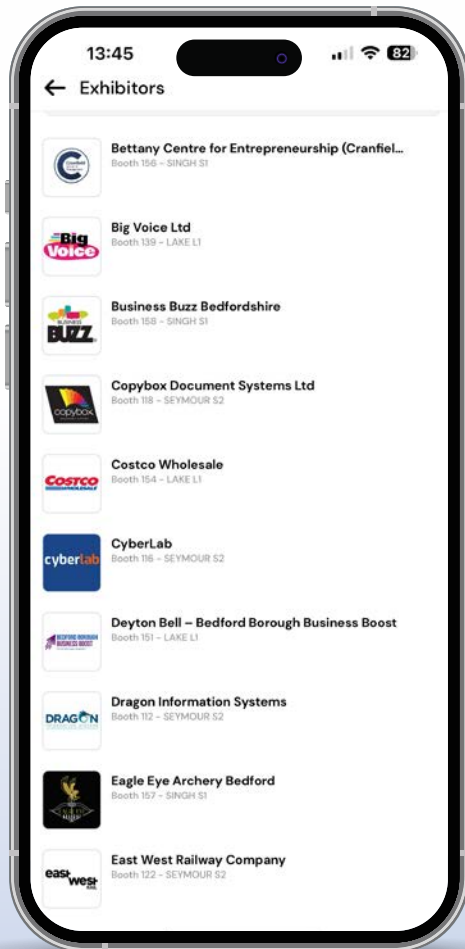You can also view the same by selecting the three horizontal lines top right.

SEMINARS - Select this to view the seminars running during the day, to connect with the speakers and to add a seminar to your agenda.
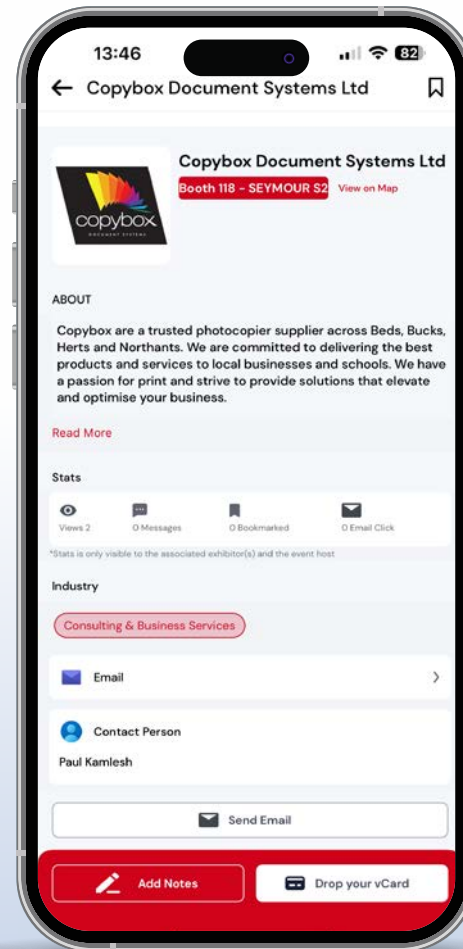
SOCIAL FEED - Be social, tell others about your business, your day, or ask a question.
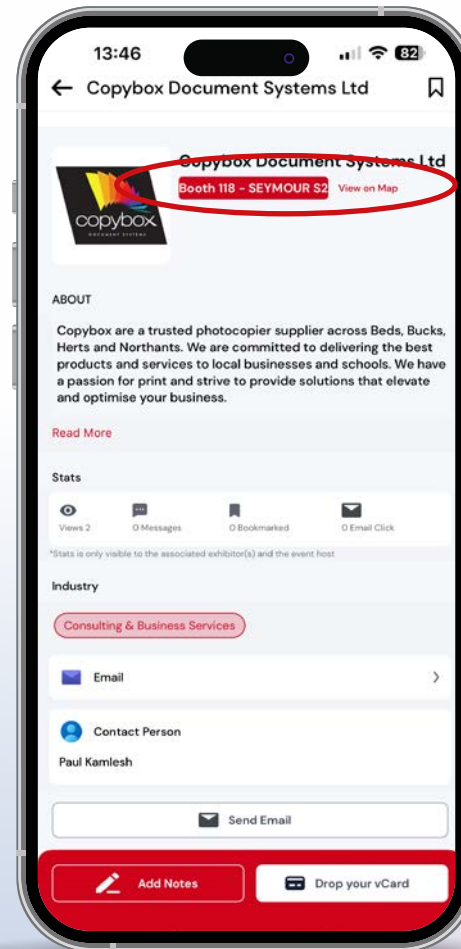
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EXHIBITORS - Select this to view all of the exhibitors. You can browse by sector or alphabetically.

When you select an exhibitor you will see more information about them, their contact details and the contact name of anyone on the stand. You can drop your V Card and leave your details if you want to show interest in them.
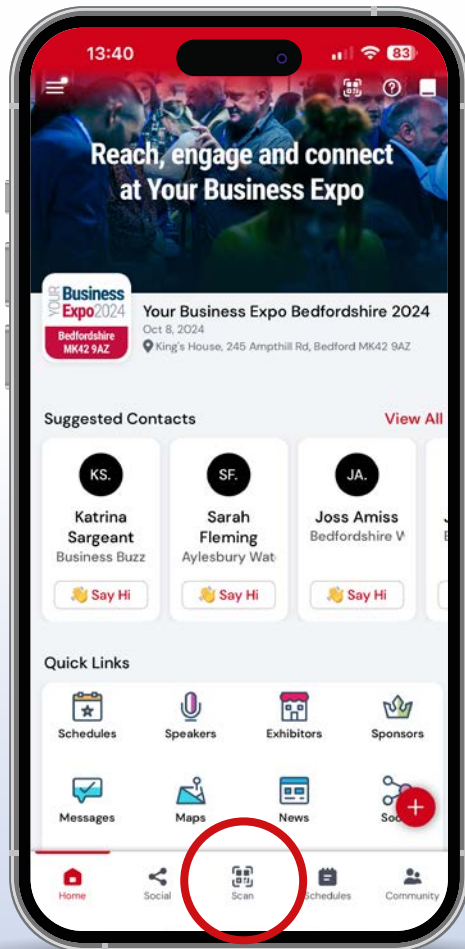
Here you can also view the exhibitor's stand number and if you select 'View on Map' it will take you to an interactive map where you can see the exact position of the exhibitor.
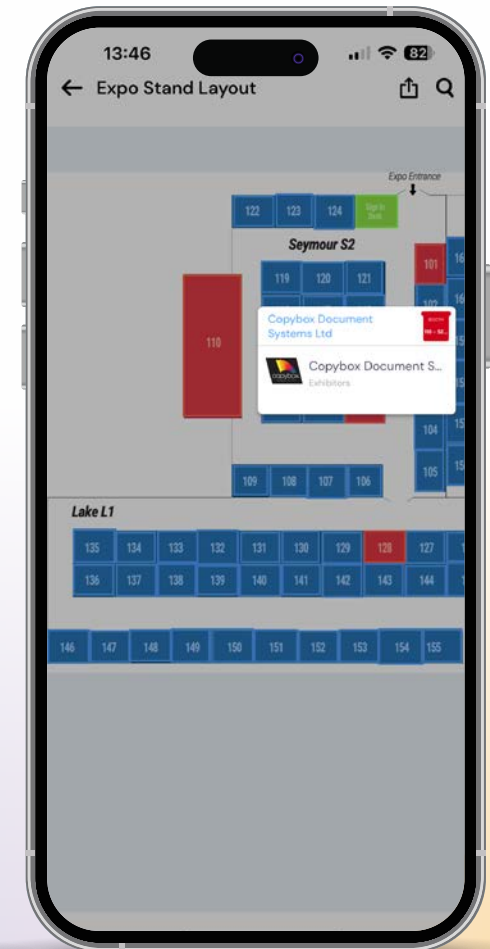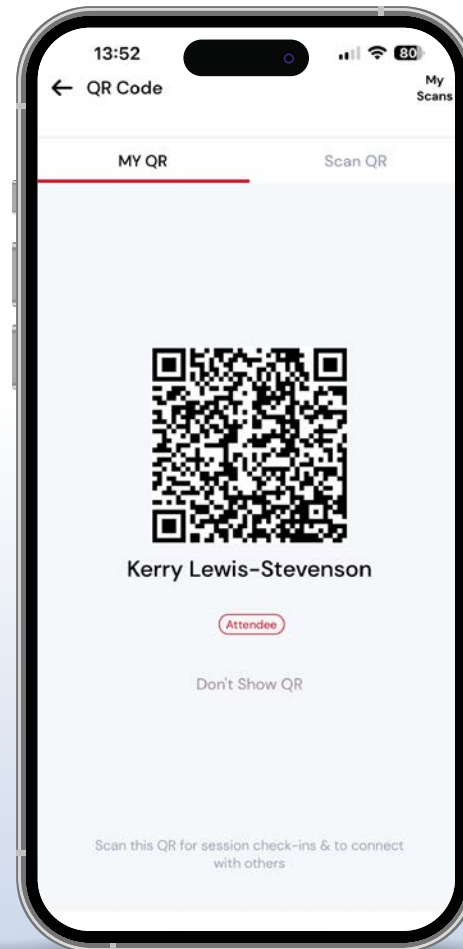
Expo Stand Layout: The interactive map where you can see the placement of each exhibitor.

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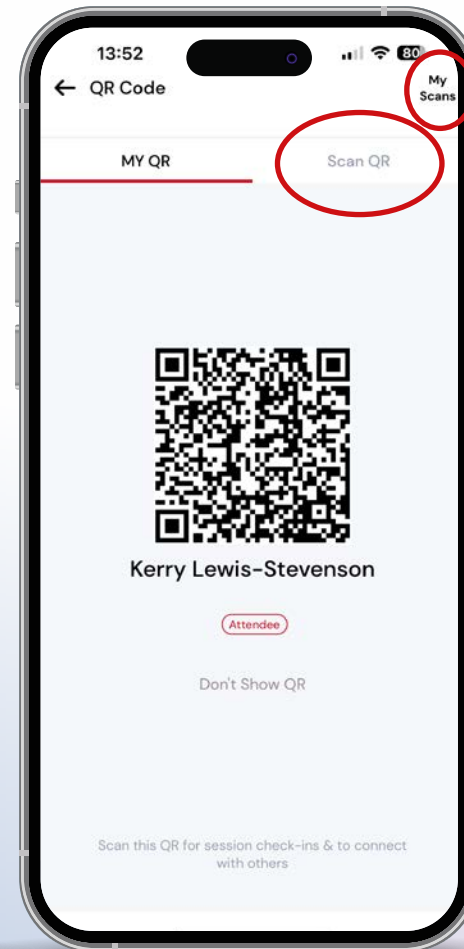
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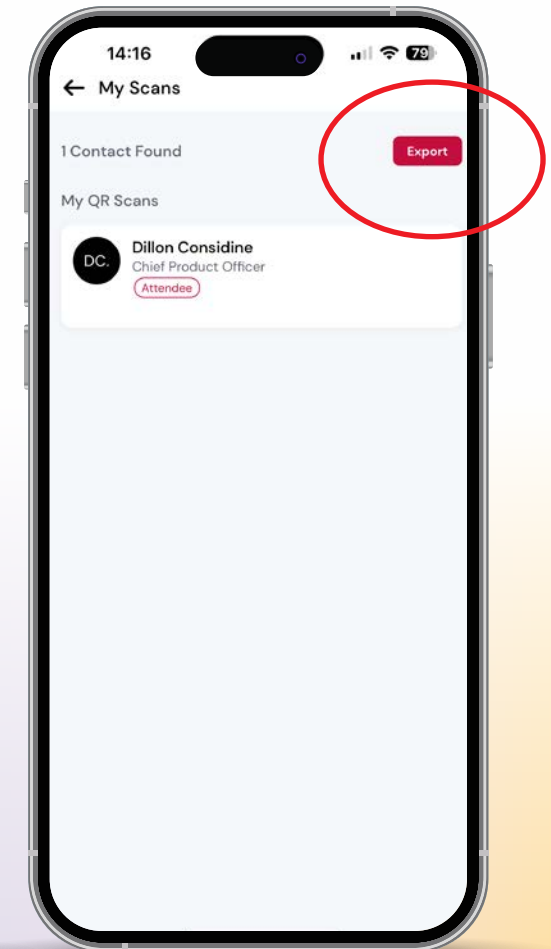
Gathering visitor information

From the Home Screen you can see an icon to 'scan' at the bottom.

Select this and select 'Allow and Show QR' which means you can easily share your details with others.

If you select 'Scan QR' you can opt to scan another person's QR code whom you want to connect with later. You can also opt to write some notes about them and this will save for later.

At the end of the day select 'My Scans' to download a csv file of everyone's details you have scanned during the day including any notes you made.

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