

SOURCING SHOWROOM

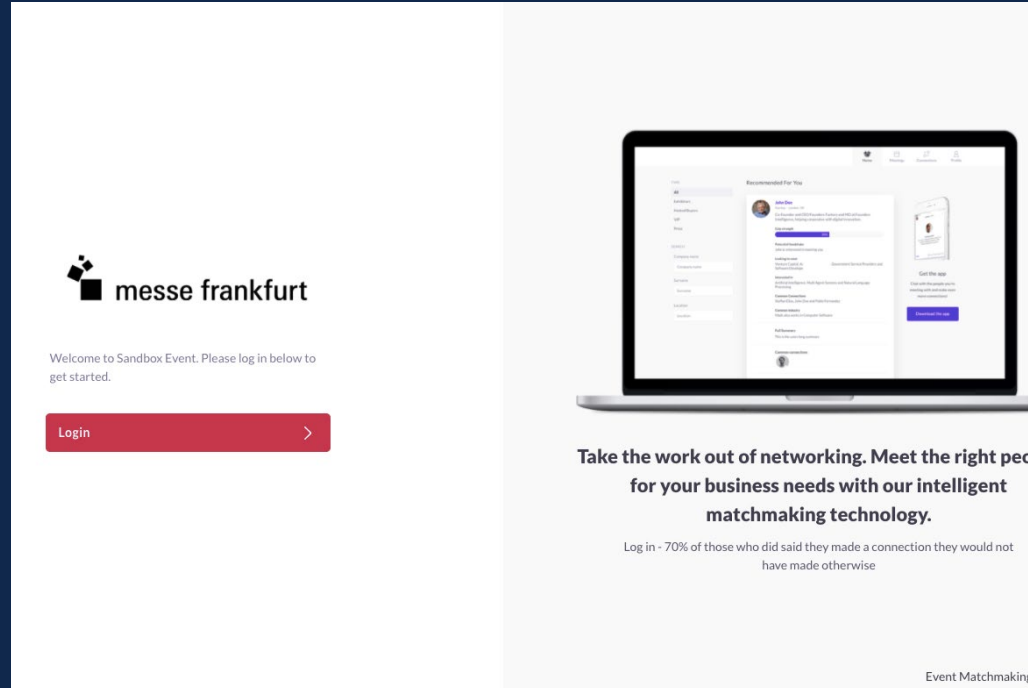
step-by-step guide
for exhibitors

1

LOGIN

You will receive a welcome email with your login credentials and details to access the event platform.

Navigate to the event platform, click on "Login" and activate your account by using your email and badge/registration ID.



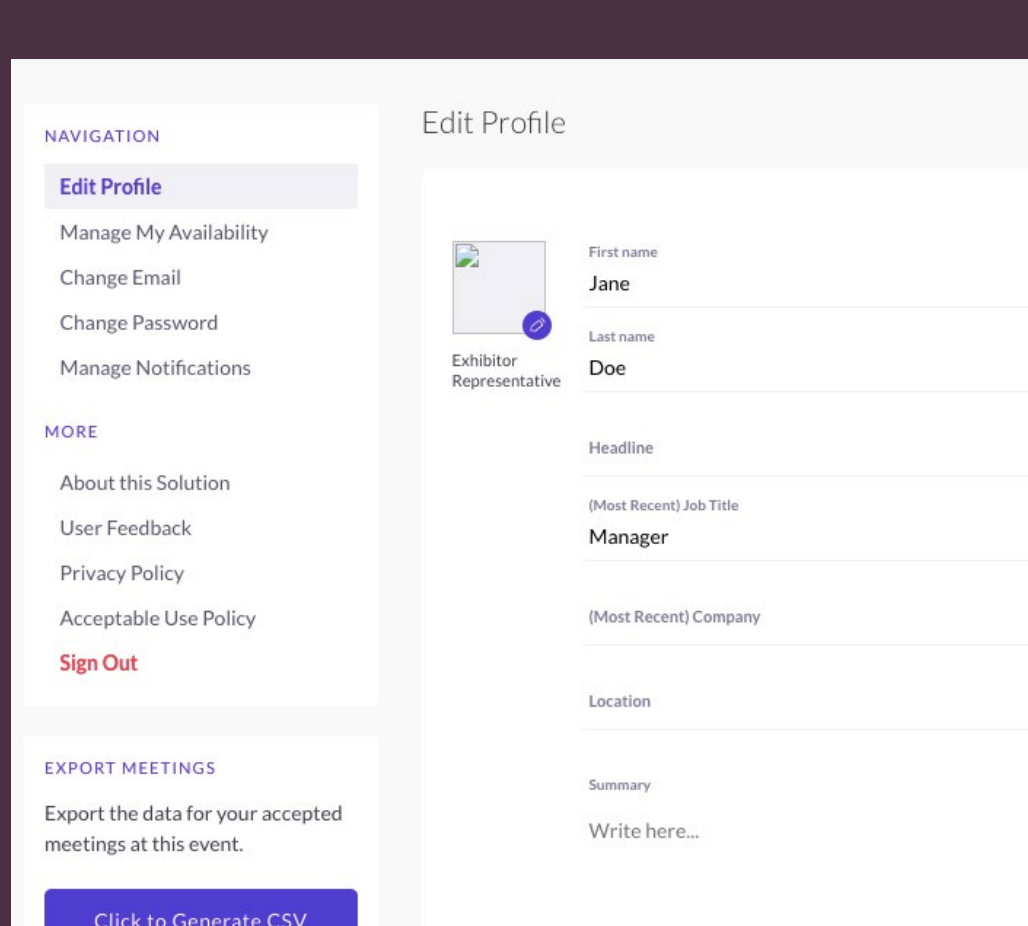
2

UPDATE YOUR PROFILE

Click on 'Profile' and make sure your profile is up to date:

- Upload a picture
- Enter your personal information

Having a complete profile will allow you to make more meaningful connections.



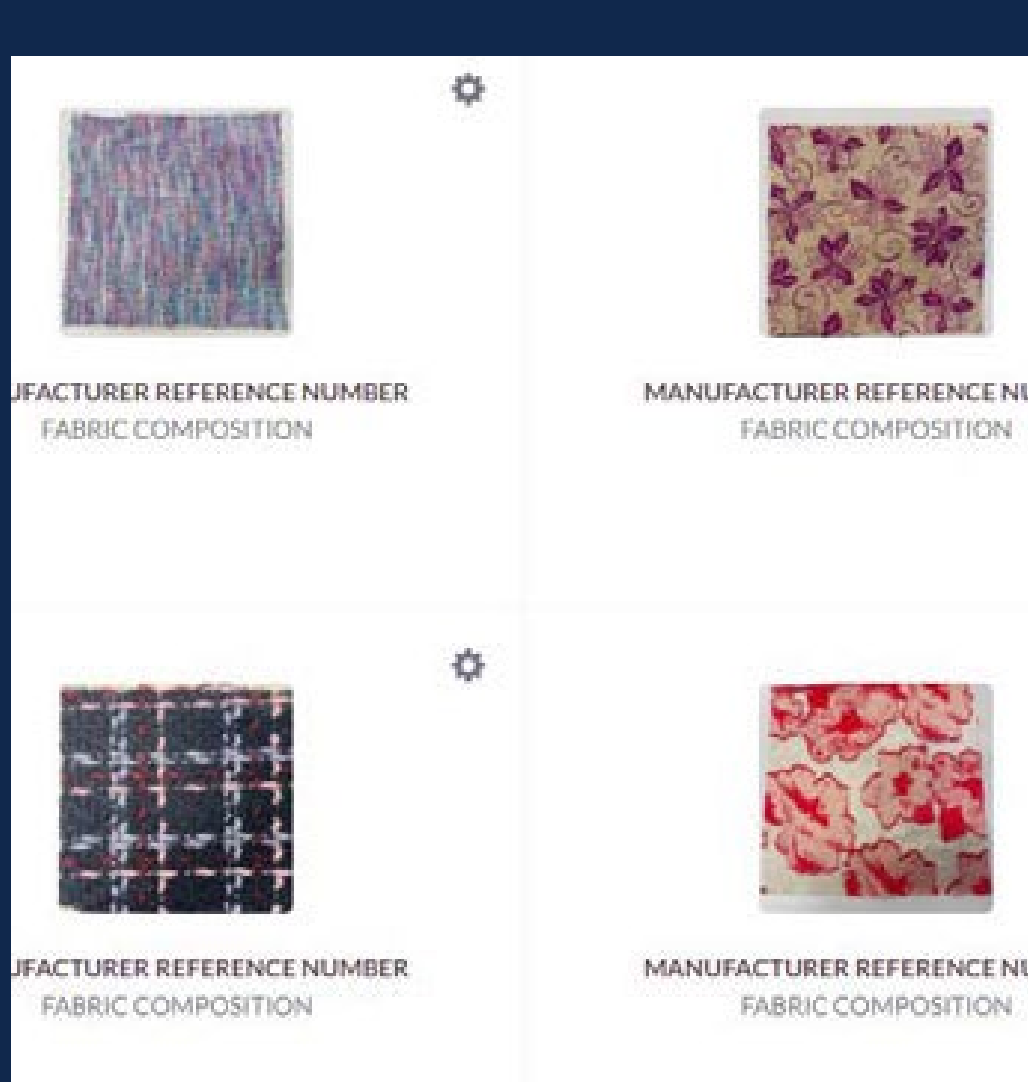
3

UPLOAD YOUR SOURCING SHOWROOM PRODUCTS

At the Showroom, buyers scan QR codes we assign to your product.

Important: We can only assign QR codes to your product if your product image is uploaded to the Virtual Platform.

- Upload the product images you sent for display in the Sourcing Showroom (40 for Texworld, 15 for Apparel Sourcing).
- Input the manufacturer reference number. This number must match the number you indicated on the submission form mailed in with your samples.



4

START NETWORKING & REQUEST MEETINGS

RECOMMENDED FOR YOU

Review and take action on recommendations made for you.

Actions you can take:

REQUEST A MEETING: Schedule a meeting

SHOW INTEREST: Initiate an interest

SKIP: Click if not interested

INTERESTED IN YOU

List of who has shown interest in you

MY CONNECTIONS

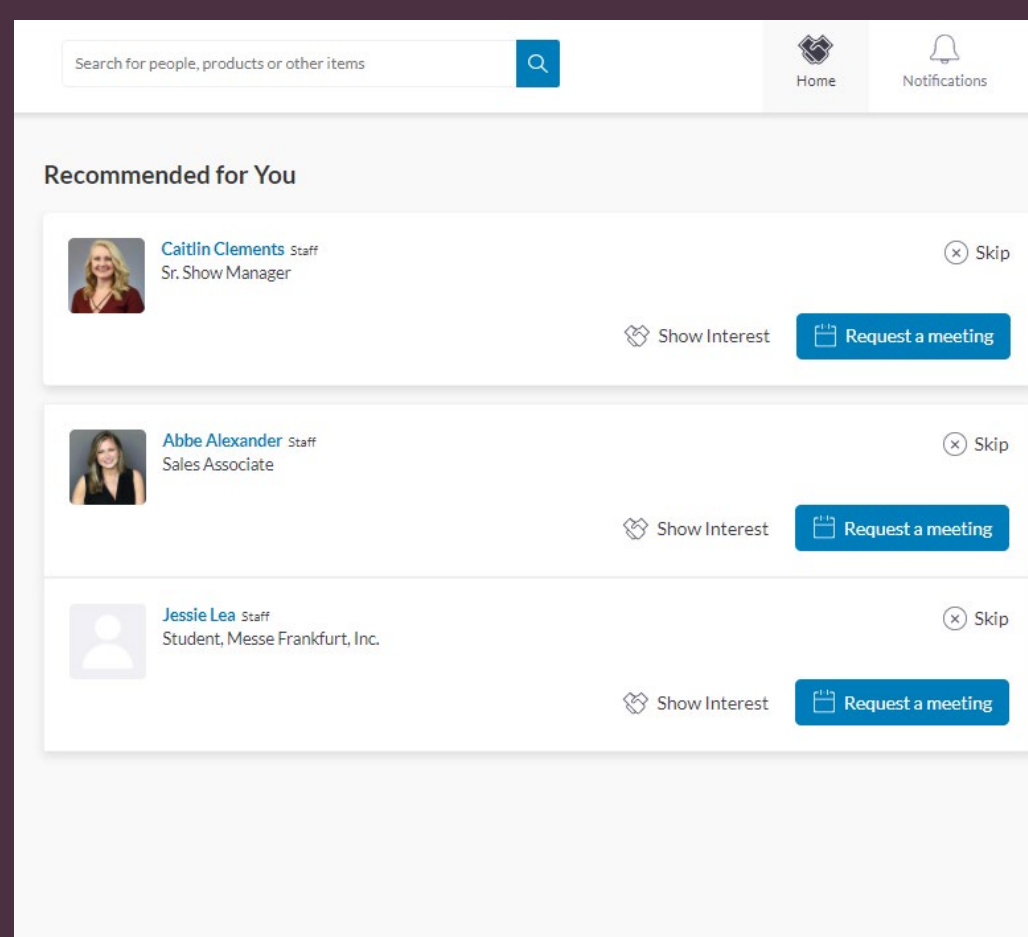
View matched contacts, schedule meetings, open a chat window

MY 'INTERESTED' LIST

List of people who you have shown interest in

MY 'SKIP' LIST

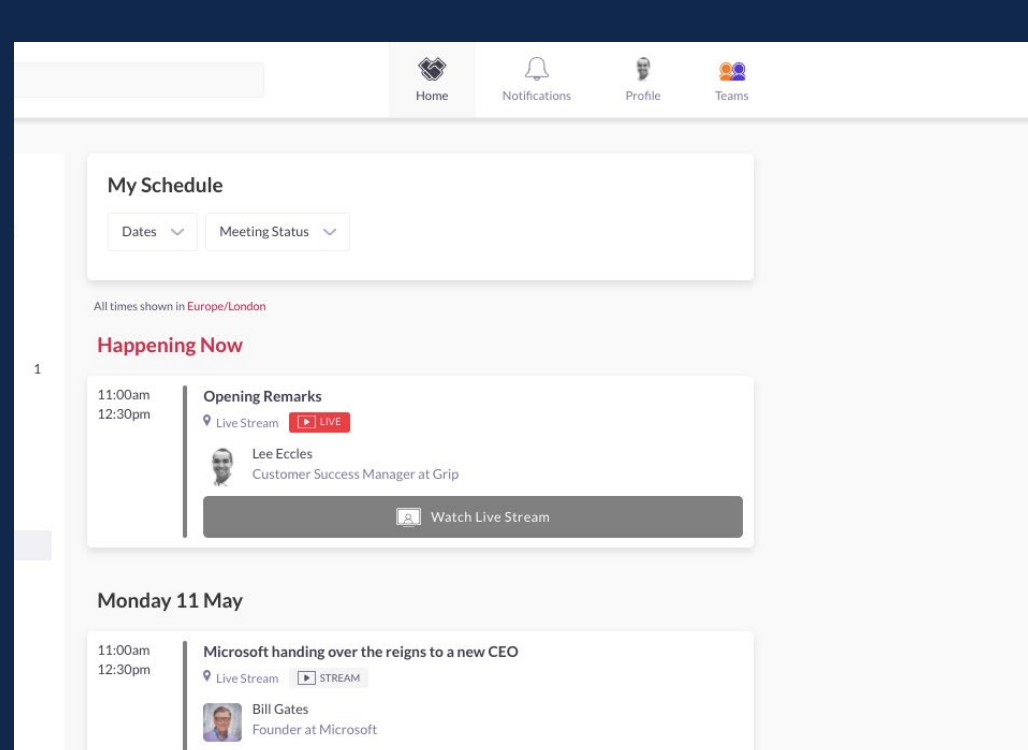
List of people you have skipped



5

REVIEW YOUR PERSONALIZED SCHEDULE

Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested and scheduled seminar sessions you planned on attending.



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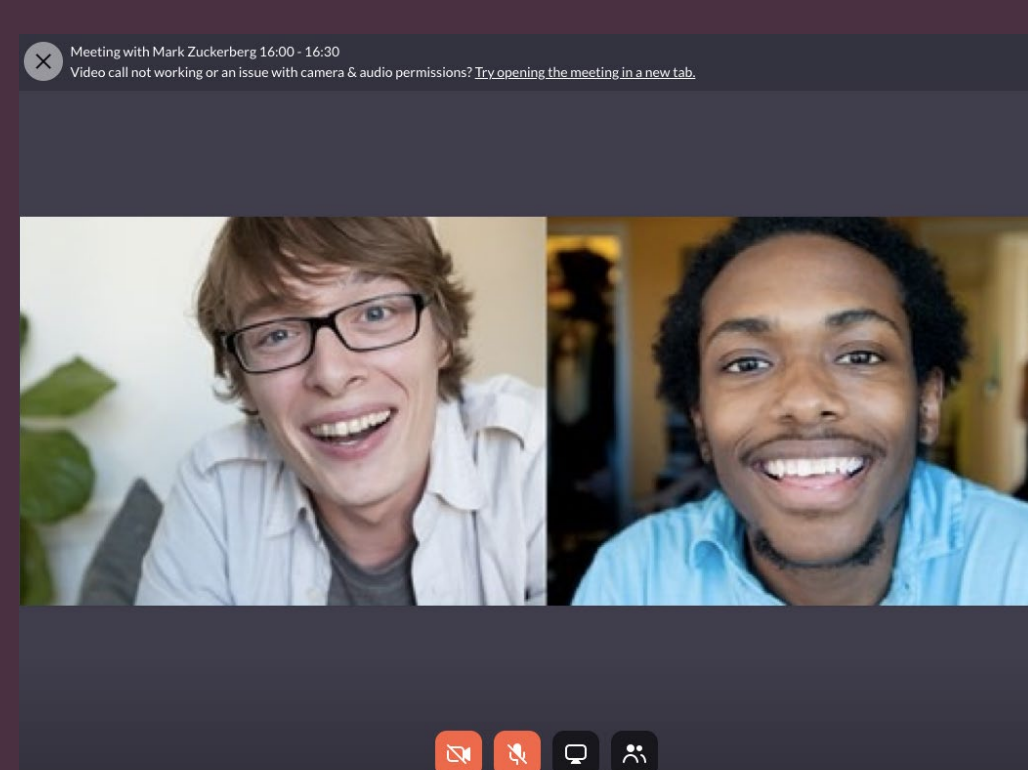
ATTEND YOUR VIRTUAL MEETINGS

There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab.

Click on "Open Virtual Meeting Room" to attend your meeting.

The meeting duration is not limited once you are in the virtual meeting room.

Inside the virtual meeting room, you'll be able to:
Review the profile of the person you are meeting
Send a message to the person you are meeting
Share your screen



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MANAGE "TEAMS"

Go to the "Teams" tab to use the different features available to you and your team:

MEETINGS

Recap of all the meetings you and colleagues have requested and scheduled

SMART CALENDAR

Generate a team calendar link to send to your clients

INBOUND LEADS

Access the list interested in your company and colleagues

CONTACTS

View the list of your collective event connections, made up of the people you and your colleagues have connected with or have a scheduled meeting with

TEAM MEMBERS

See team member profiles, edit and invite

COMPANY PROFILE

View and edit your company profile

EXPORT

Download a CSV file of your team's scheduled meetings and contacts

