SHOPTALK

A Hyve Event

Lead Retrieval

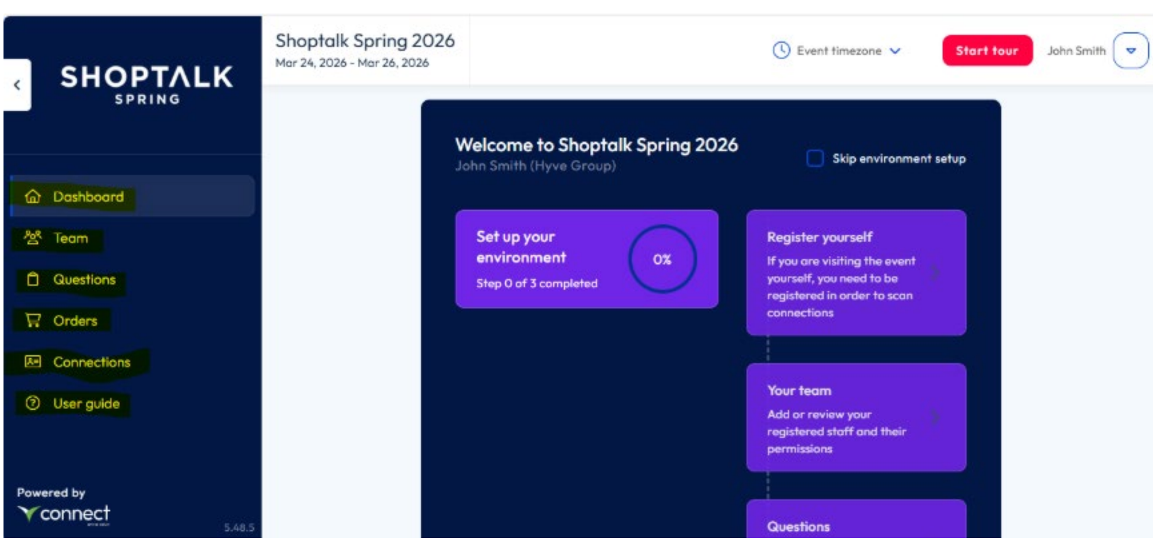
Partner Portal – Exporting Connections

Navigating the Sponsor Dashboard

Once logged in, you will first see the “Dashboard”, which provides a step-by-step list of actions to complete for the event. On the left-hand side, you can navigate to various sections including “Team”, “Questions”, “Orders”, “Connections” and “Shop”. Please disregard the Questions and Orders sections, as they will not be utilized for this event.

Below is a glossary of terms, outlining the details for each area:

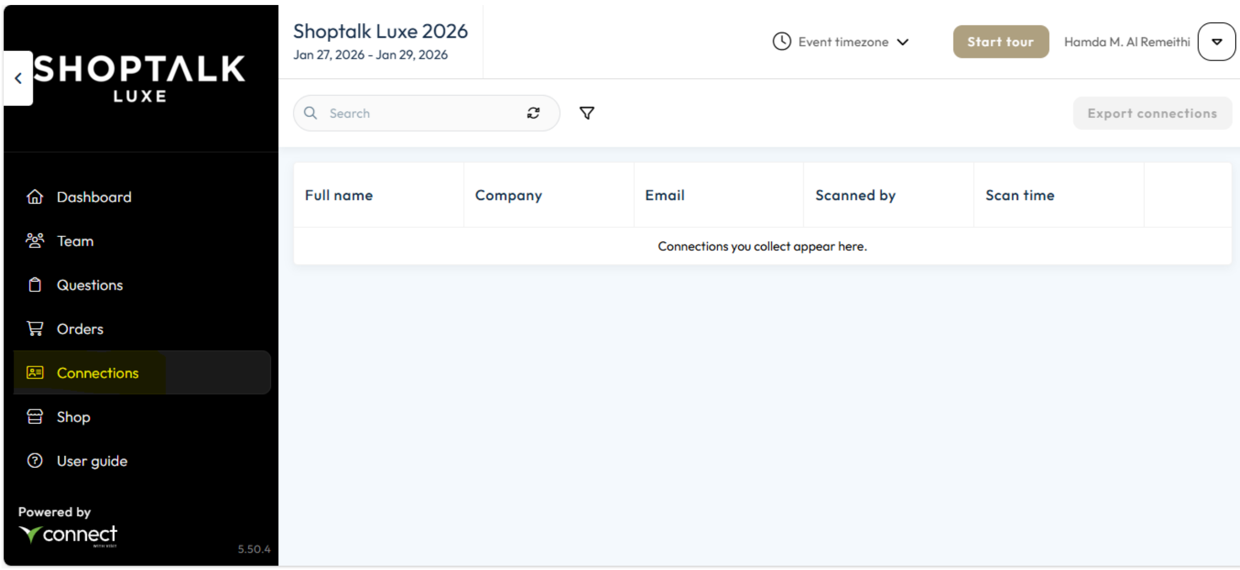
- Team: Displays of all registered staff members and their information.
- Questions: Please disregard this section as we will not be utilizing it for our event.
- Orders: Please disregard this section as we will not be utilizing it for our event.
- Connections: Collects all lead retrieval scans collected by team onsite. This is where you can export the leads during and post-show.
- Shop: This is where you can rent a separate lead scanning device if you prefer not to use your personal device
- User Guide: Opens in a new window and contains video tutorials and FAQs about using the platform.



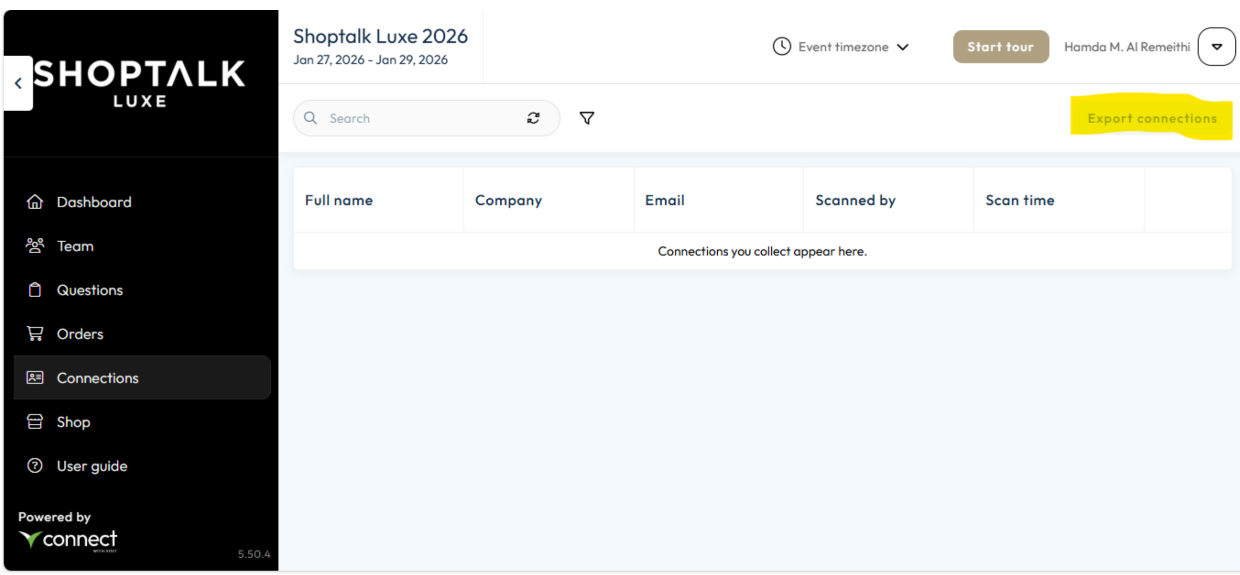
Exporting Connections

1. Click on the "Connections" button located on the left-hand side of the page. Here you will see a list of the individuals scanned by your team at the event. Please note, based on permissions, you may only see the connections scanned by yourself. (Org Registration Admins will see the scans made by all team member automatically.)

2. Click on the "Add Staff" button located on the top right-hand side of the page.



3. Click the "Export connections" button, and follow the prompt in selecting the file type you would like to receive. This will export all connections listed on this page.



If you have any questions or concerns, please contact your sponsor logistics lead or our registration department, registration@shoptalk.com.