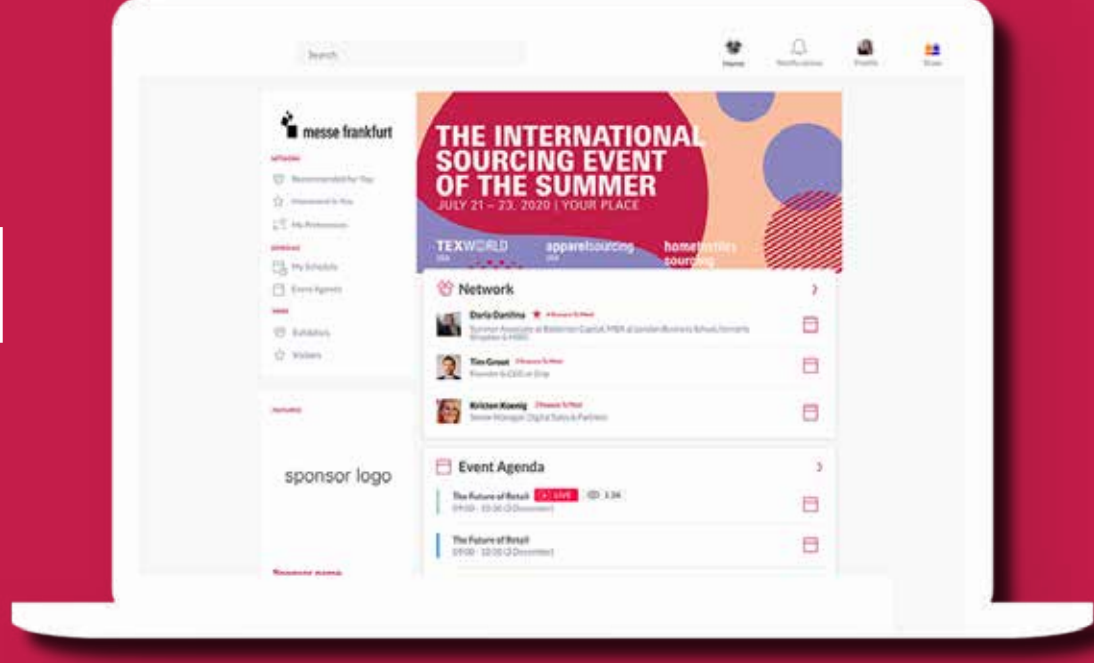


# LOCAL LOFT VIRTUAL EDITION

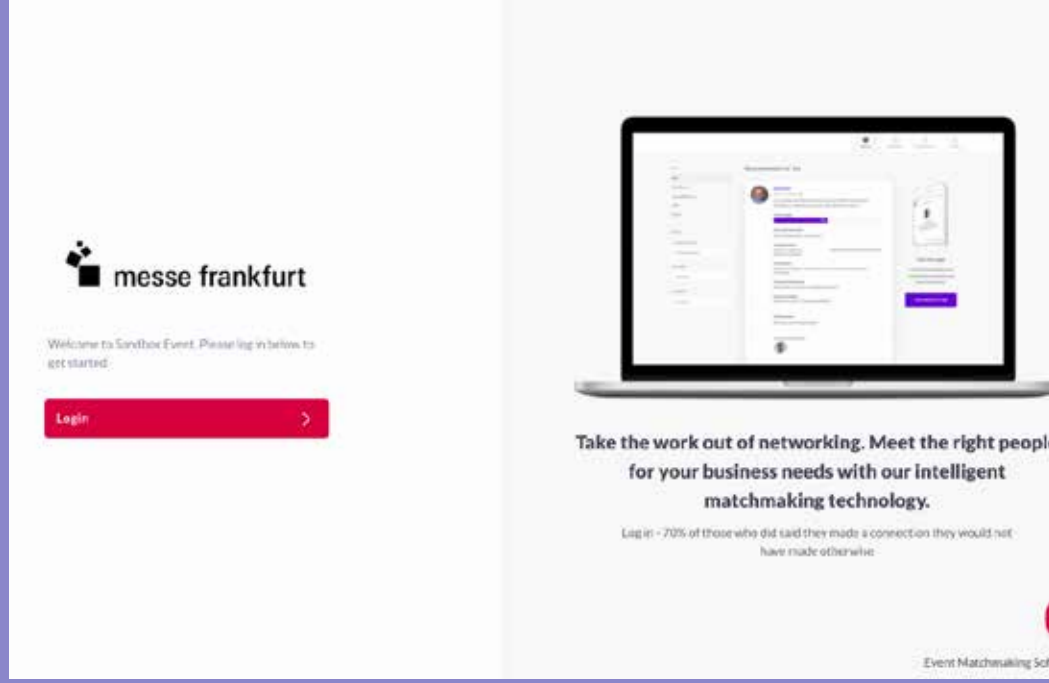
## step-by-step guide



## 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.

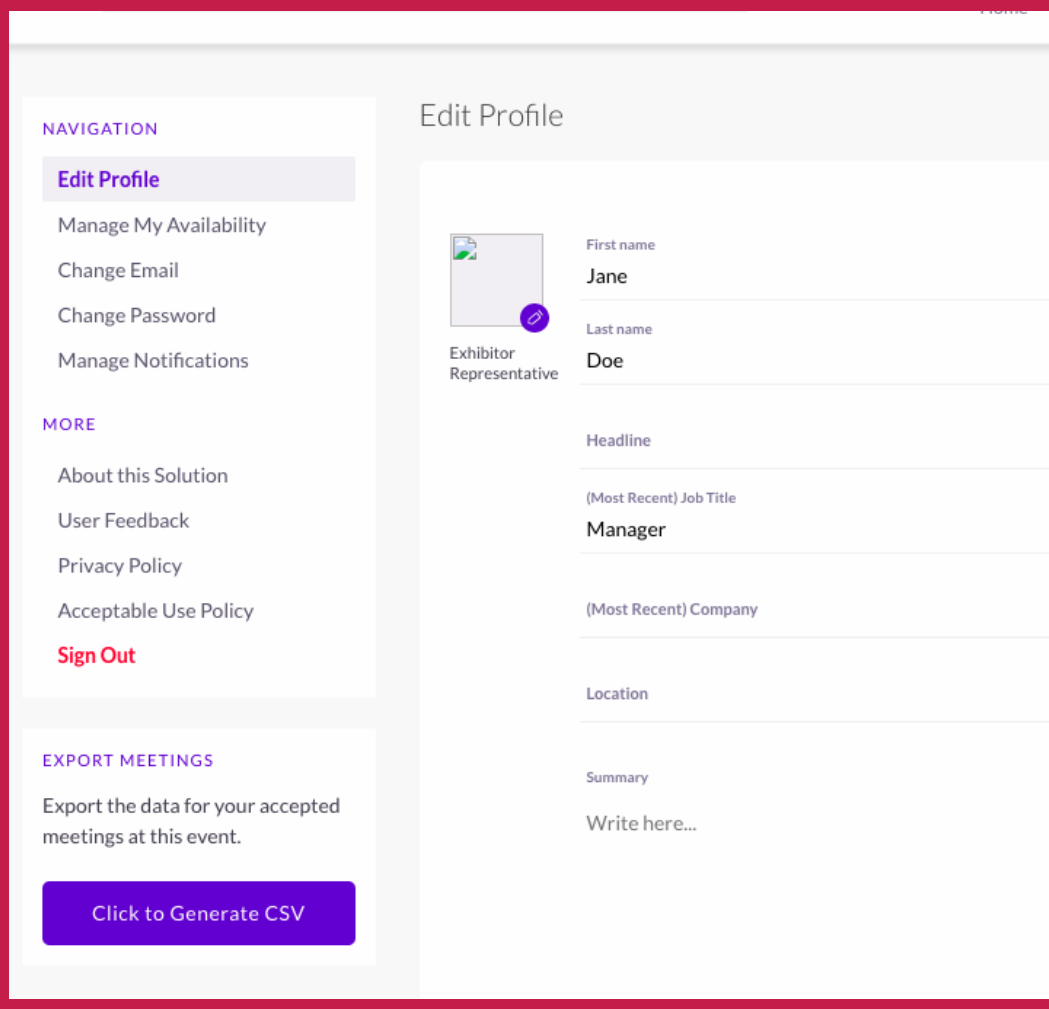


## UPDATE YOUR PROFILE

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.



## START NETWORKING & REQUEST MEETINGS

### RECOMMENDED FOR YOU

Review and take action on recommendations made for you.

Actions you can take:

- MEET:** Request a meeting
- INTERESTED:** Click to start a conversation
- SKIP:** Click if not interested

### INTERESTED IN YOU

List of who has shown interest in you

### MY CONNECTIONS

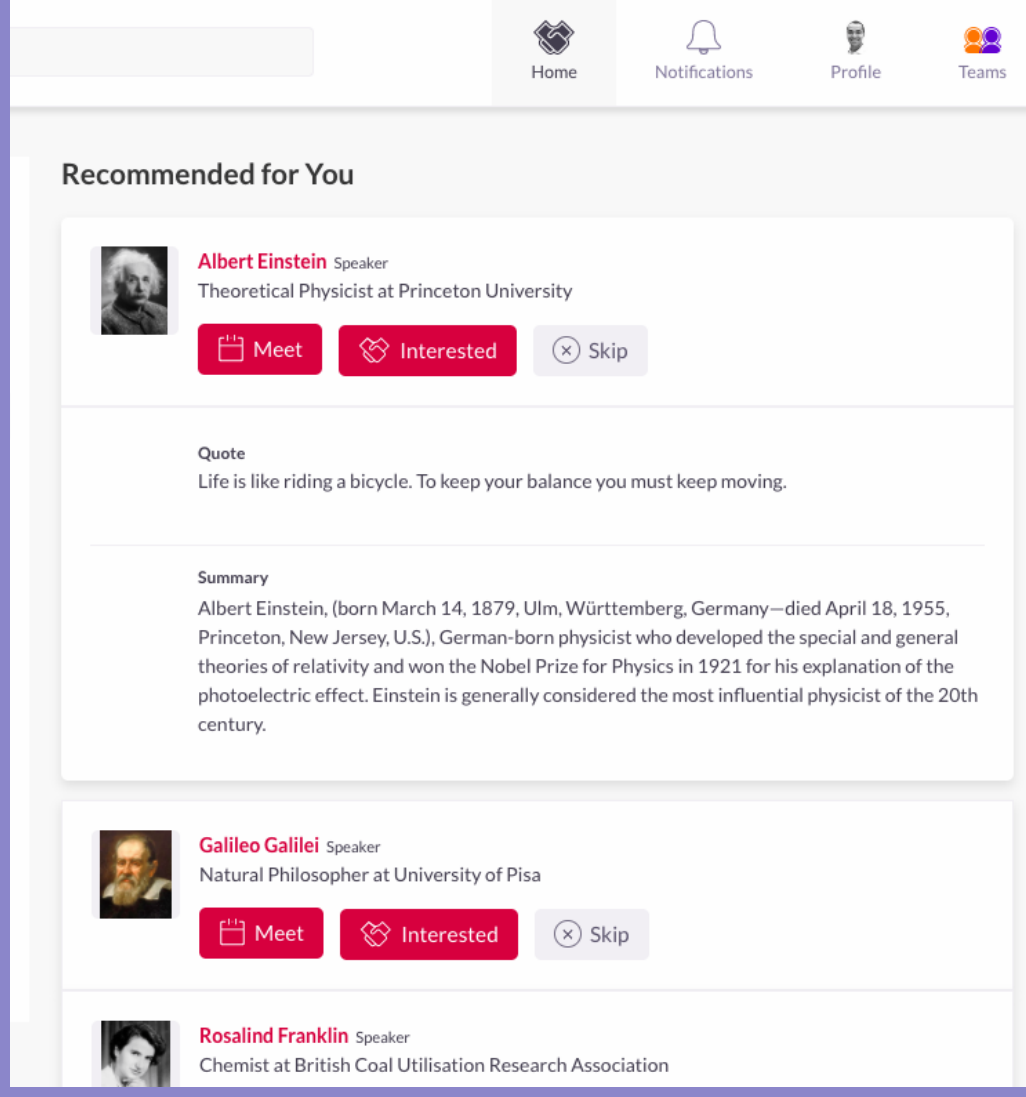
View matched contacts, schedule meetings, open a chat

### MY 'INTERESTED' LIST

List of people who you have shown interest in

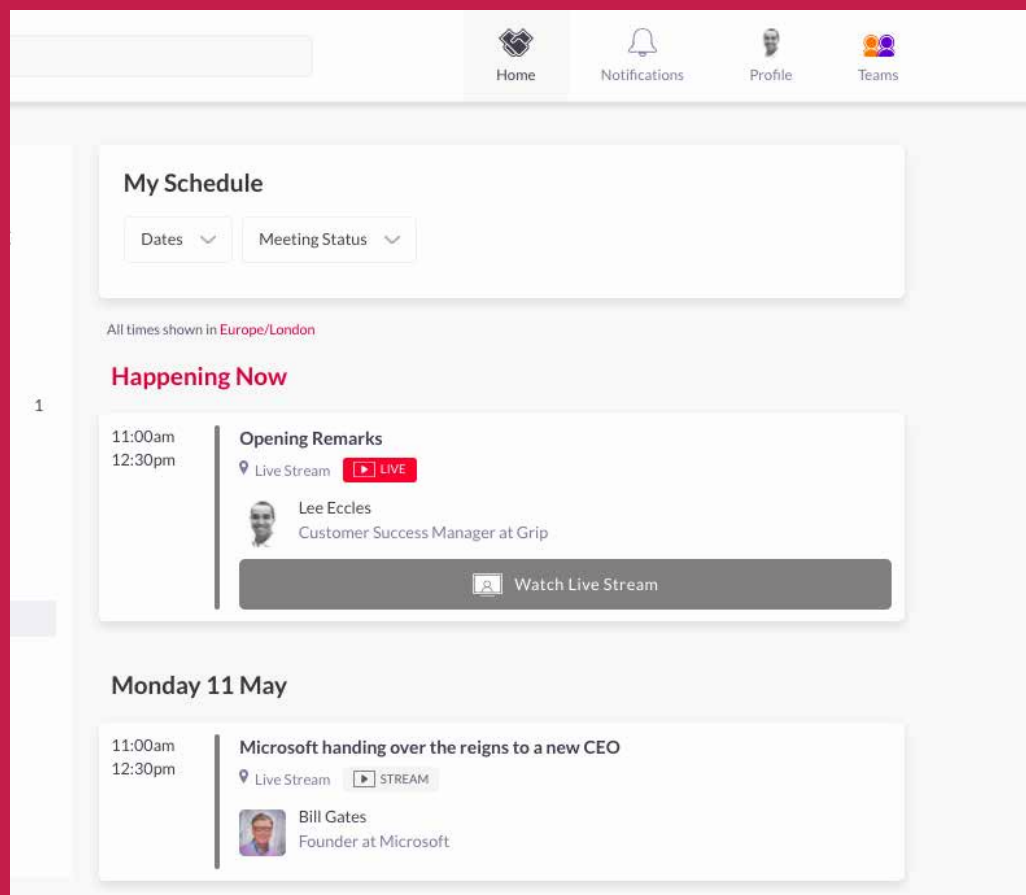
### MY 'SKIP' LIST

List of people you have skipped



## 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.



## 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



## 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

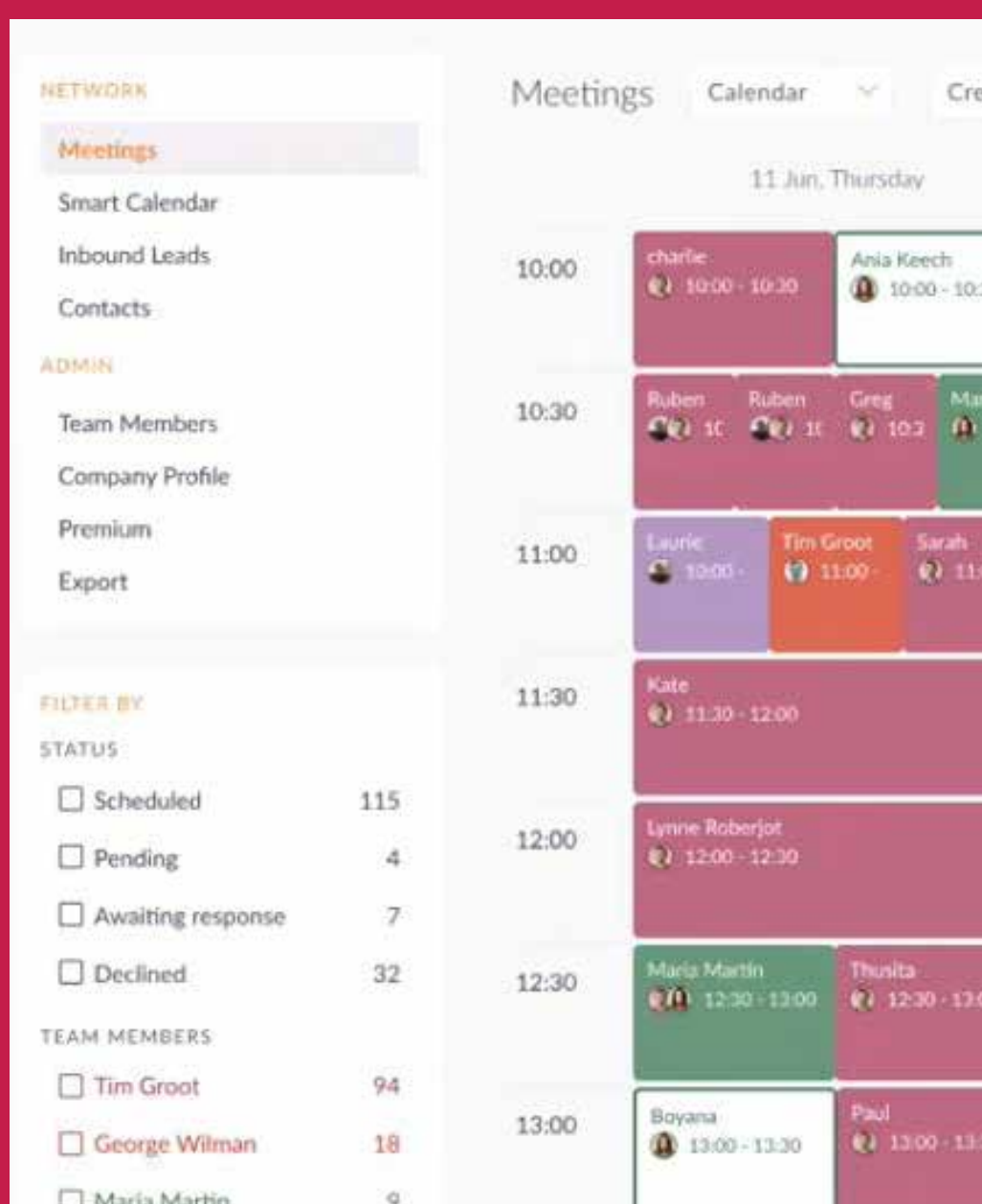
See team member profiles, edit and invite

### COMPANY PROFILE

View and edit your company profile

### EXPORT

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



## EXPLORE MORE

Upon launching the virtual event page, you will be able to view:

### VISITOR DIRECTORY

See the full list of visitors attending the virtual event. Request meetings and/or show interest in them.

### EXHIBITOR DIRECTORY

See the full list of exhibitors participating at Local Loft, Texworld USA, Apparel Sourcing USA and Home Textiles Sourcing.

### PRODUCT DIRECTORY

See the full list of product offerings at Local Loft, Texworld USA, Apparel Sourcing USA and Home Textiles Sourcing.