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Introduction

The DealCenter is designed to match buyers with sellers who are attending an upcoming conference, trade show or Expo. The online meeting system allows attendees to view other guests, sort by industry sector, company names and attendee names and titles. Based on user profiles, the online system can also prompt attendees on whom they should meet, taking the work out of networking. The system then allows attendees to schedule meetings with their peers leading up to the event and allocate respective tables for the confirmed meetings. All meetings take place at the DealCenter Area at the event, monitored by DealCenter representatives.

Visiting DealCenter

To begin using DealCenter, click on the website link DealCenter sent you via email or enter the address provided by the DealCenter team into the address bar of your Internet browser. For each trade show, a URL can be customized, as in www.deal-center.com/yourtradeshow. This link will bring you to the DealCenter LogIn Page. You may wish to save this page as a bookmark on your browser for future use.



DealCenter LogIn Page

First time users of DealCenter must register and become a DealCenter member.

If you have already registered, you can login with your email and password on the left hand side of the page under 'Current DealCenter Members'.

To register for DealCenter simply click on 'Register Now' under the section labeled 'First Time DealCenter Members'. Only registered trade show attendees can get access to the DealCenter. If you have not yet registered for the trade show, you can find a link to the show's registration website under the 'Register Now'.

In order to register, please have your trade show Confirmation number and the email address you used to register for the show available. If you have registered for the show, both the trade show and the DealCenter have emailed your Confirmation number to you, so you can check your inbox. If you cannot locate it, please contact your trade show representative to confirm your registration.

www.deal-center.com | take the work out of trade show networking



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	Please note: DealCenter will only call your	Click on the link to continue
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Create Password: *		
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What Services Does You Company P	rovide? (Check all that apply)*	



DealCenter Registration Page

Once on the DealCenter registration page, please fill in your Confirmation Number, name, title, company, and other contact and industry information. This will only take a few minutes, and the information will allow other DealCenter members to search the system and find you easier. The fields with an asterisk are required. Click on "Register Now" to gain immediate access to the DealCenter homepage.

Please note, you only need to fill in this registration page once to become an official DealCenter Member. Moving forward you can just login under the 'Current DealCenter Members" section with your email and your newly-created password. This will bring you quickly to the DealCenter homepage.

DealCenter Home Page

Once logged in, you can view the entire list of registered attendees. Names with the following icon , means these attendees have already registered for DealCenter and may be more likely to accept meeting invites, as they may know and use the system more frequently. However, all names listed will receive your meeting requests and will be prompted to login and accept or decline your meeting request accordingly.

The complete attendee list is updated "realtime", so keep checking back often as the show date approaches. The list can get rather long depending on how many people have already registered for the show. To maximize your time on the DealCenter, you can sort through

this list by company, title, first name, last name, or industry sector. Simply type in the company or name you are looking for and click "search," or search by a particular title category or industry sector. For example, click



DealCenter Home Page (Continued)

on "Retail VoIP", and DealCenter provides a list of companies that have classified themselves as Retail VoIP service providers. This list of industries is customized for each trade show, to match attendees profiles.

On the right hand side of the home page, you'll see a few boxes that will nicely summarize your DealCenter activities; including boxes that show 'Confirmed Meetings', 'Meetings Requested By You', 'Meetings Requested Of You' and even an exciting, new feature, 'People You May Want to Meet' which matches those attendees that may have similar business interests. For example, when registering, you may have selected that you are a buyer of VoIP retail services. DealCenter will list all the sellers of VoIP retail services for you. Next to their name and company, you can click "Invite" to request a meeting with these suggested attendees.

People You May Want To Meet

You can also click "invite" within the complete list of attendees. For example if after searching the list, you have found someone that you'd like to meet and potentially do business with, click on "Invite" – and you can select the time you wish to meet them, and even include a personal note. Then click "Send" and they will receive your invitation via email and on their DealCenter Home Page.

You will notice the meeting request will show up in the box on the right titled "Meetings Requested By You." If another attendee has sent you a request to meet them at the show, the request will appear in the box on the right titled "Meetings Requested Of You."

Please accept or decline meetings promptly. DealCenter will also automatically follow up on those that have yet responded to a pending meeting request by sending periodic reminder emails. When both parties confirm a meeting, the meeting will appear in the box entitled "Confirmed Meetings."

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Manage Your Schedule

The "Manage Your Schedule" page allows you to efficiently plan your time at the trade show. When you're not available you can "block out" the times that would be inconvenient for you by simply going to that date and time and clicking over it. This action will shade that time in red now listing it as an 'unavailable' meeting time. Now other DealCenter members can only request a meeting when you are available. The DealCenter has also included a list of conference sessions and meetings that will occur during the show, to help you better manage your schedule accordingly. DealCenter hours have also been included.

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Manage Your Profile

On the "Manage Your Profile" page, you can enter and update information about your company, industry sector, and the products and services you buy or sell. Your profile allows DealCenter to suggest which other attendees you may wish to meet thereby taking the "work" out of networking.



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Change Password

On the "Change Password" page, simply type in your current password, and then create a new one that you prefer. Re-type your new password to confirm. If you ever forget your password, click on "Forgot password" on the login page, and your latest password will be directly emailed to you.

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Print Meetings

Click on "Print Meetings" to get a list of your confirmed meetings first, and then a list of pending meetings, both requested of or by you. Don't forget to print out your confirmed meetings before heading out to the show. All confirmed meetings will be held at the assigned table in the DealCenter Area at the conference, so please check the signs upon arriving to the show. A DealCenter representative will also be onhand to help you further.



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Log Out

At the end of the each of your online DealCenter sessions, please remember to logout of the secure site by clicking "Logout" on the top navigation panel. Now making meetings and conducting business is as easy and efficient as a few clicks. Your networking has just been streamlined. Enjoy the show!