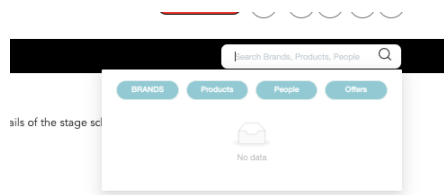


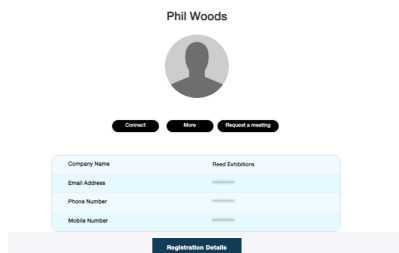
## Setting Up Meetings Using Showhub

Step 1: Log into your account (<https://aatf.showhub.live/events/aatf/signup/642a6bc7d9d27b0019933001>)

Step 2: Search for the person, brand, product etc. that you are wanting to connect with.



Step 3: When the result pops up, click 'Request a meeting'.

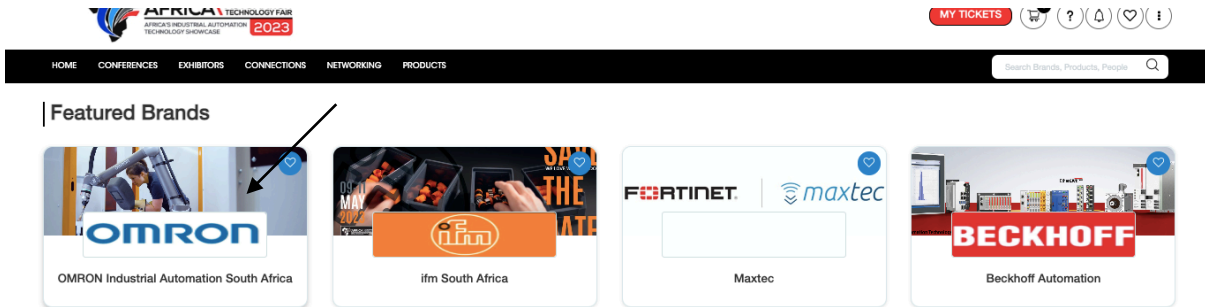


If you are wanting to arrange a meeting with an exhibitor:

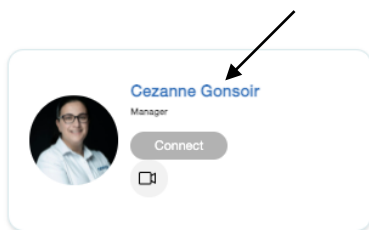
Click exhibitors



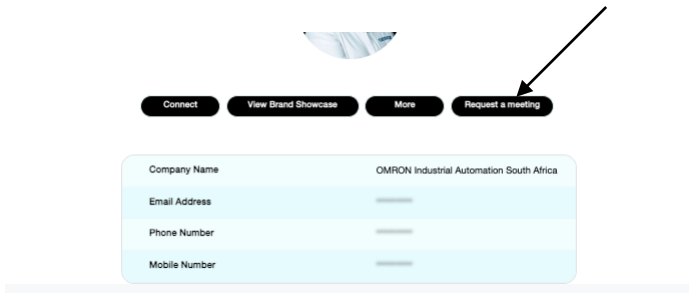
Step 3 Click on the brand you are looking for



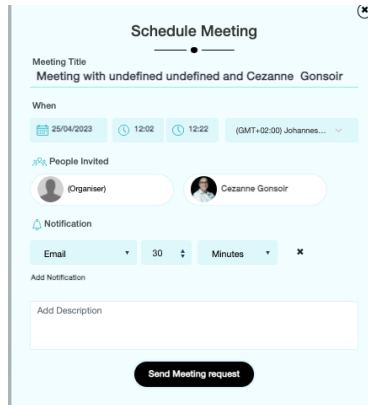
Step 4: Select the staff members name you wish to connect with



Step 5 Click request a meeting.



Step 6 Fill in the relevant meeting details.



### Connecting with the visitors.

Step 1: Download the app and login.

Step 2: Scan the code on the visitor that you wish to connect with badge.

Step 3: the system will collect the data. You can download this data at the end of each day.

### Downloading the data

Step 1: on a desktop open the website (<https://aatf.showhub.live/events/aatf/signup/642a6bc7d9d27b0019933001>)

Step 2: Sign into your account.

Step 3: Click on the three dots in the top right-hand corner.

Step 4: Select Dashboard.

Step 5: Select the Download button.

Contact [Drew](#) (0832532552) for additional assistance.