



# PGA SHOW™

## ATTENDEE HUB ONBOARDING GUIDE

### 1

#### Your First Steps: Navigating the Attendee Hub

- Login . . . . . 2
- Update your participant profile . . . . . 2-3
  - ✓ Add a photo of yourself
  - ✓ Add a short blurb about you
  - ✓ Add your badge category, show activities and country/region
  - ✓ Add your social media links

### 2

#### What You Should Do Next: Get Ready To Connect With Attendees and Exhibitors!

- Connect with Attendees and Exhibitors via . . . . . 3-4 the Chat Module
- Download the latest version of one of the . . . . . 4 following browsers:
  - ✓ Firefox
  - ✓ Google Chrome
  - ✓ Safari (on macOS)
  - ✓ Microsoft Edge (on Windows 10)

## How to Navigate the Attendee Hub

Our new and improved online platform allows all PGA Show attendees to make connections and discover new and exciting products from our exhibitors! This guide will show you how to get the most out of the platform to optimize your PGA Show experience.

### Step 1: Logging In

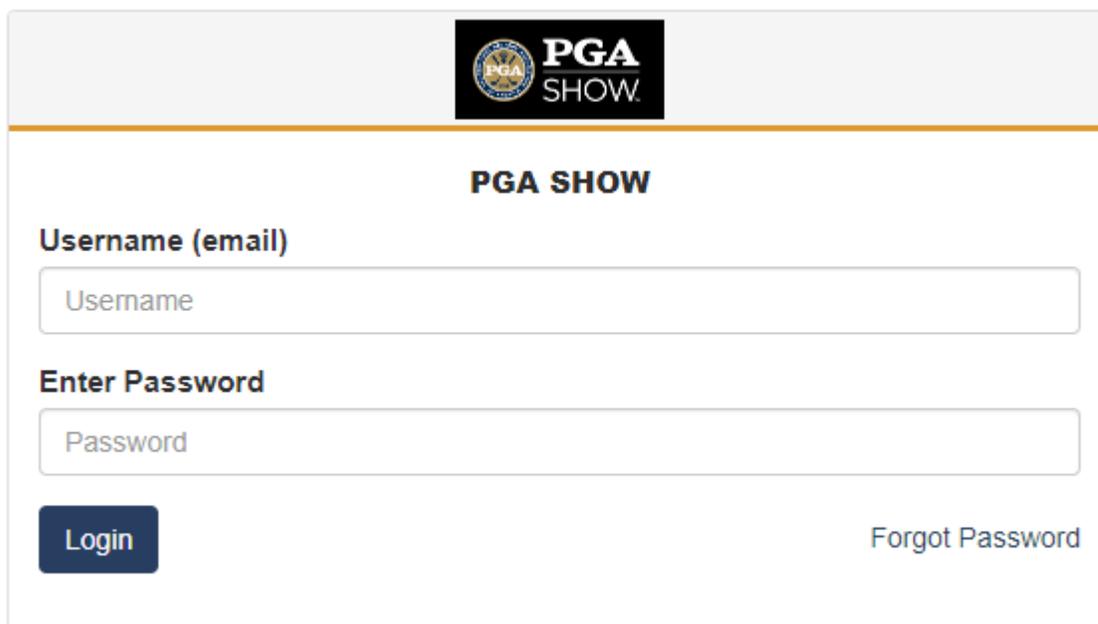
You should receive an email from [no-reply@rxglobal.com](mailto:no-reply@rxglobal.com) with the subject line “**Access your PGA Show Experience now**”, prompting you to activate your account in the Attendee Hub.

There are two options to activate your account:

1. Use “Activate” button
2. Copy and paste the link at the bottom in a browser

Once you activate your account, you may login directly to the PGA Show Attendee Hub. The Hub is also available via the PGA Show Website. If you need additional help logging in, contact [Customer Service](#).

**Note:** We strongly encourage all attendees to set up profiles ASAP to start connecting with peers and exhibitors leading up to the 2023 PGA Show.



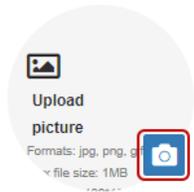
The screenshot shows the login interface for the PGA Show Attendee Hub. At the top, there is a header with the PGA Show logo. Below the header, the text "PGA SHOW" is centered. The login form consists of two input fields: "Username (email)" and "Enter Password". Below the "Enter Password" field, there is a dark blue "Login" button and a link for "Forgot Password".

### Step 2: Update your participant profile

Access your participant profile on the Participant directory page, by clicking on “Edit my profile”



The screenshot shows a navigation bar with three links: "Edit My Profile" (highlighted with a red box), "Edit company details", and "Logout". Below the navigation bar, there is a search bar with the word "Filter" on the left and a search icon on the right.

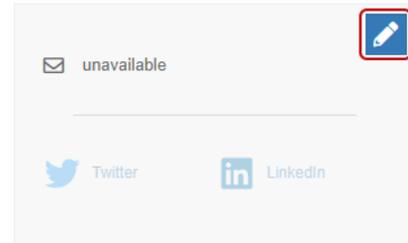


# John Smith

Company ABC



## About John



Select items that best represent your company to help visitors to find you through searching the participant directory.

Your badge category:

Your Show activities:

Country/Region:

You can edit anything with a pencil icon next to it. To set up your profile, add:

- Your photo (recommended size 180\*180px, max 1MB)
- A link to your social media profiles (Twitter & LinkedIn)
- A short blurb about you
- Your badge category, show activities and country/region

**Note:** We encourage you to completely set up your profile and make sure you fill in as many details as possible. The online directory has enhanced filters and searching capabilities, which will be used by participants to identify relevant connections.

Step 2: Connect with Attendees and Exhibitors via the Chat Module

- To start a discussion, click on “Send a message” on a participant details page
- The chat module is always available in the bottom right of the platform and can be minimized or displayed using the small arrow



## Things to Keep in Mind

### Browsers

To maximize your online experience and to be able to use all platform features such as file uploads and chat messaging, we strongly recommend that you use the latest version of one of the following browsers:

- Firefox
- Google Chrome
- Safari (on macOS)
- Microsoft Edge (on Windows 10)