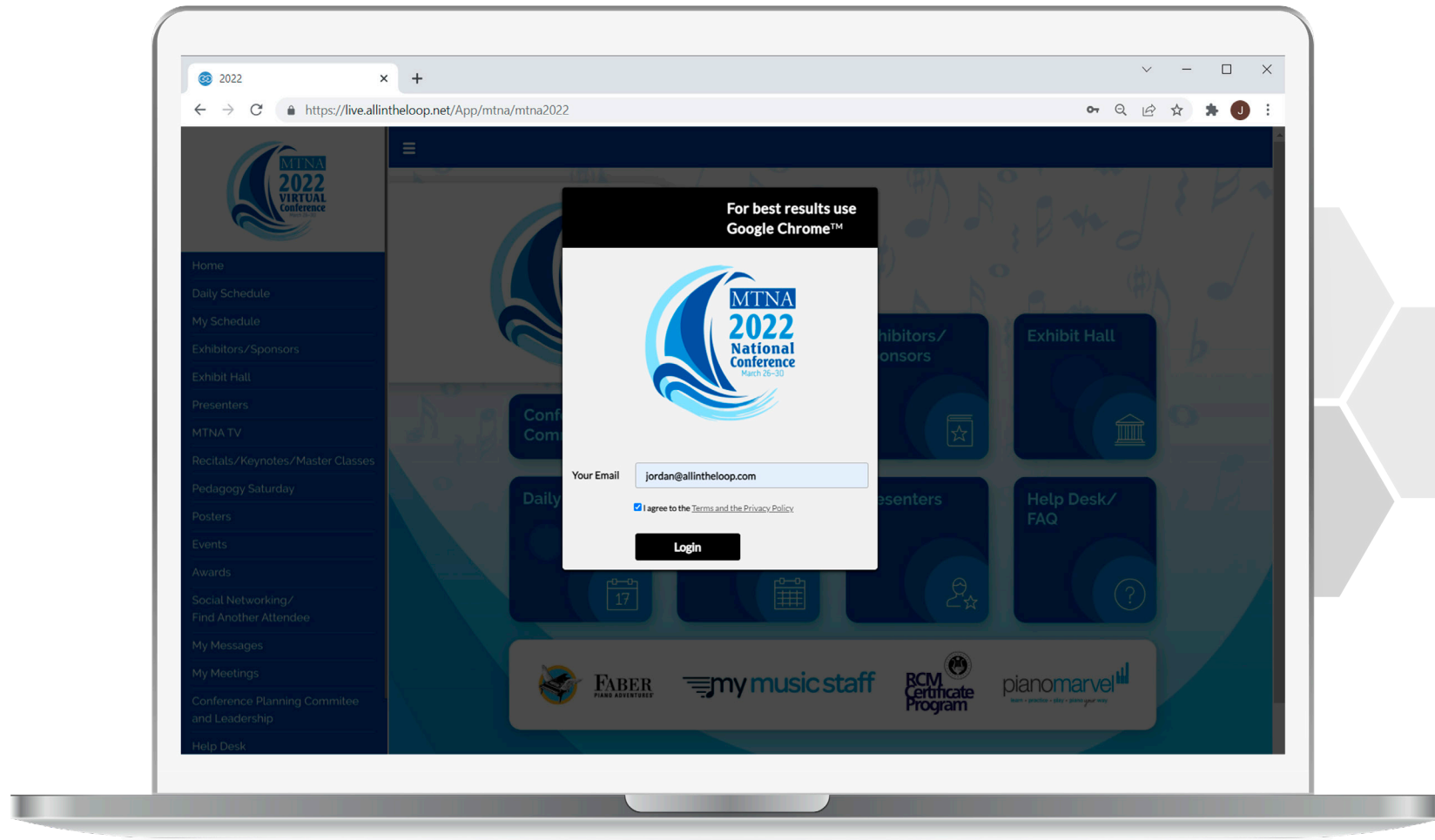




# **DESKTOP APPLICATION ATTENDEE GUIDE**



## Log In

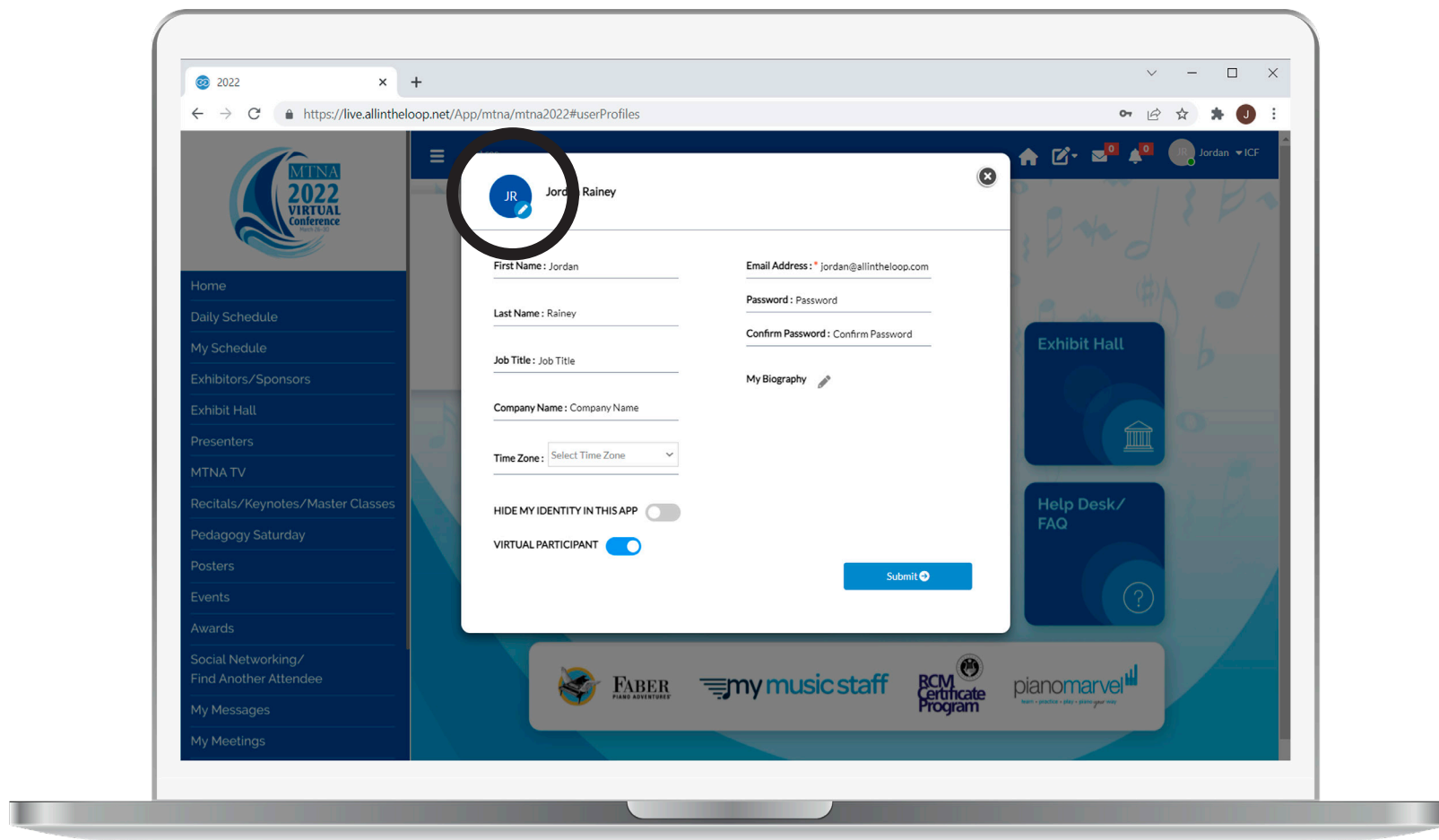


**Google Chrome** is preferred, however you can login via other browsers. Log in using your email address. No password is required.



## **CONFIRMING YOUR PROFILE DETAILS**

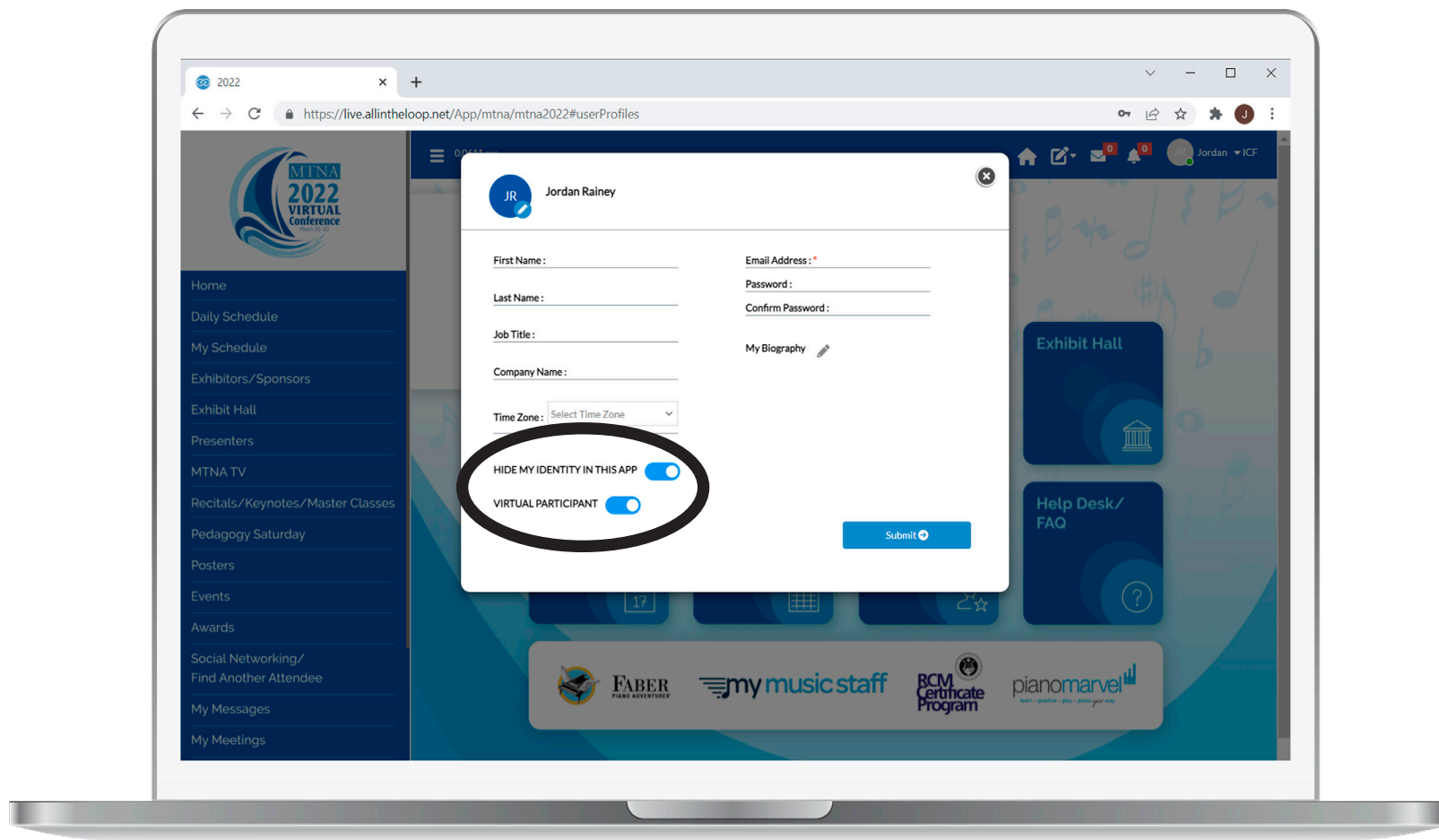
## Your Profile



Click the pencil icon to add a **profile picture** or **click a field** to edit any incorrect information.



## Your Profile

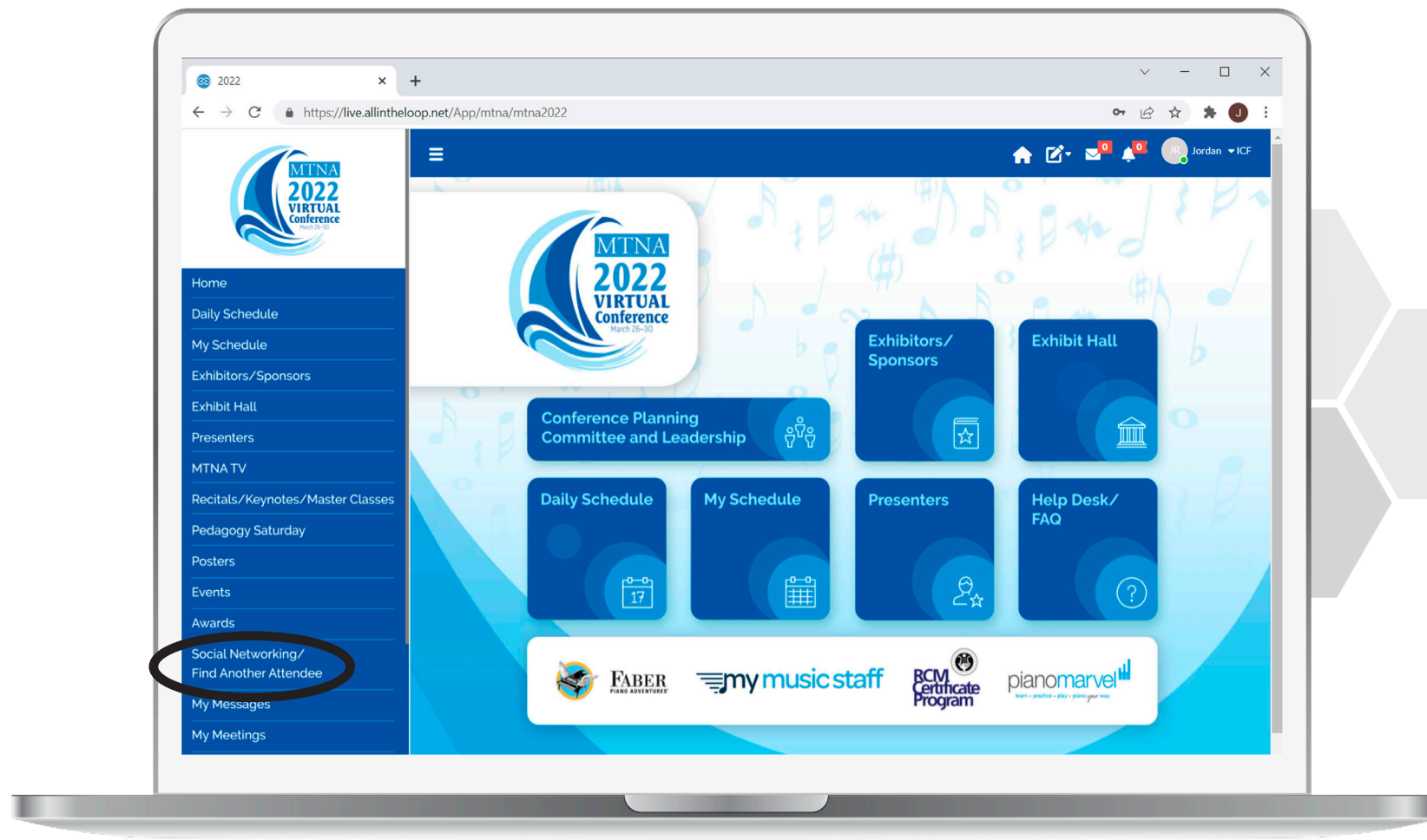


Toggle **Hide My Identity in this App** if you do not wish to be contacted or appear in the Attendee list.



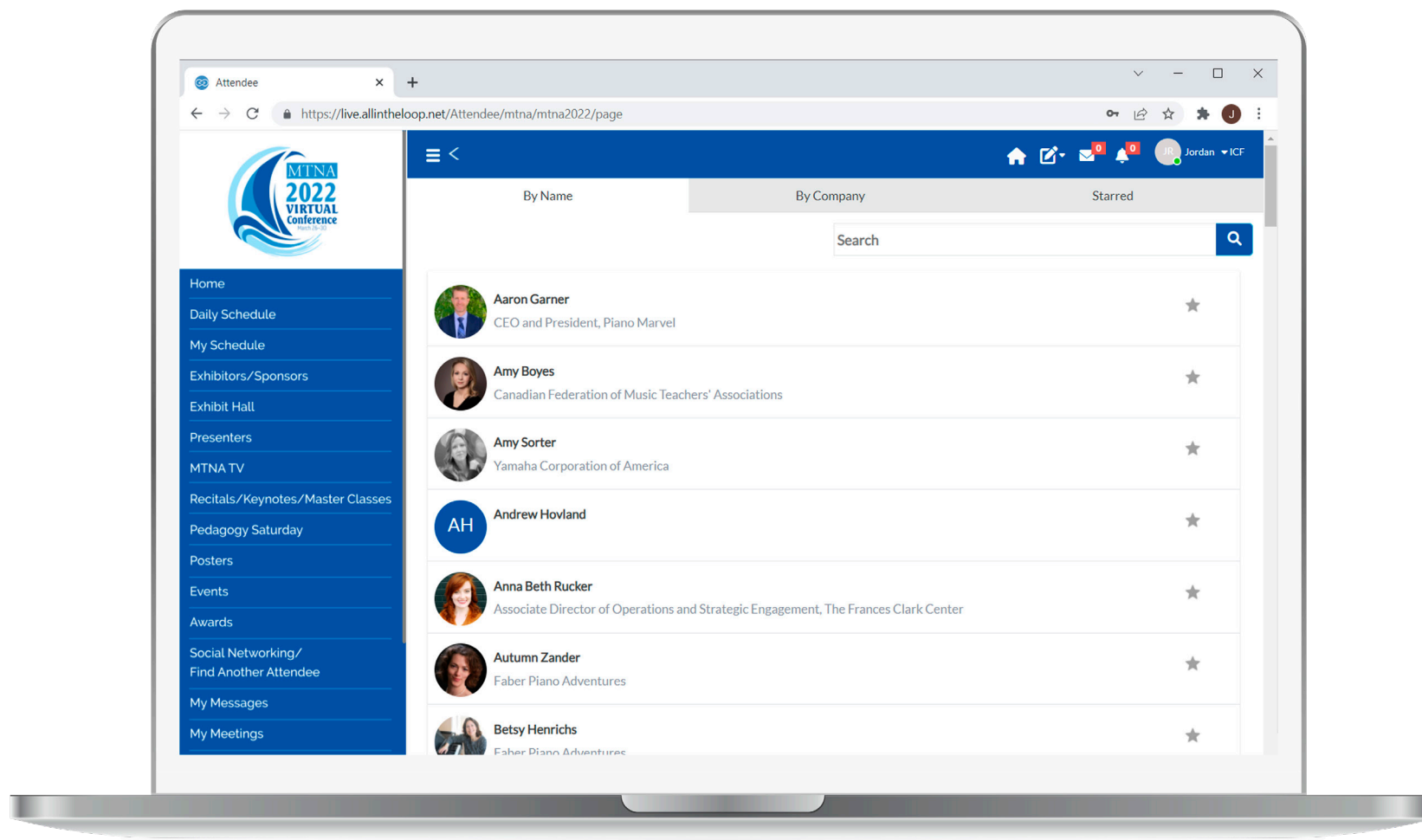
## **DESKTOP APPLICATION REQUESTING A MEETING**

## Networking



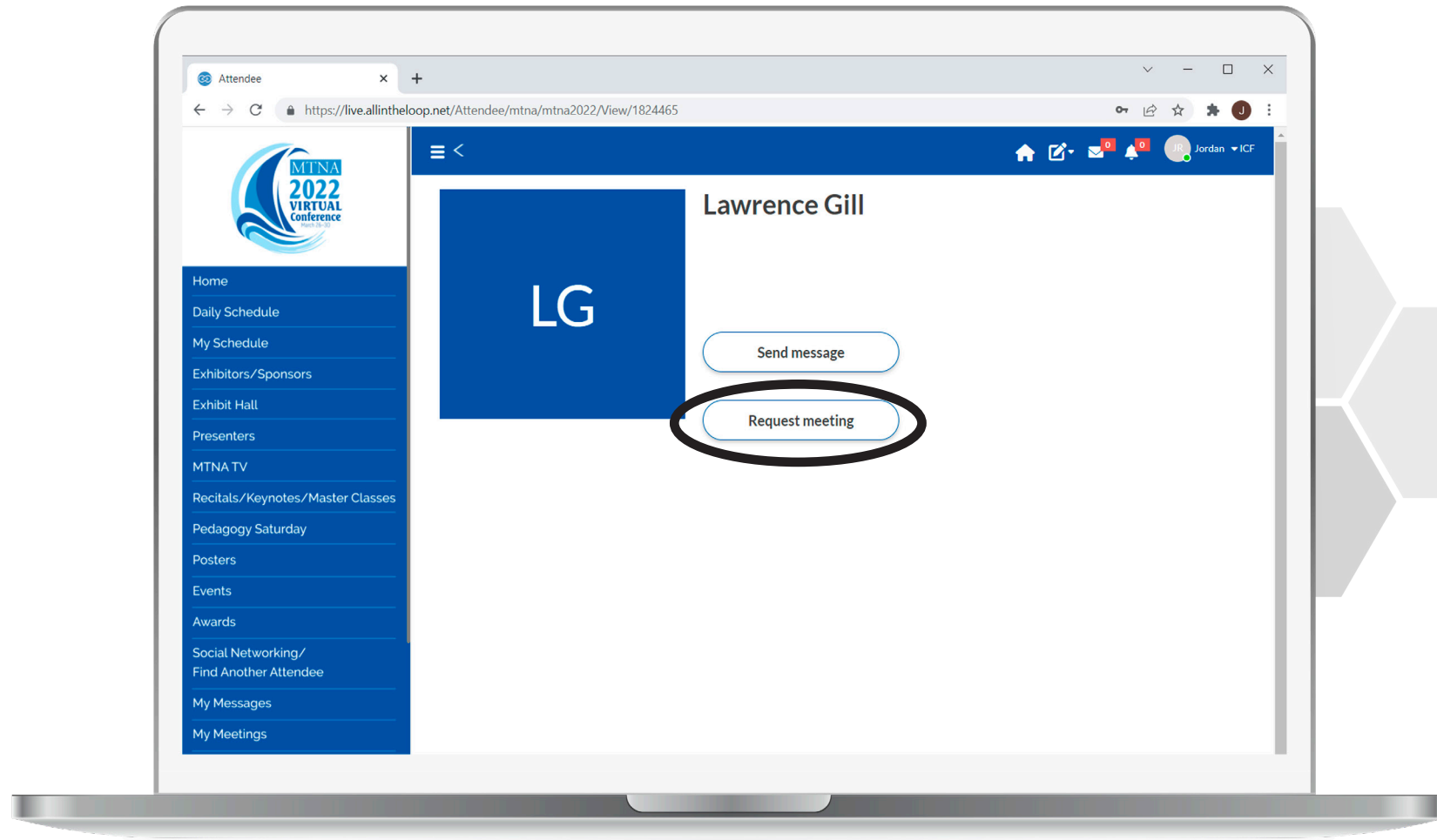
Click '**Social Networking / Find Another Attendee**' on the left hand menu.

# Networking



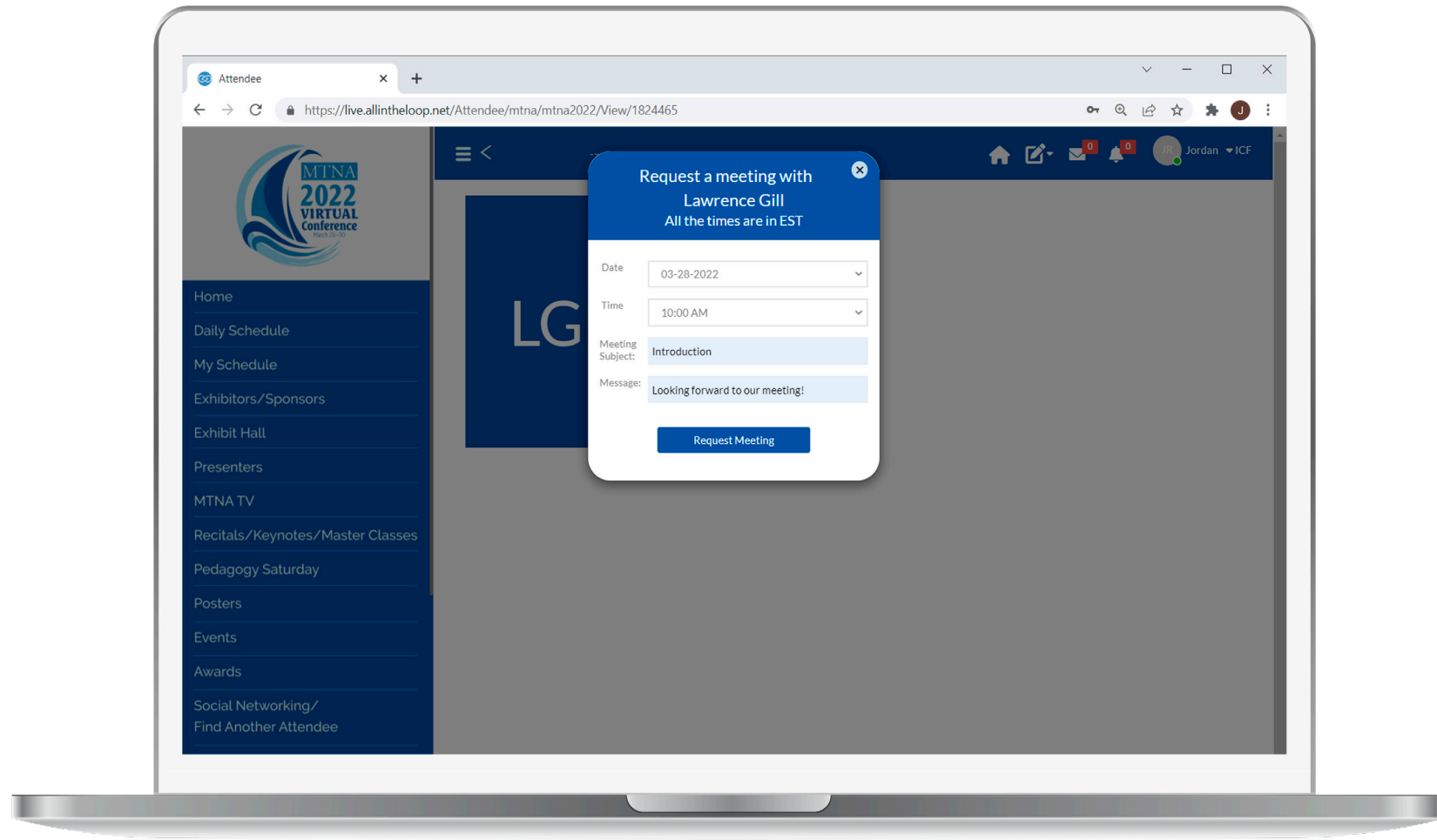
Search for attendees by Name, Company or Starred.  
(Click the star icon next to an  
attendees name)

## Networking



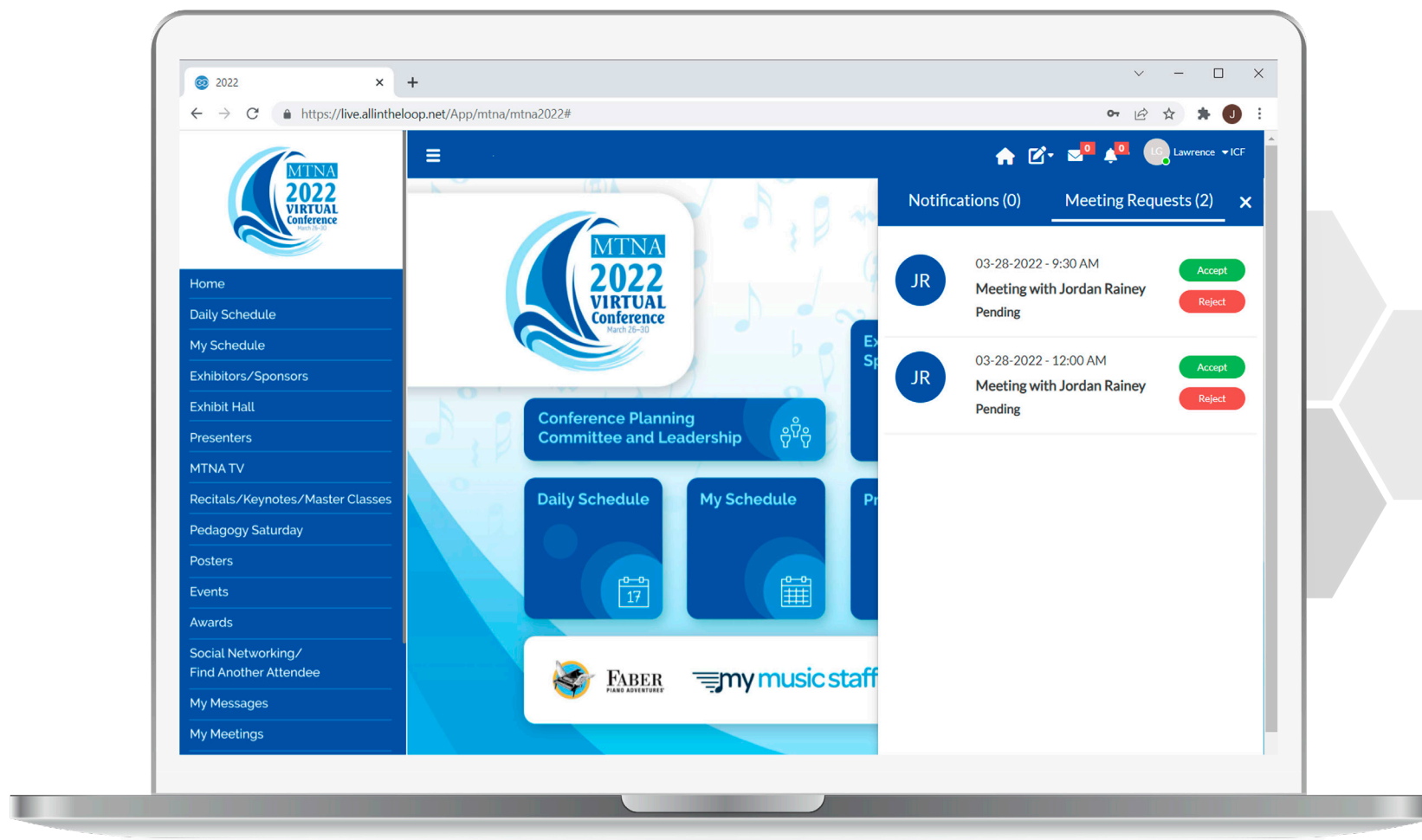
Search and select an attendee. After selecting an attendee, click '**Request Meeting**'. You can also send the attendee a message by clicking '**Send Message**'.

## Networking



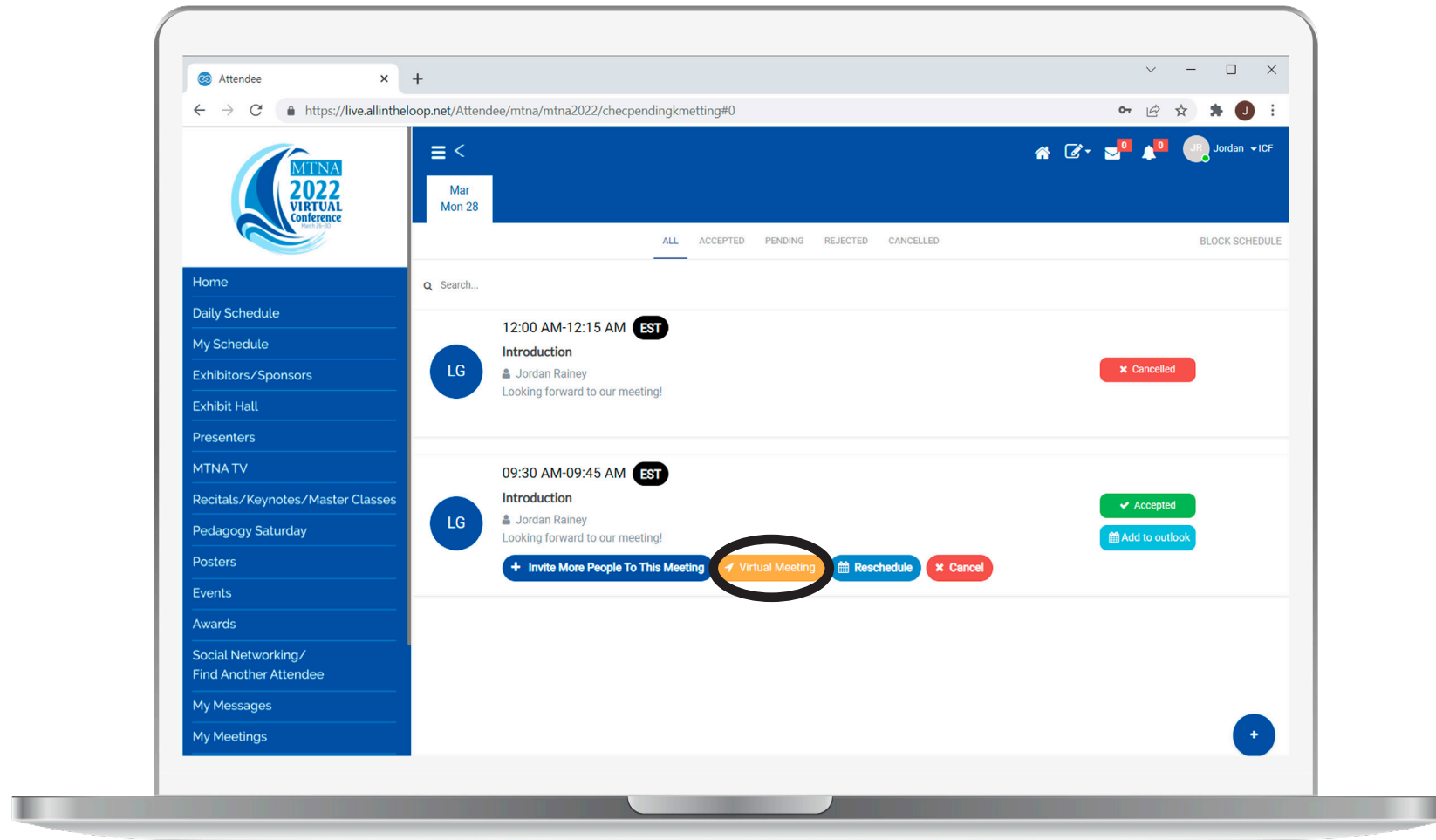
Choose a **date and time** and include an optional message. **\*Note:** Only times that are available for both parties will appear.

## Networking



Users will then receive an **alert** when someone responds to your meeting requests.

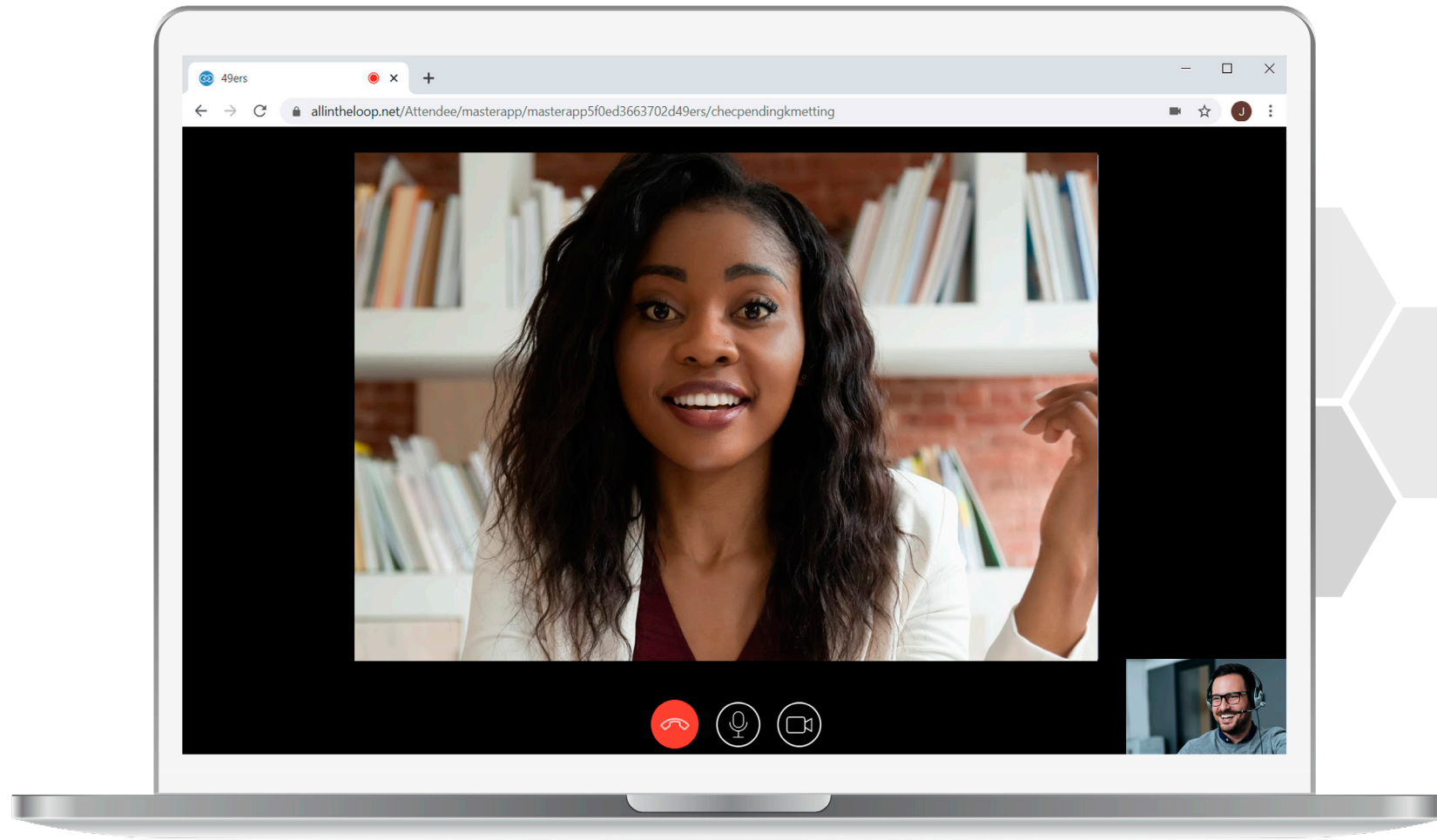
# Networking



Click **'My Meetings'** to view your meetings. Filter your meetings by status, accept requests, cancel and reschedule. Click on the highlighted **'Virtual Meeting'** button to enter a meeting.

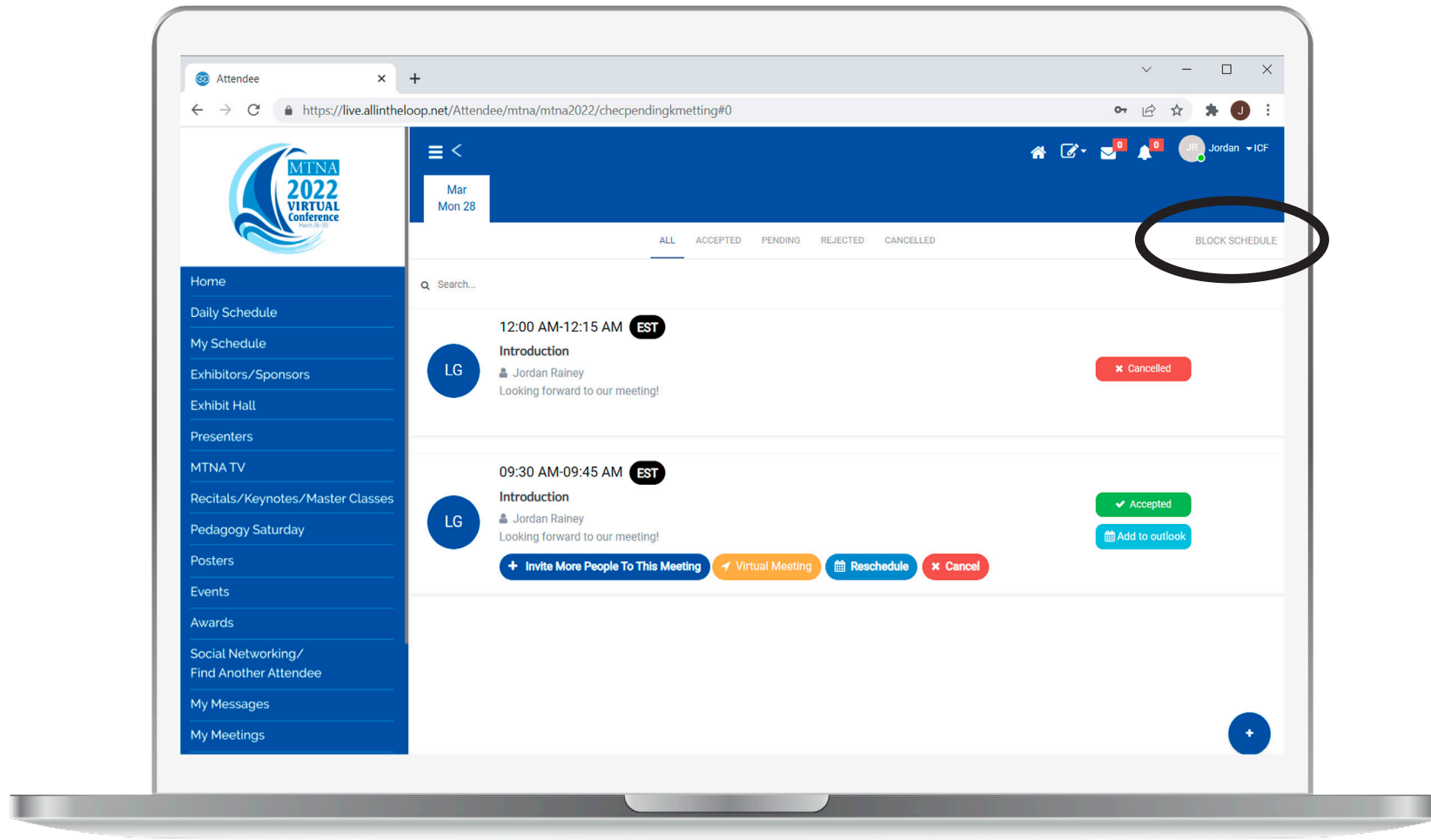


## Networking



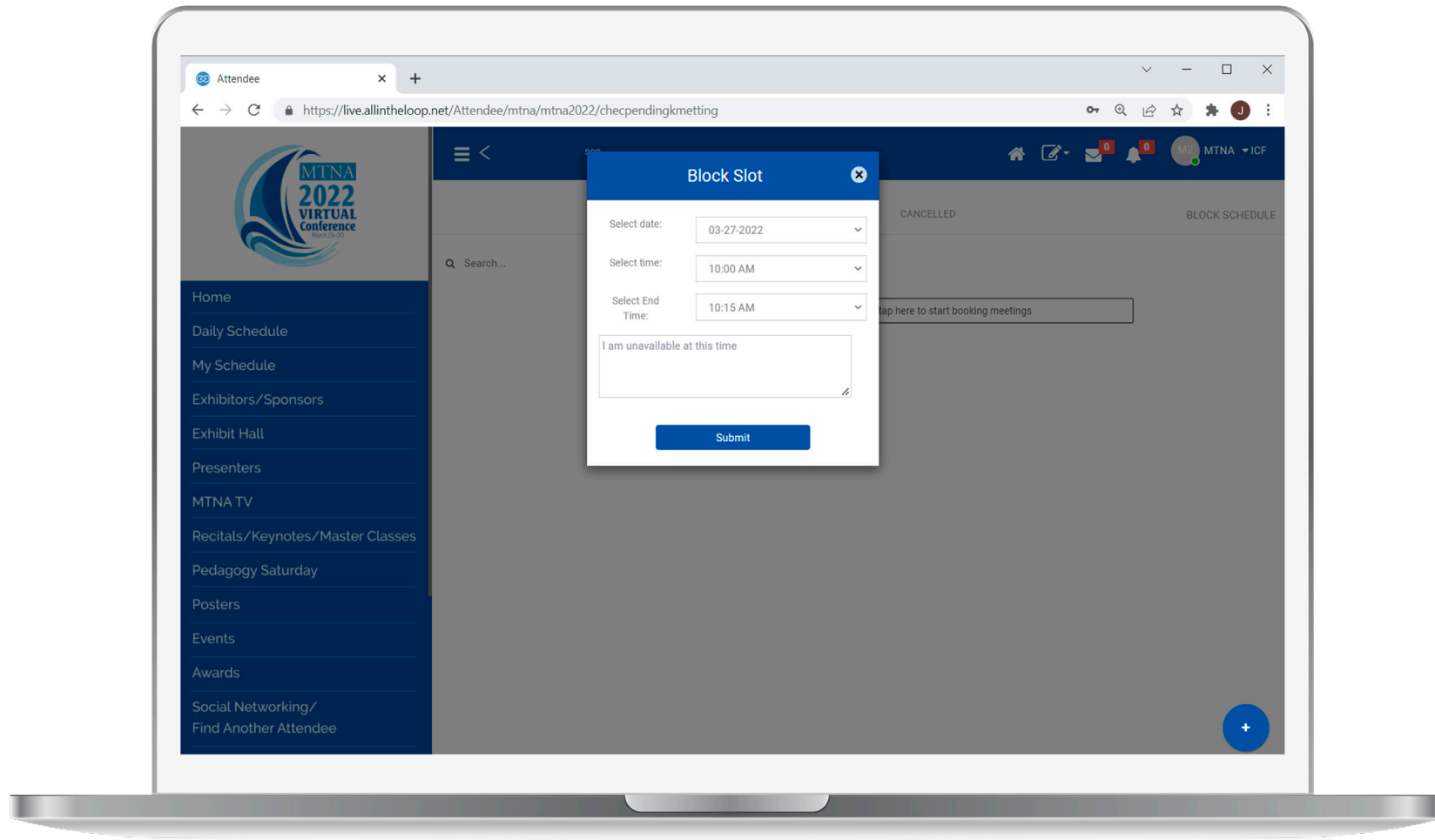
Join a meeting and start a discussion.  
Click on the red button to end the meeting.

## Networking



If you are unable to attend a meeting at a certain time, click on the circled **'Block Schedule'** text.

## Networking

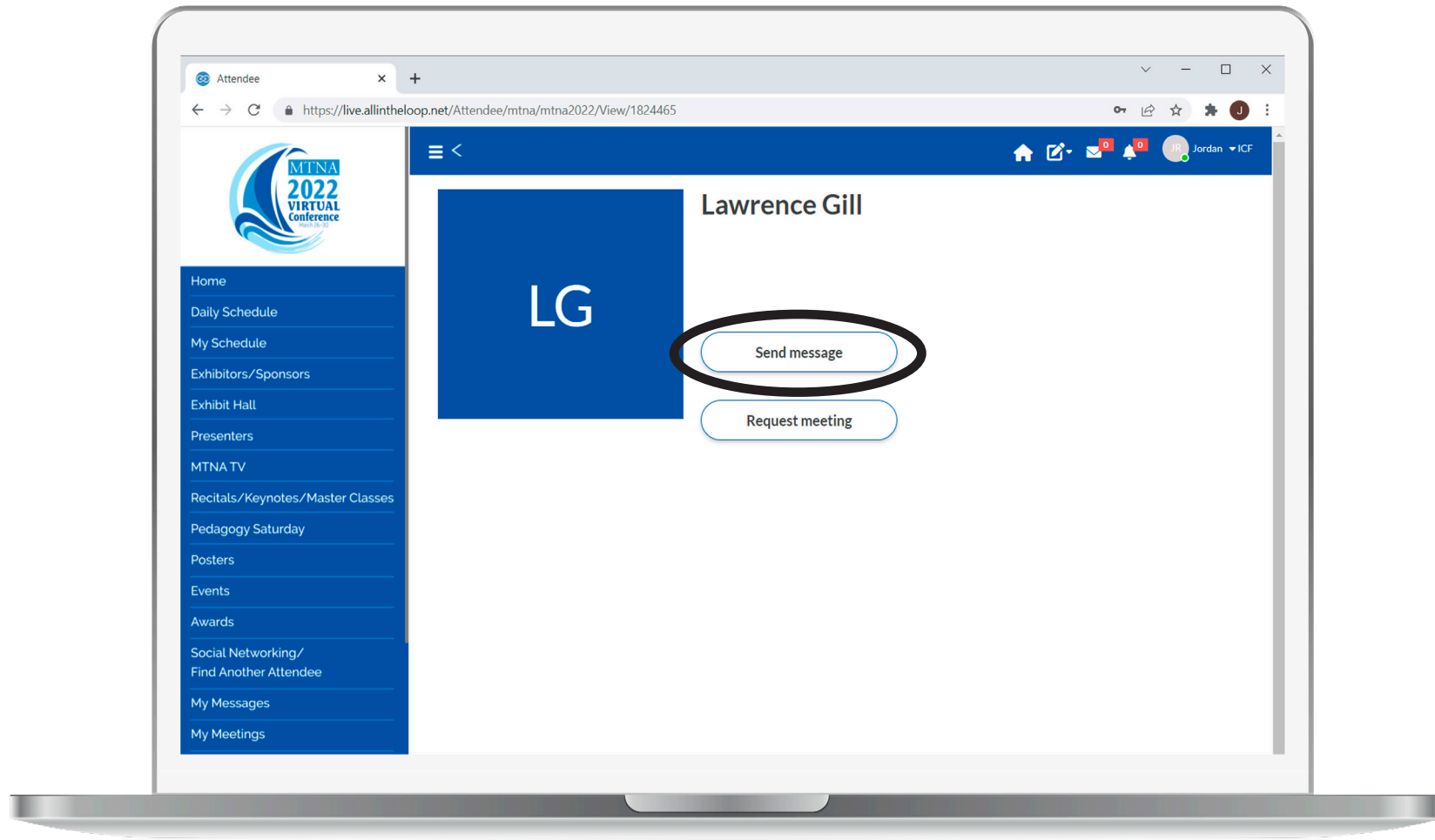


Choose a time, date, message and click submit.  
Other attendees will now be unable to  
request meetings at that specific time.



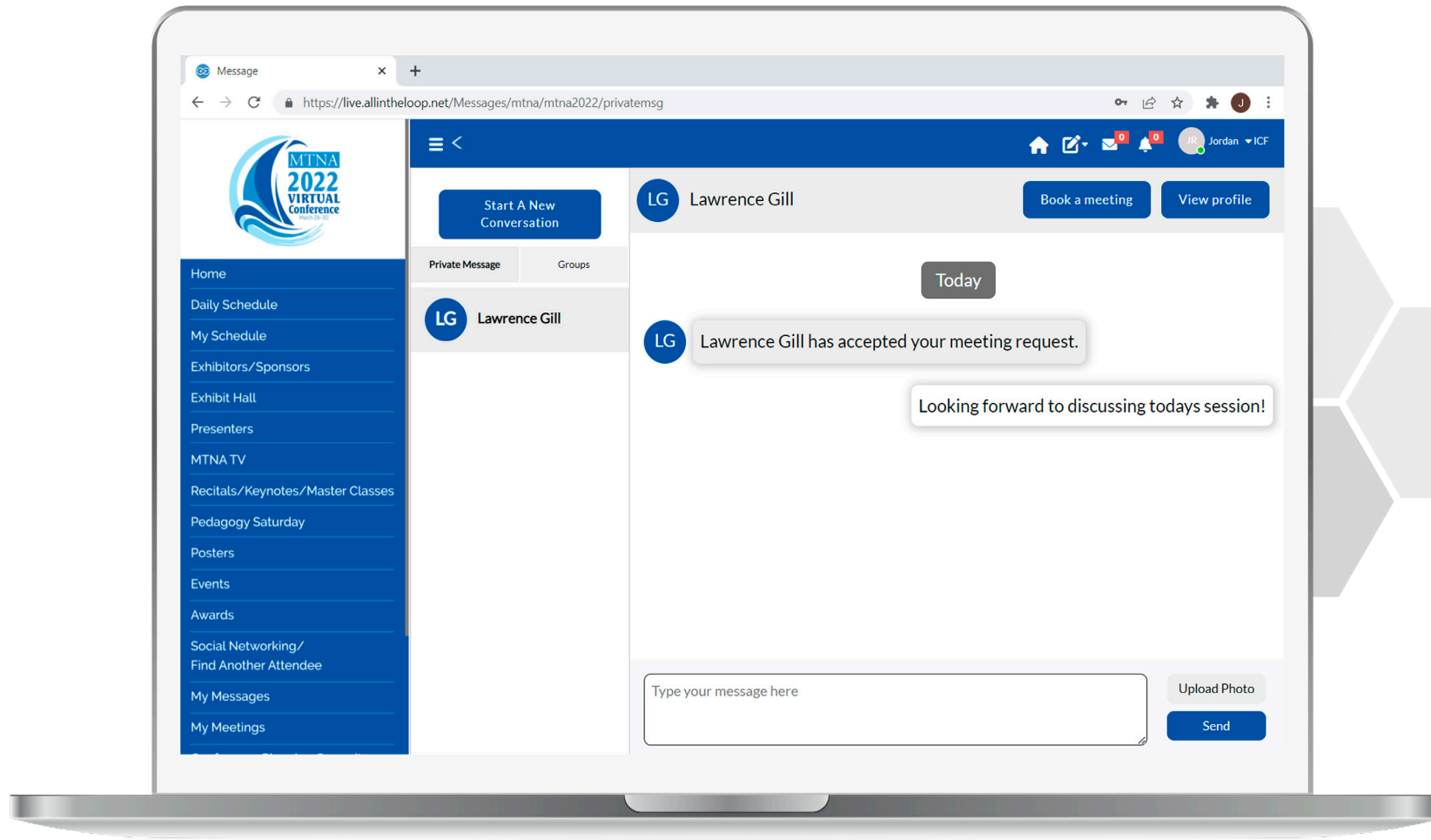
## **DESKTOP APPLICATION MESSAGING**

## Networking



After selecting a participant.  
Click '**Send Message**'.

## Networking

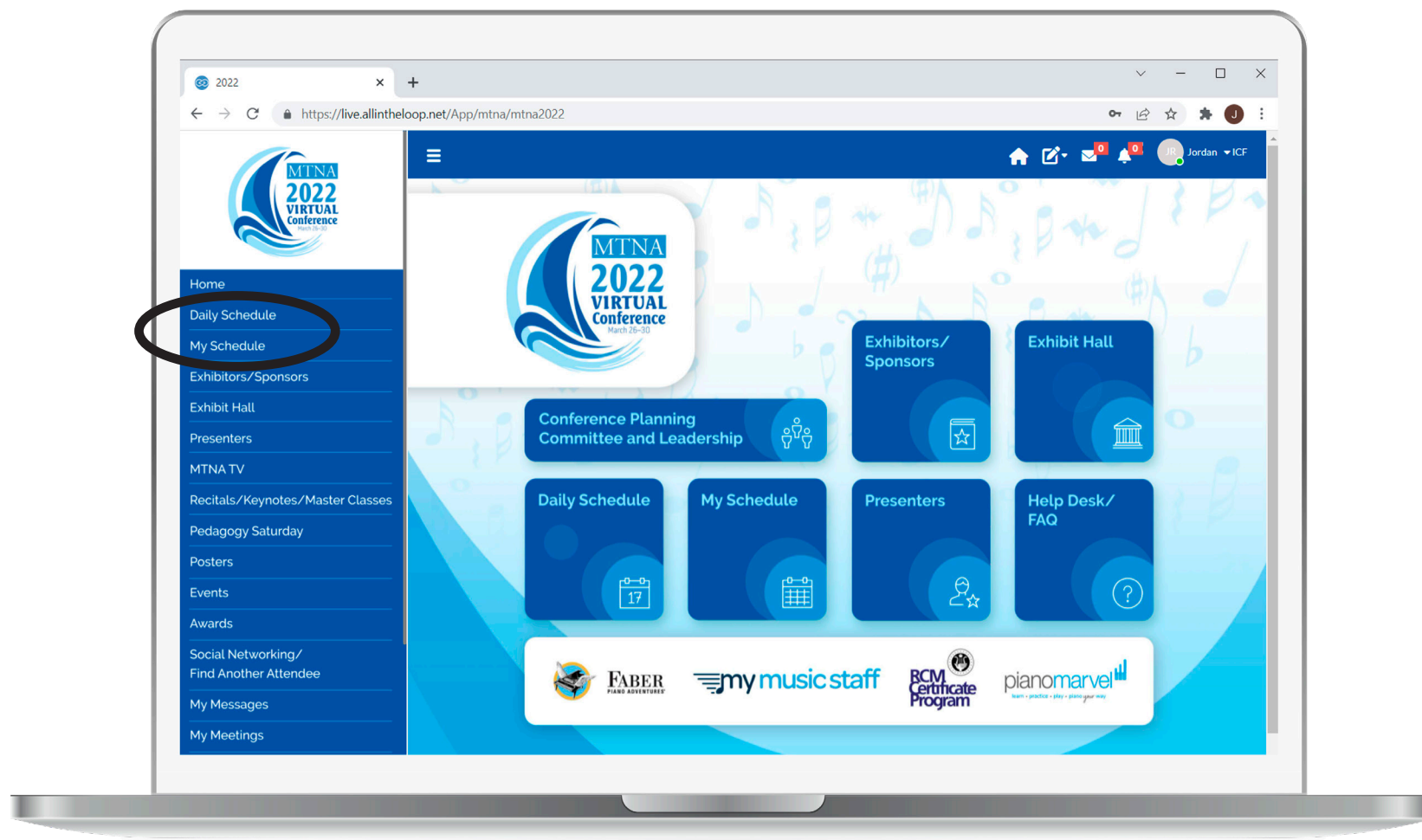


**Send a message** and network with other participants. You will receive a notification when a message is sent.



## **DESKTOP APPLICATION SCHEDULE**

## Schedule

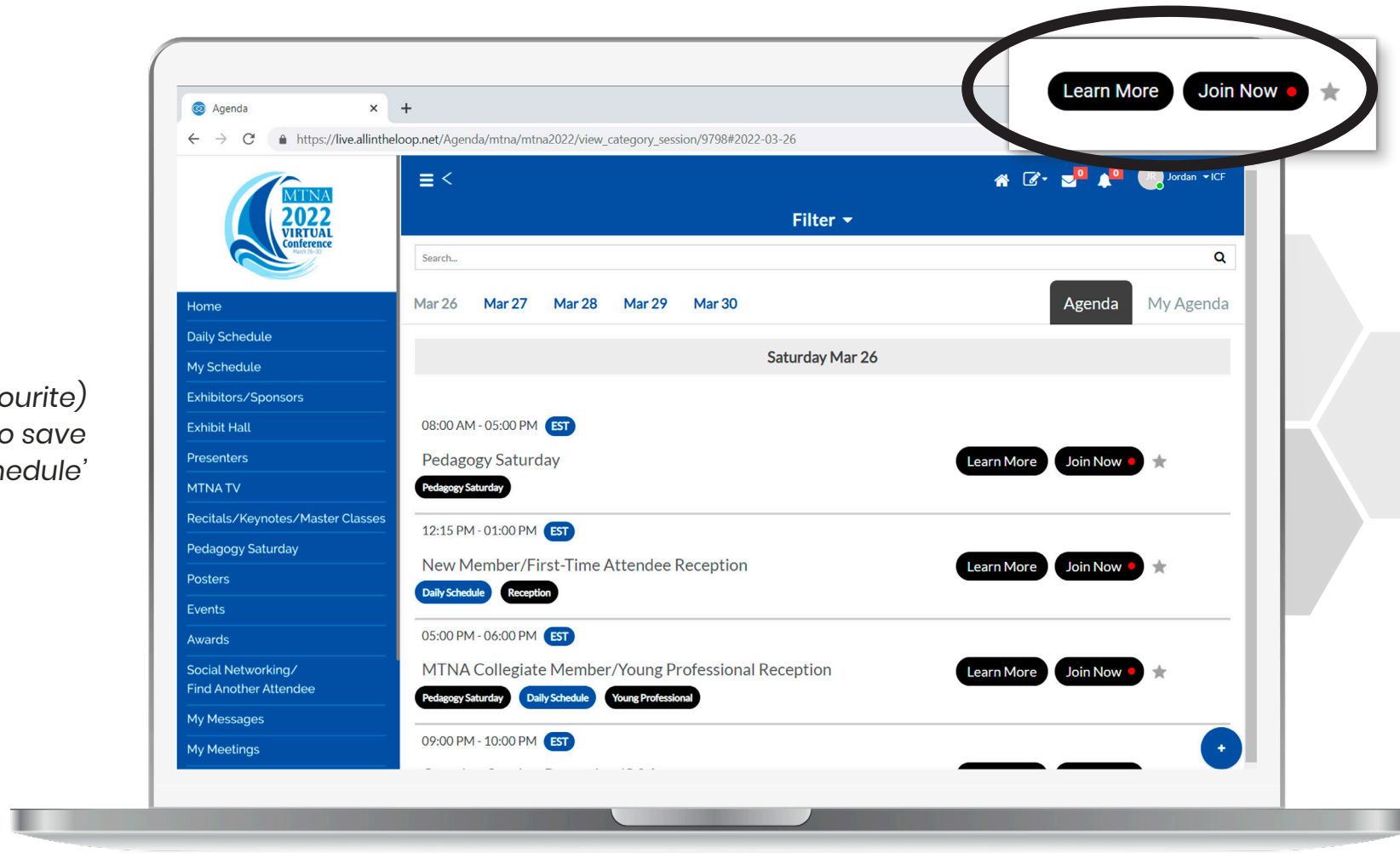


Click the '**Daily Schedule**' button on the left hand menu or home screen.



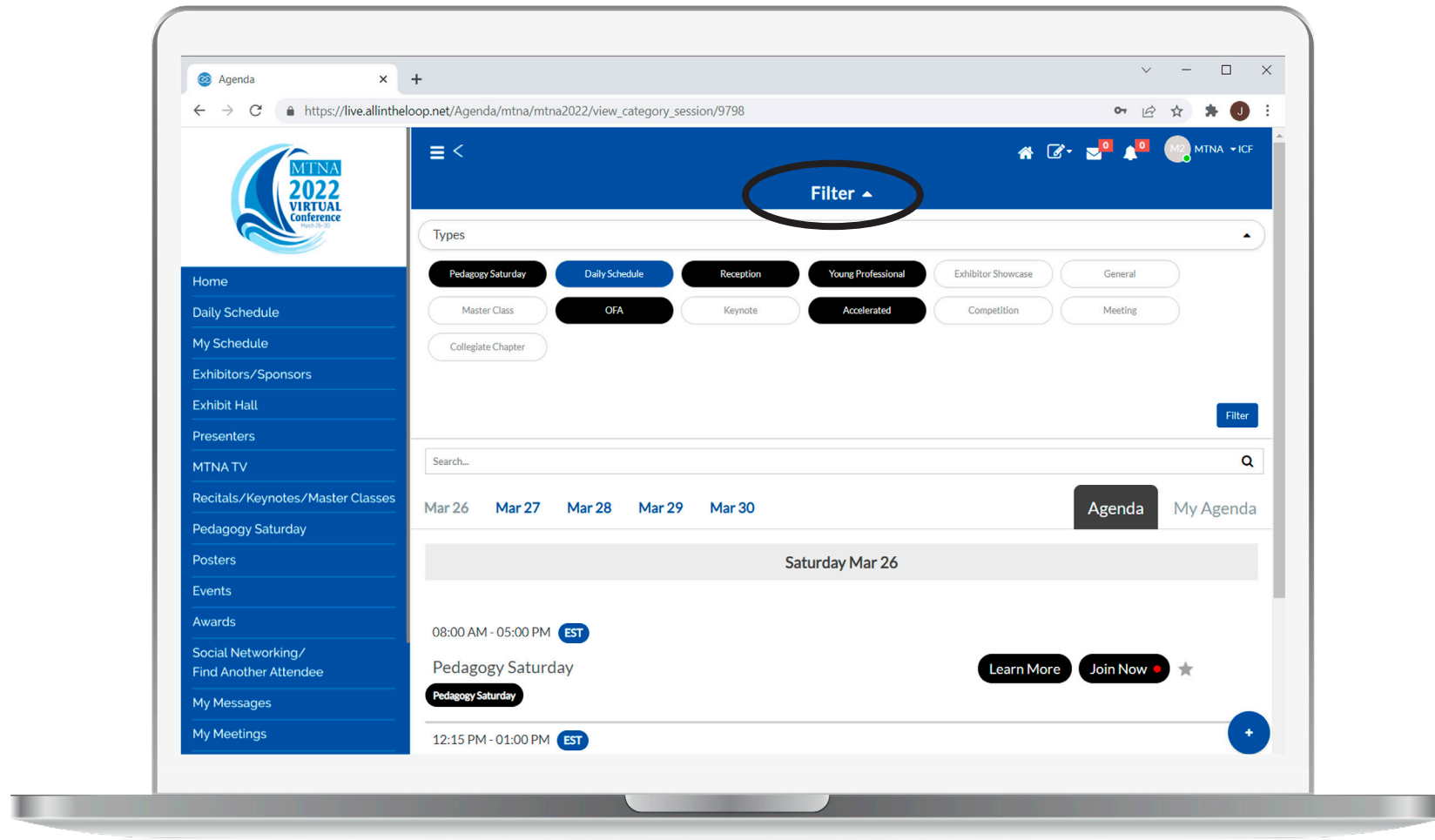
## Schedule

**\*Note:**  
Star (favourite)  
sessions to save  
to 'My Schedule'



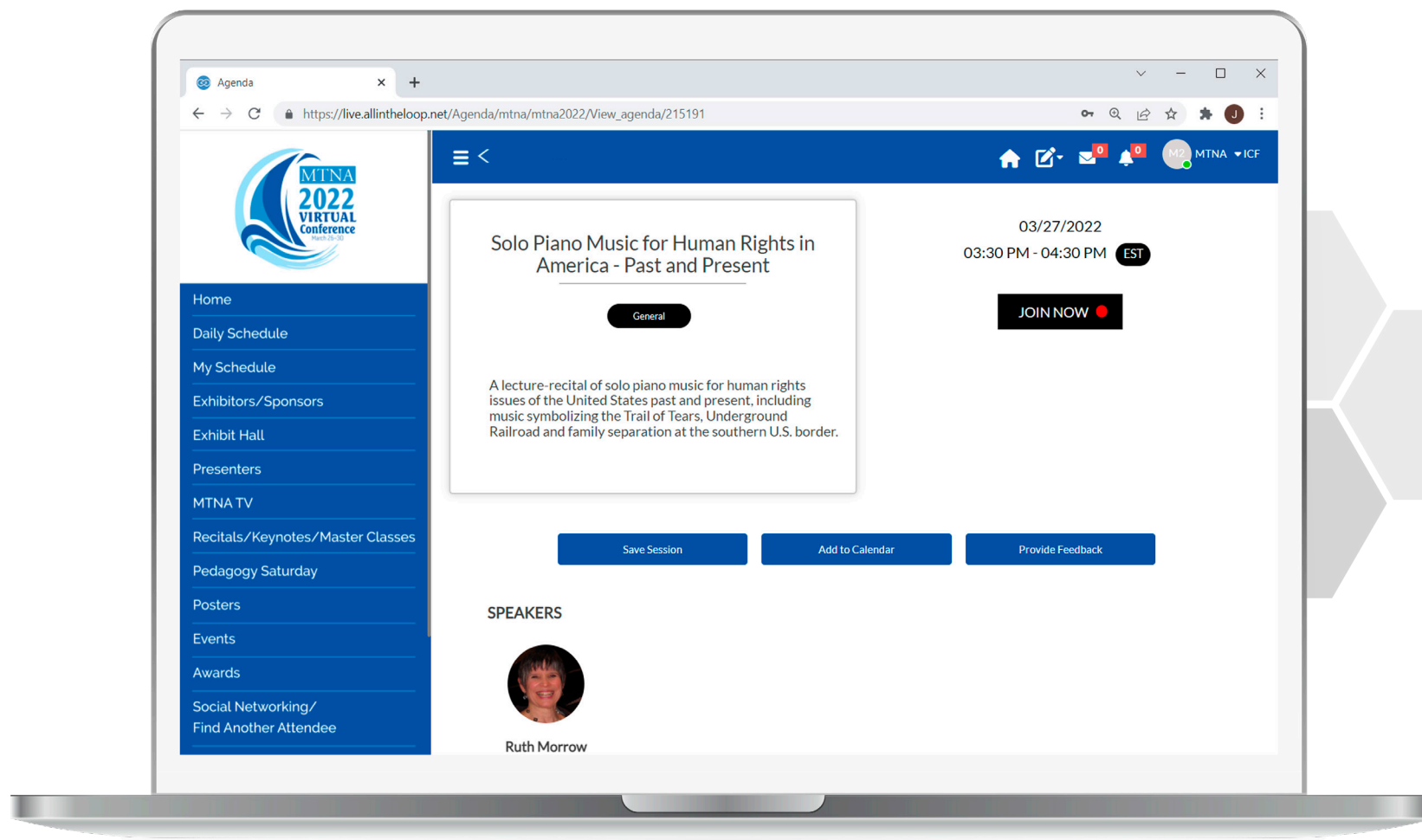
Navigate to a relevant session and  
click on that session. You can also click  
the **Join Now** button.

## Schedule



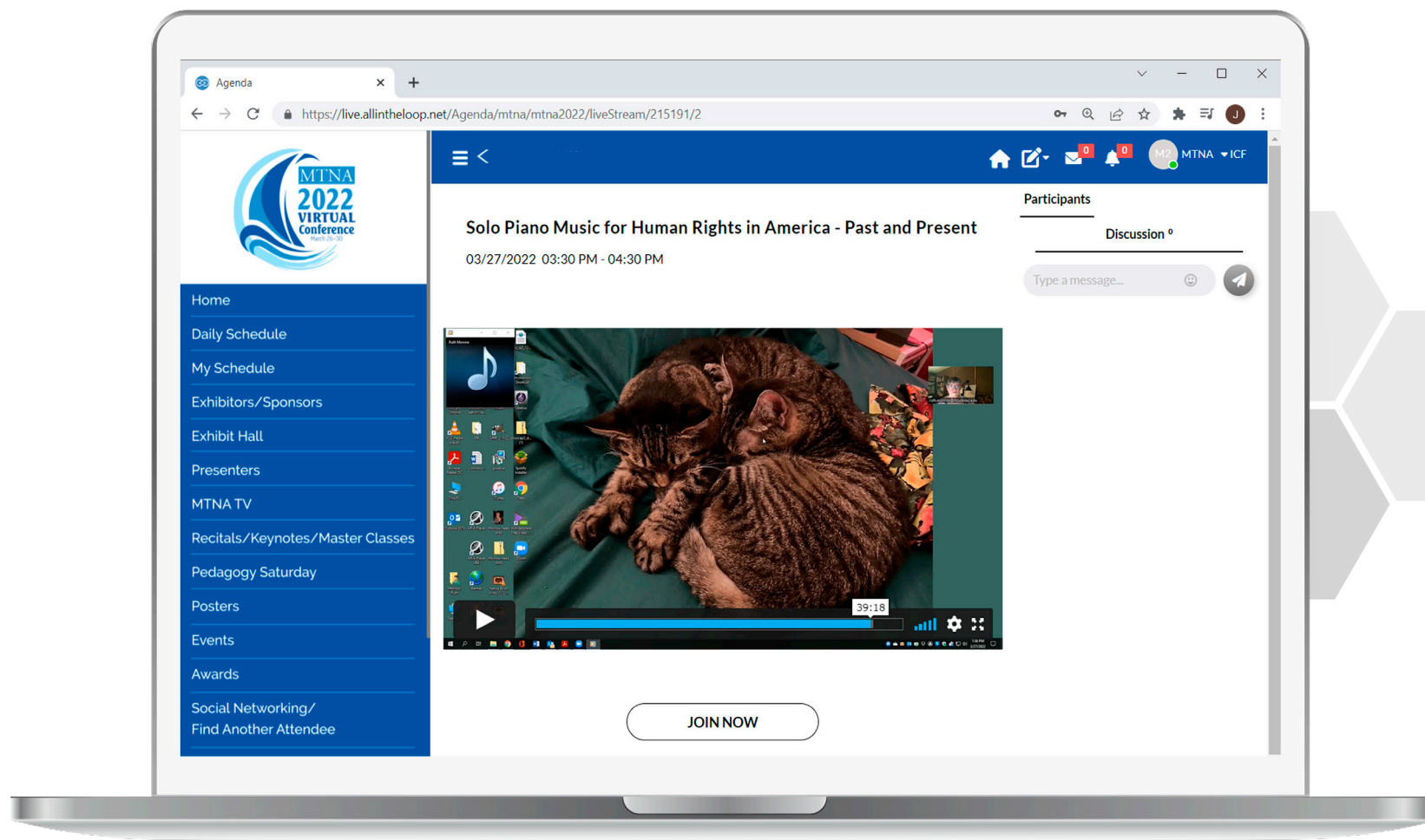
Use filters to find sessions easily.

## Schedule



When you have clicked on a session  
view the session description. To view a  
stream click '**JOIN NOW**'

## Schedule

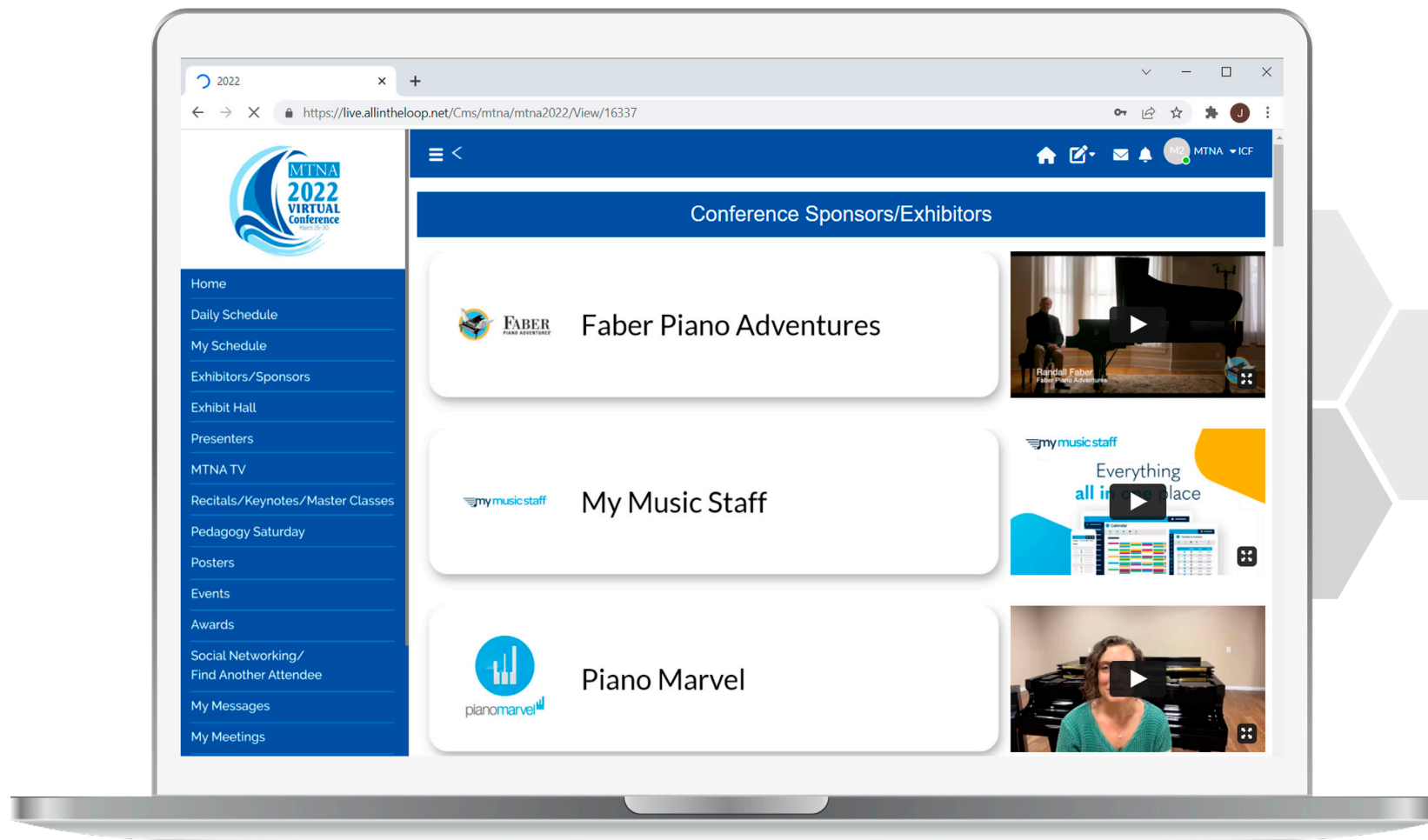


View the live stream and comment during a session. The sessions will either be live, pre-recorded or via Zoom.



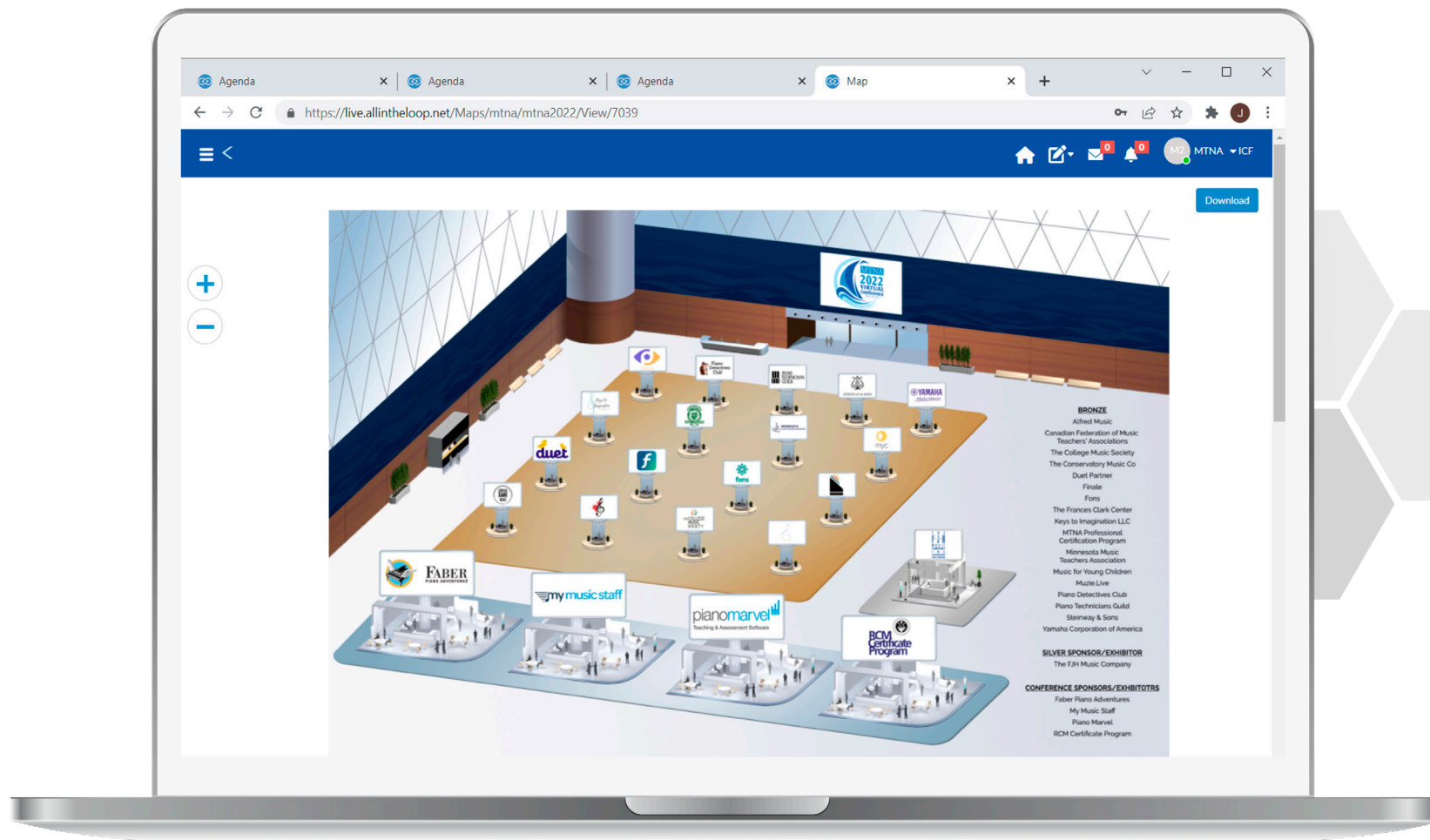
## **DESKTOP APPLICATION EXHIBITORS/SPONSORS**

## Exhibitors / Sponsors



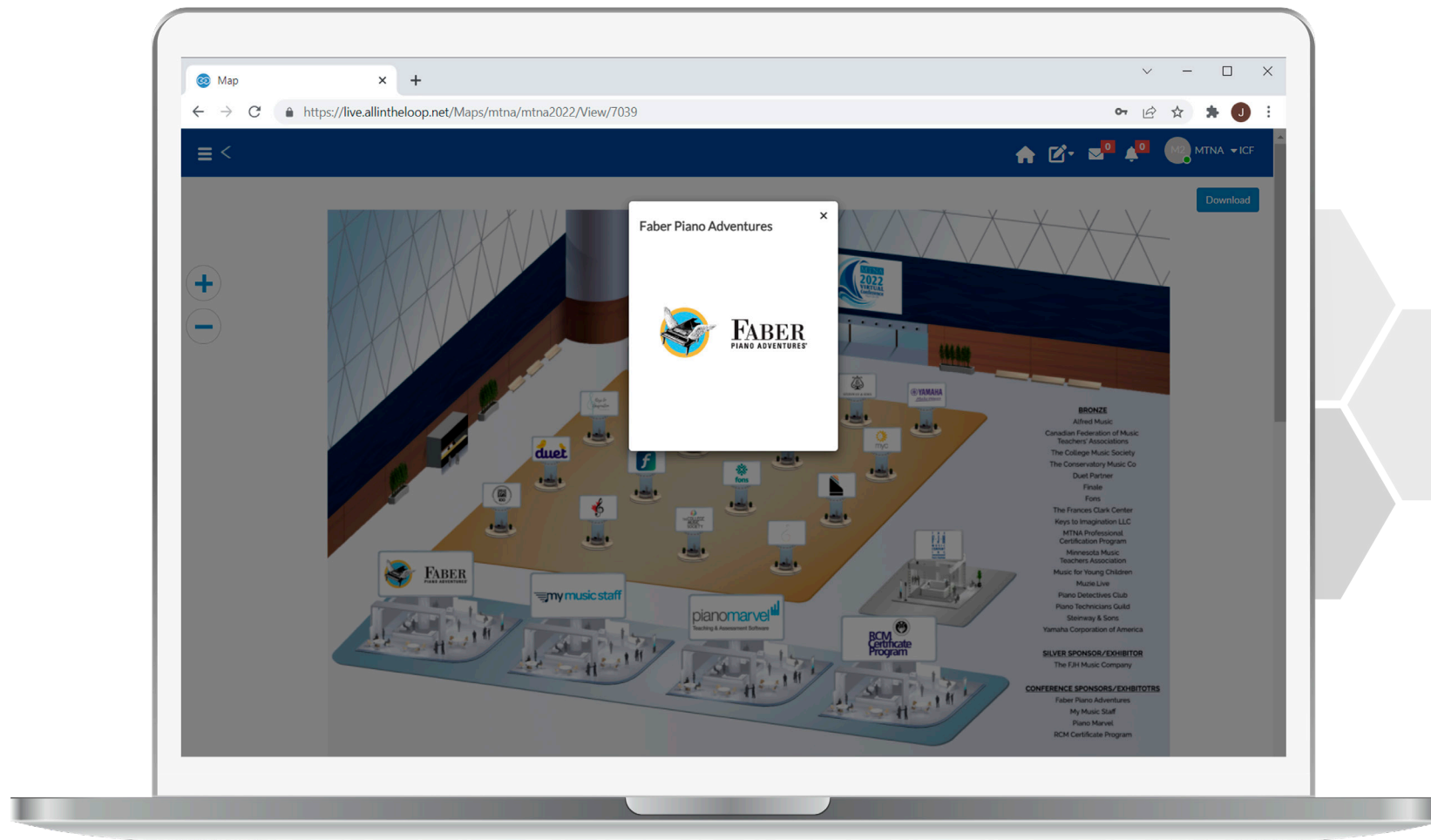
Click '**Exhibitors/Sponsors**' on the left hand menu and select one from the list.

## Exhibitors / Sponsors



Alternatively you can find exhibitors & sponsors via the interactive floor plan. Click on **Exhibit Hall** on the home screen.

## Exhibitors / Sponsors



Click on a booth and then click the exhibitor or sponsor logo to access their booth.



## Exhibitors / Sponsors

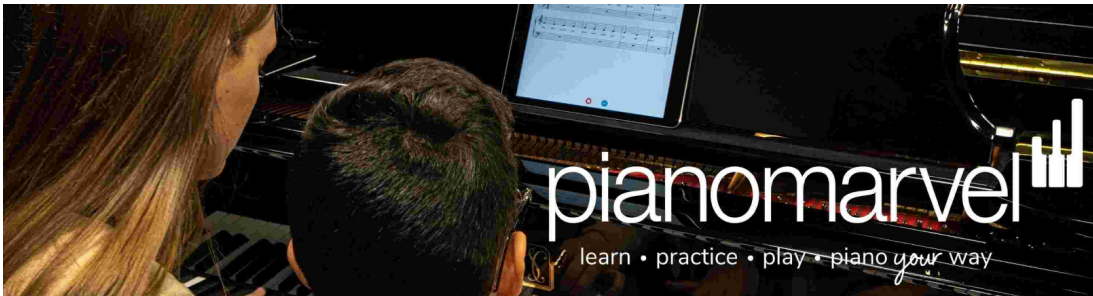
The screenshot shows a virtual booth for Faber Piano Adventures. At the top, it says "Welcome to..." followed by the "PIANO Adventures" logo and the tagline "The piano teaching method of choice with resources for learning at all levels". Below this is a navigation bar with icons for home, chat, email, and social media. A central carousel displays various piano books and levels, including "PRIMER", "LEVEL 1", "LEVEL 2A", "LEVEL 2B", "LEVEL 3A", "LEVEL 3B", "LEVEL 4", and "LEVEL 5". Below the carousel are three representative cards for Betsy Henrichs, Jon Ophoff, and Veena Kulkarni-Rankin, each with "Video call", "Book Meeting", and "Message" buttons. A large video player on the right shows a man playing the piano. To the left of the video player is a text area titled "Faber Piano Adventures" with a welcome message and information about the virtual booth. At the bottom, there are five product categories: "My First Piano", "Piano", "Accelerated Piano Adventures", "Adult piano", and "PreTime to BigTime", each with a corresponding book cover image.

This close-up shows the interaction buttons for two representatives. For Betsy Henrichs, the buttons are "Video call", "Book Meeting", and "Message". For Jon H. Ophoff, the buttons are "Video call", "Book Meeting", and "Message". The "Video call" button for Jon H. Ophoff is circled in red, indicating it is the recommended action for direct interaction.

Click **Video Call** to directly interact with an exhibitor representative.

You will be able to see a description, website, videos and other information about the exhibitor or sponsor. You will also be able to interact with assigned Exhibitor Reps and click on products.

## Exhibitors / Sponsors



**pianomarvel**  
learn • practice • play • piano *your way*

**Piano Marvel**

Teach piano YOUR way with Piano Marvel. Piano Marvel was created by piano teachers for piano teachers and their students. It offers helpful tools for traditional in-person lessons and virtual lessons. You decide on the features you want to use. With over 29,000 pieces in the music library ranging from levels 1-18 of all genres and the ability for teachers to upload their own music into the software, you will never run out of music for your students. Piano Marvel Method and Technique are the perfect places to start for your beginning students, along with other popular methods available in the library. Students and accomplished pianists alike can learn new songs by making their way through the chopped and minced sections of more complicated pieces in the library until they learn the whole thing. Piano Marvel is also home to the Standard Assessment of Sight Reading. It is the only standardized sight-reading test in existence, and it takes all the guesswork out of sight-reading evaluation. In addition, the Piano Marvel community offers monthly challenges and competitions to keep students engaged individually and collectively as a studio. They can earn entries to win fun prizes. Please visit us in our virtual booth. We look forward to speaking with you.

[View Website](#)

[f](#) [t](#) [i](#)


**Method & Technique**  
Piano Marvel Method and Technique

**Easy Navigation**  
Piano Marvel Easy Navigation

**Sight - Reading**  
Piano Marvel Sight Reading


**Library**  
Piano Marvel Library

**Community Challenges**  
Piano Marvel Community Challenges



**Heidi Garner**

[Video call](#) [Book Meeting](#)  
[Message](#)



**Michelle Garner**

[Video call](#) [Book Meeting](#)  
[Message](#)

Click **Book Meeting** to schedule a meeting with a booth representative.

**Request a meeting with Heidi Garner**

Date:

Time:

Message:

[Request meeting](#)

## Exhibitors / Sponsors

ER Erin Ross

Book Meeting

View Profile

2022-03-16


Hi Erin, would you be able to tell me more about My Music Staff please?

ER Hi! Sure, I'd be happy to help.

Type your message here

Upload Photo


Send

  
**Mike Watson**  
My Music Staff  
Tradeshow Coordinator

Video call

Book Meeting

Message

  
**Erin Ross**  
My Music Staff  
Communications Specialist

Video call

Book Meeting

Message

Click **Message** to send a private message to a representative.