FAIRFEST INC

SnapCard

Visual User Guide

WTE Miami · Complete User Journey Guide

Presented by Fairfest Inc

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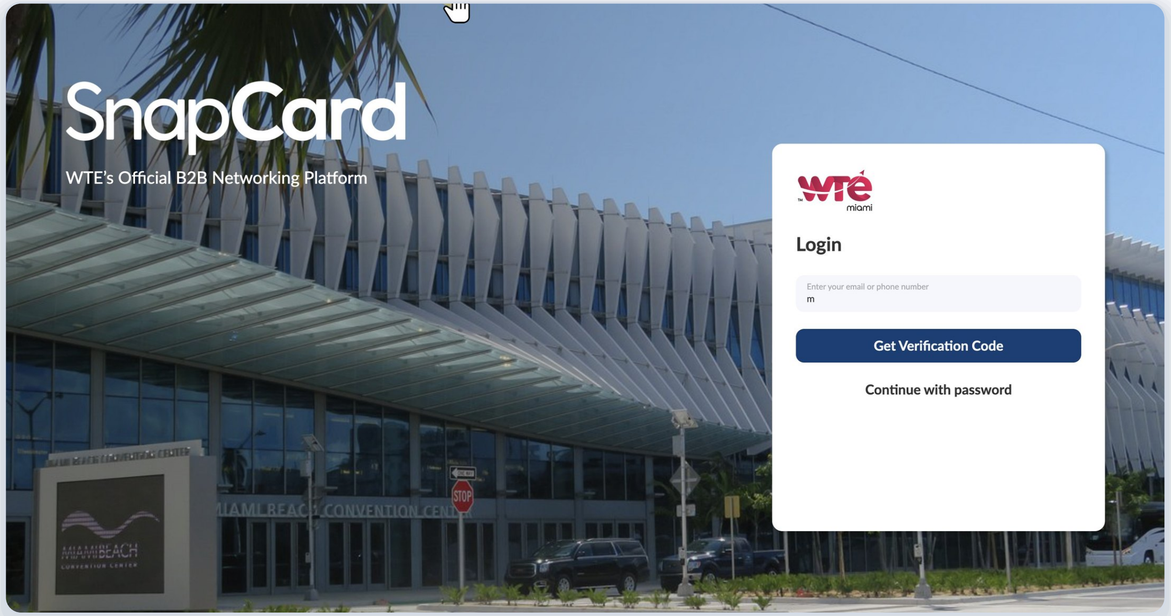
11 **Who I Want to Meet** — Page 34 — Steps 60–64
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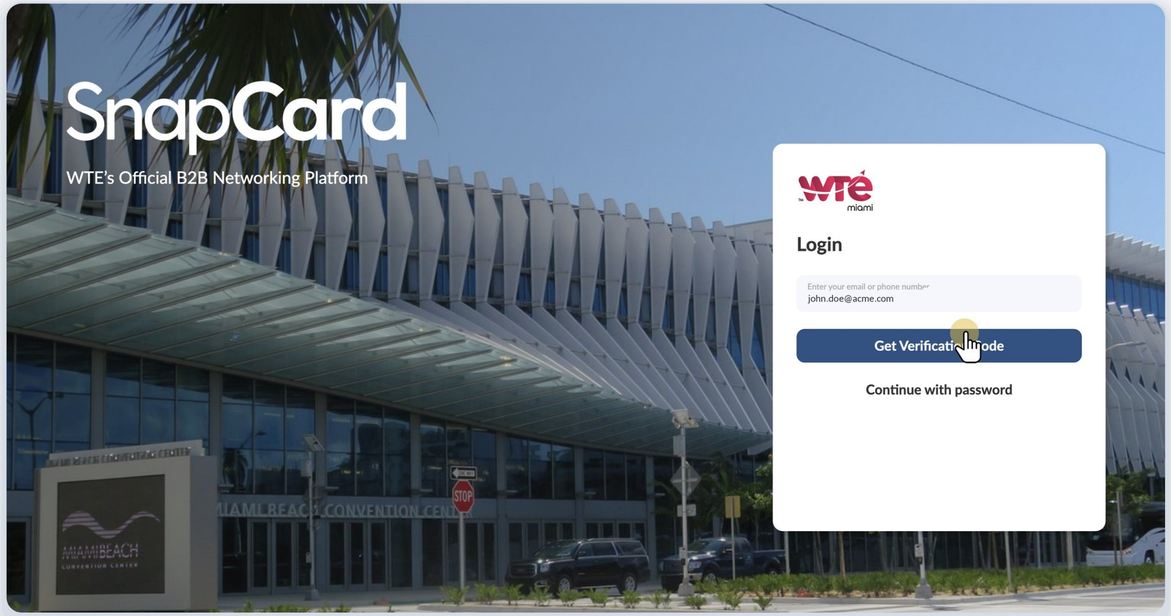
SECTION 01 · LOGGING IN

Open SnapCard and request a code

1 Go to **meetingdiary.wtemiami.com** to open the SnapCard login page.



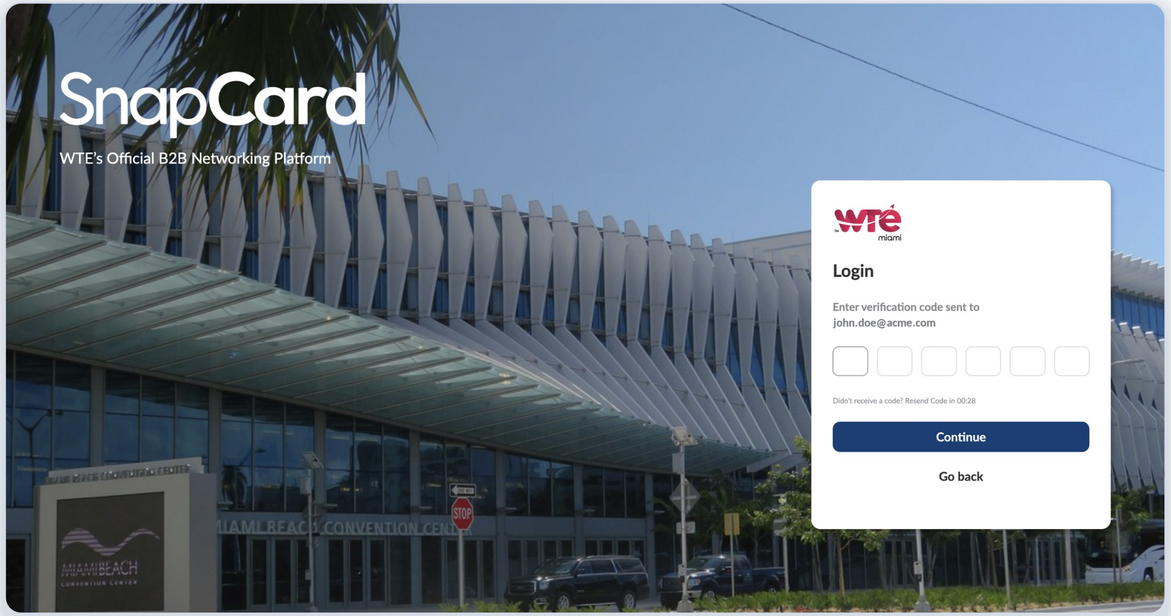
2 Enter your registered email address or phone number and click **Get Verification Code**.



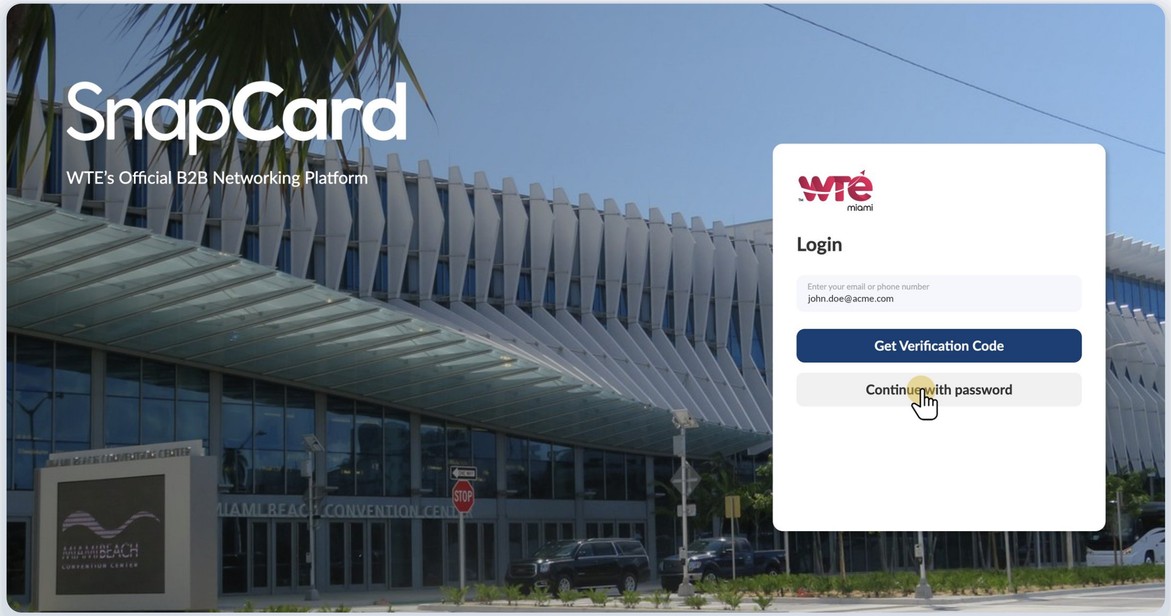
SECTION 01 · LOGGING IN

Sign in with a one-time code

3 Enter the 6-digit code sent to your email and click **Continue**. Didn't receive it? Use **Resend Code** once the timer ends.



4 Prefer a password instead? Go back and click **Continue with password**.

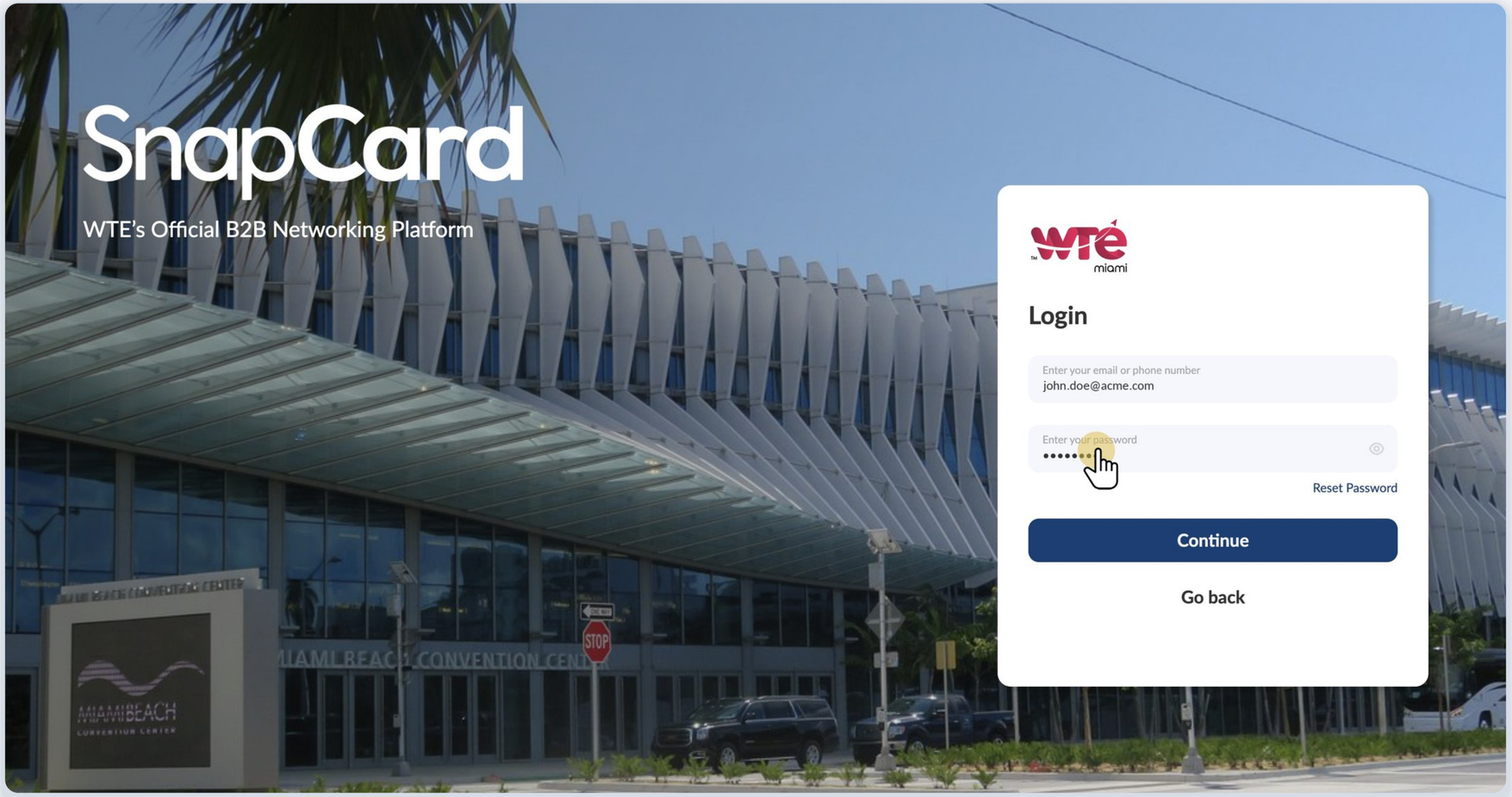


SECTION 01 · LOGGING IN

Sign in with your password

5

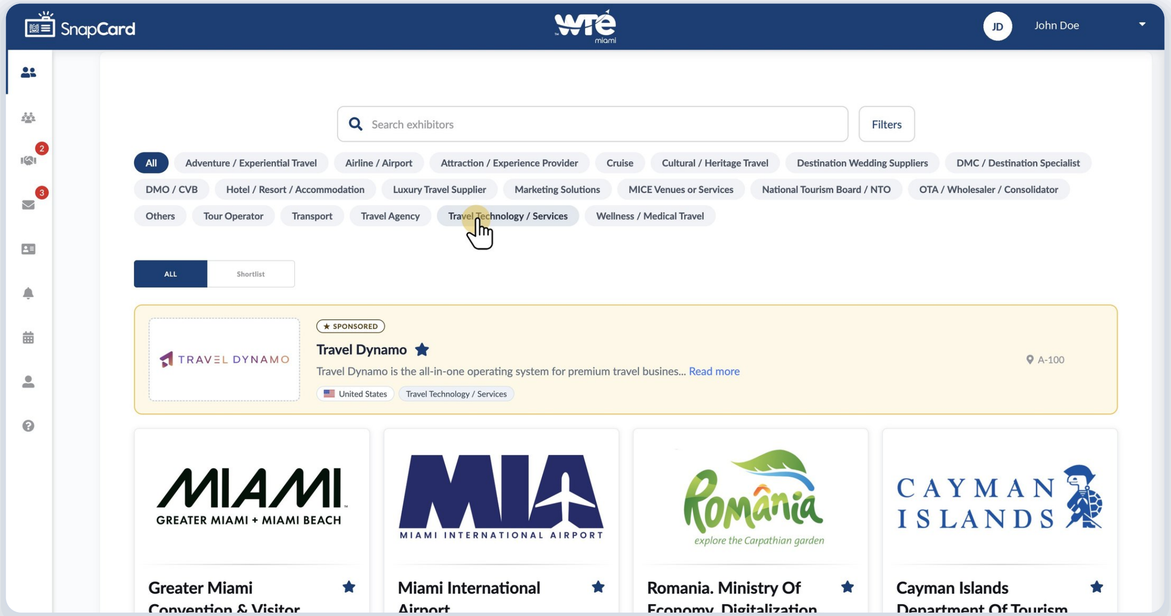
Enter your password and click **Continue**. Use **Reset Password** if you have forgotten it.



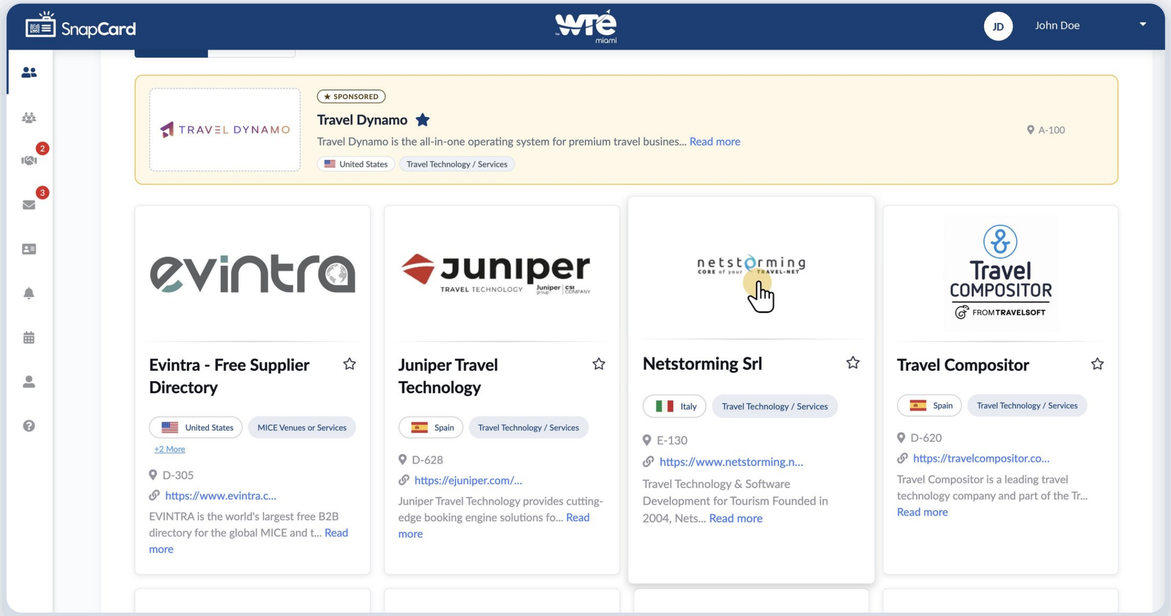
SECTION 02 · FINDING EXHIBITORS

Browse the exhibitor directory

6 Use the category chips to show only the type of exhibitor you want to meet, e.g. Travel Technology / Services.



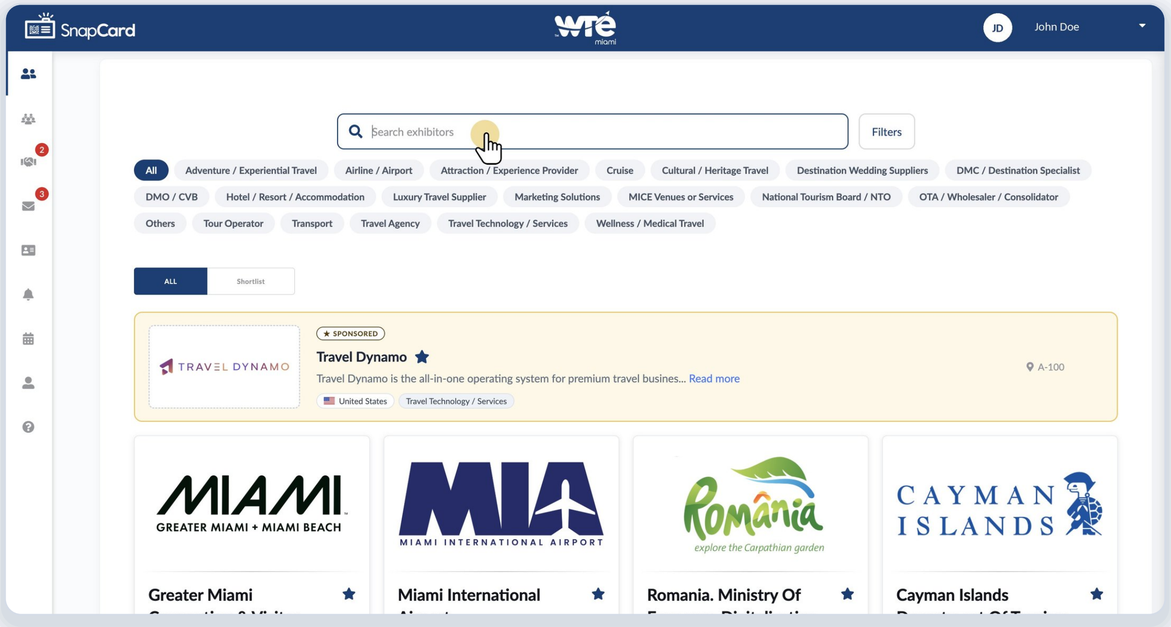
7 Click any exhibitor card to open its full profile.



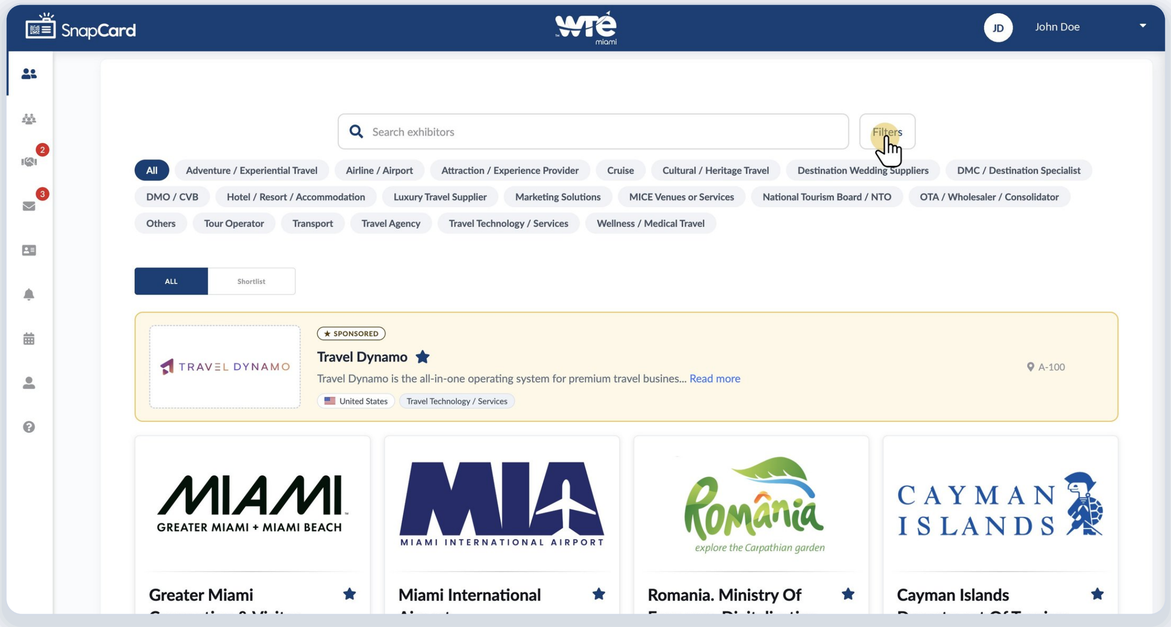
SECTION 02 · FINDING EXHIBITORS

Search and filter

8 Type a company name or keyword into the **Search exhibitors** bar.



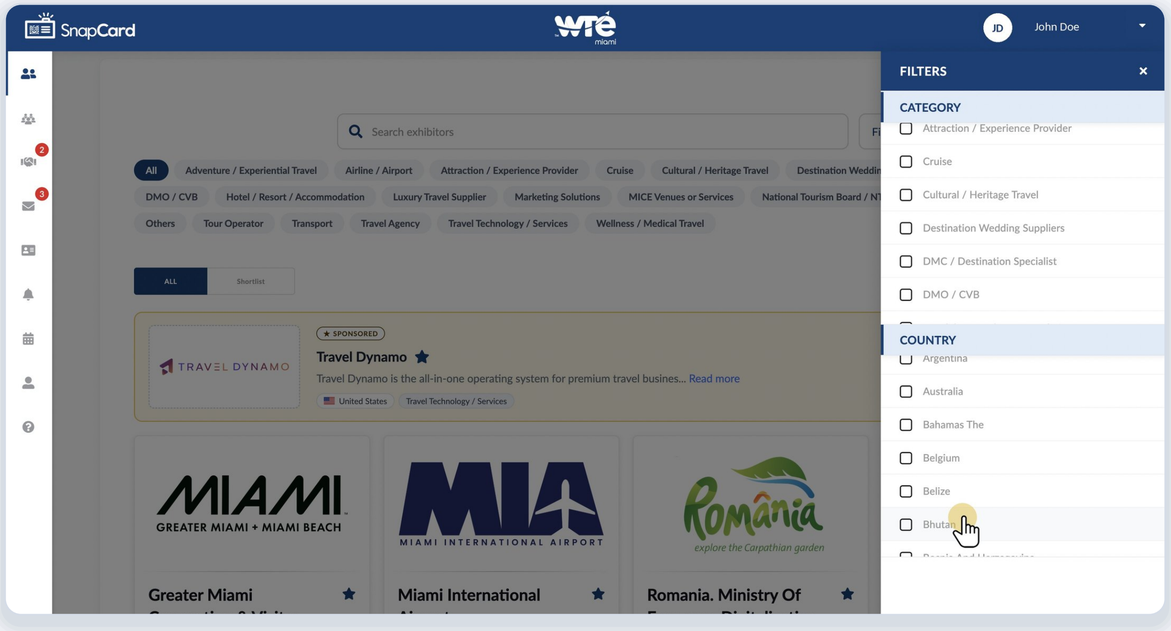
9 Click **Filters** to open the filter panel.



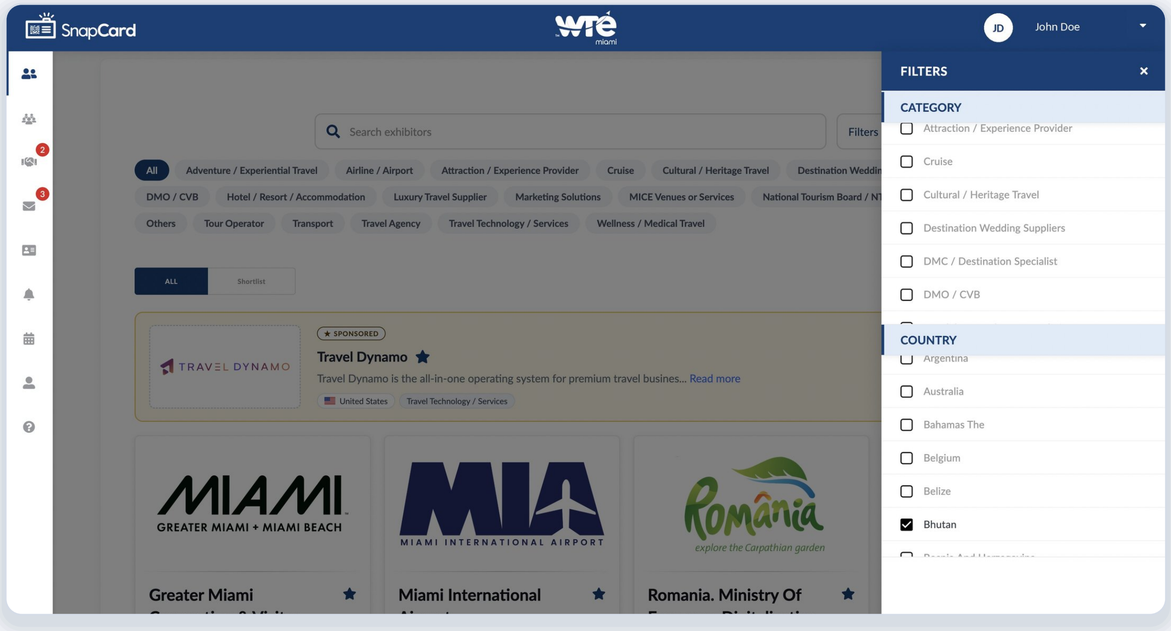
SECTION 02 · FINDING EXHIBITORS

Filter by category and country

10 Tick one or more **Category** options to narrow the list.



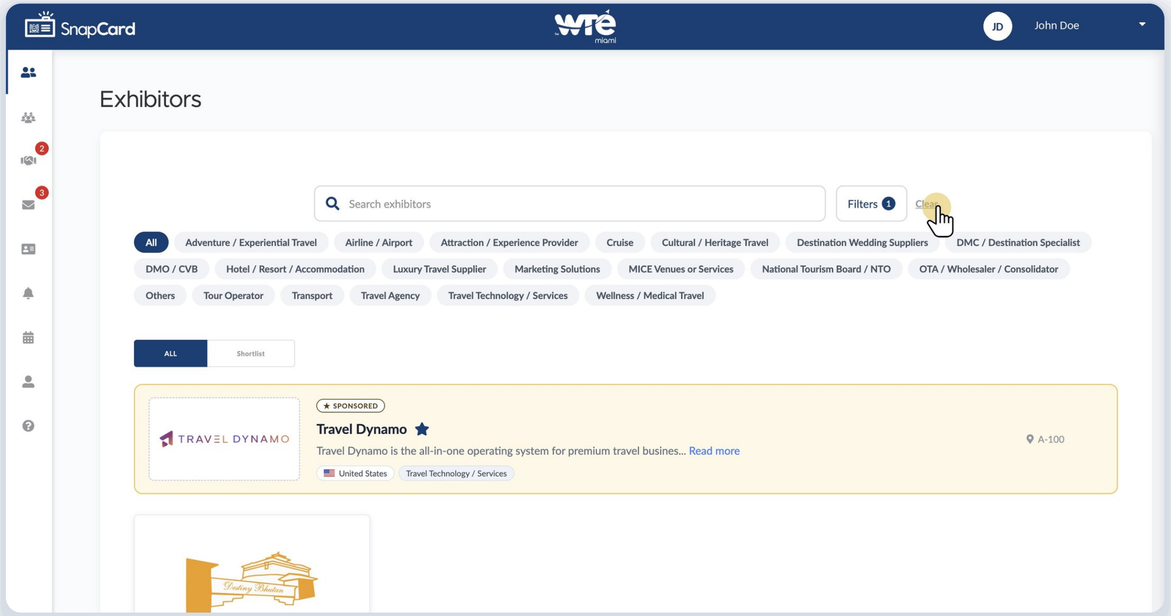
11 Under **Country**, tick the markets you want to see.



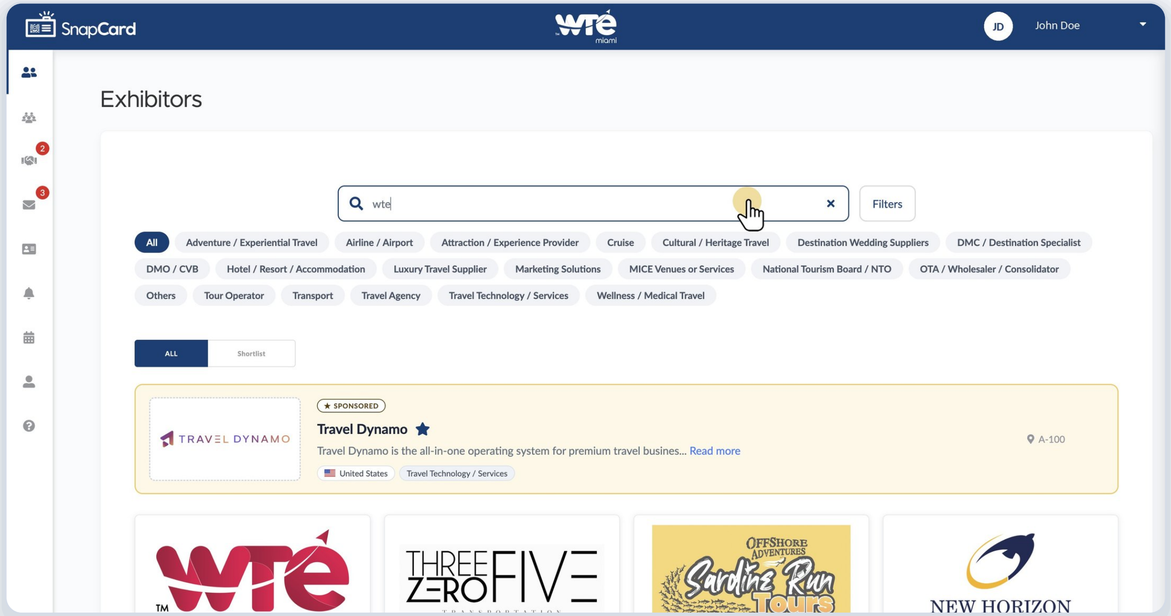
SECTION 02 · FINDING EXHIBITORS

Reset filters and search by name

12 The **Filters** button shows how many filters are active. Use **Clear all** in the panel to reset them.



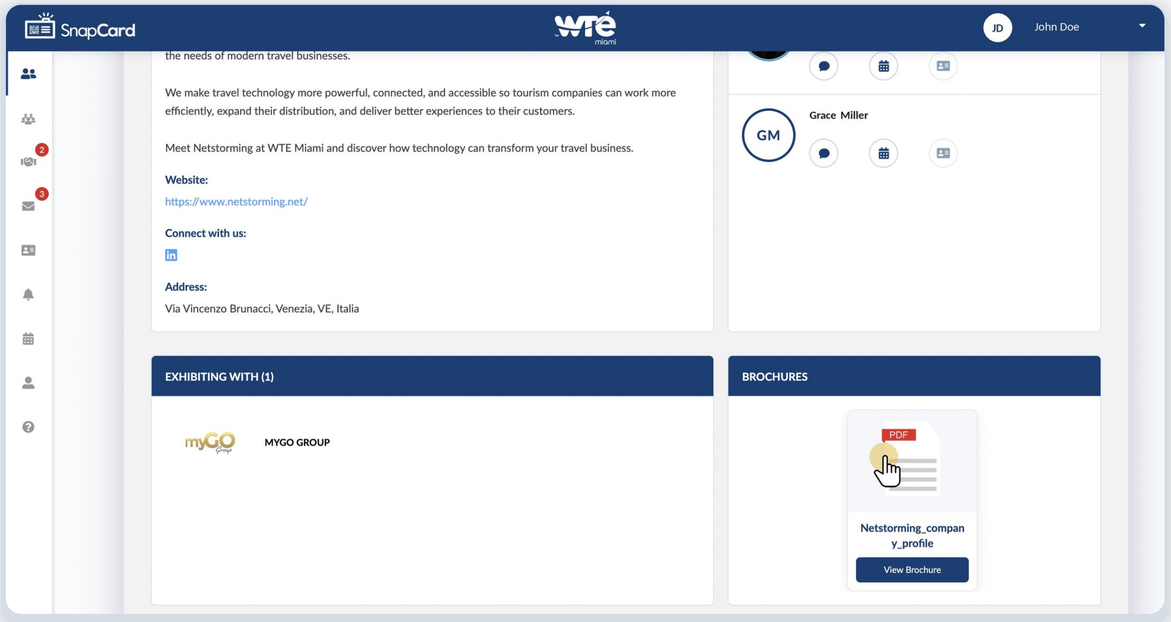
13 Search for a specific exhibitor by name, e.g. “wte”, then click its card to open the profile.



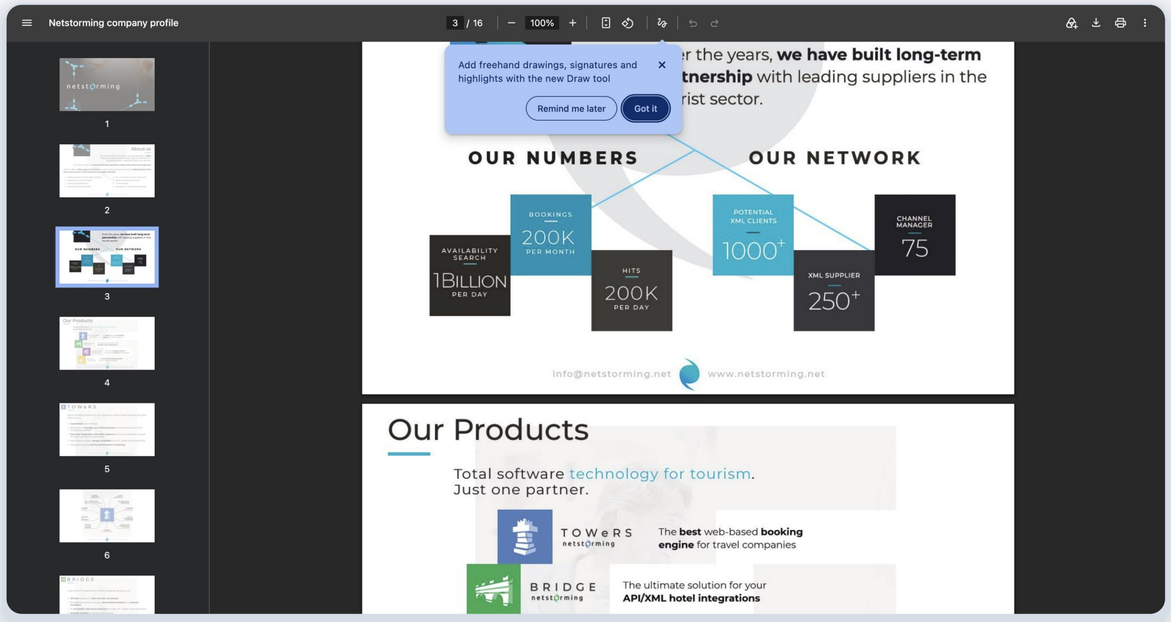
SECTION 03 · EXHIBITOR PROFILES

Brochures & company information

14 Scroll down to **Brochures** and click **View Brochure** to open the exhibitor's materials.



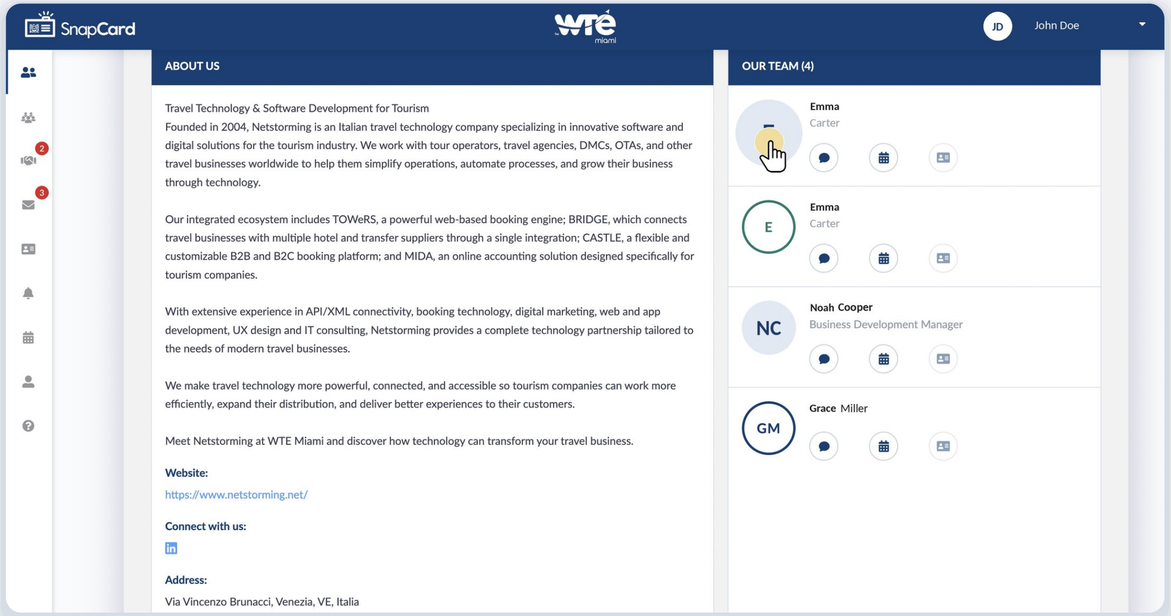
15 The brochure opens in a built-in viewer, so you can read it without leaving SnapCard.



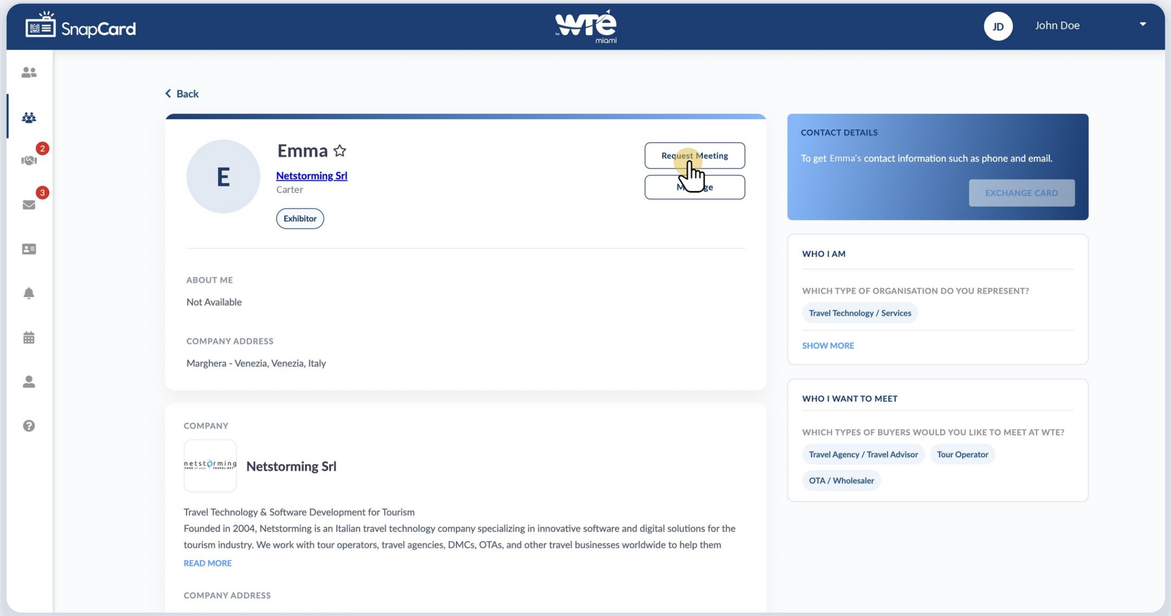
SECTION 03 · EXHIBITOR PROFILES

Meet the exhibiting team

16 Under **Our Team**, click a team member to view their profile. You can also use the calendar icon beside any team member to book a meeting directly.



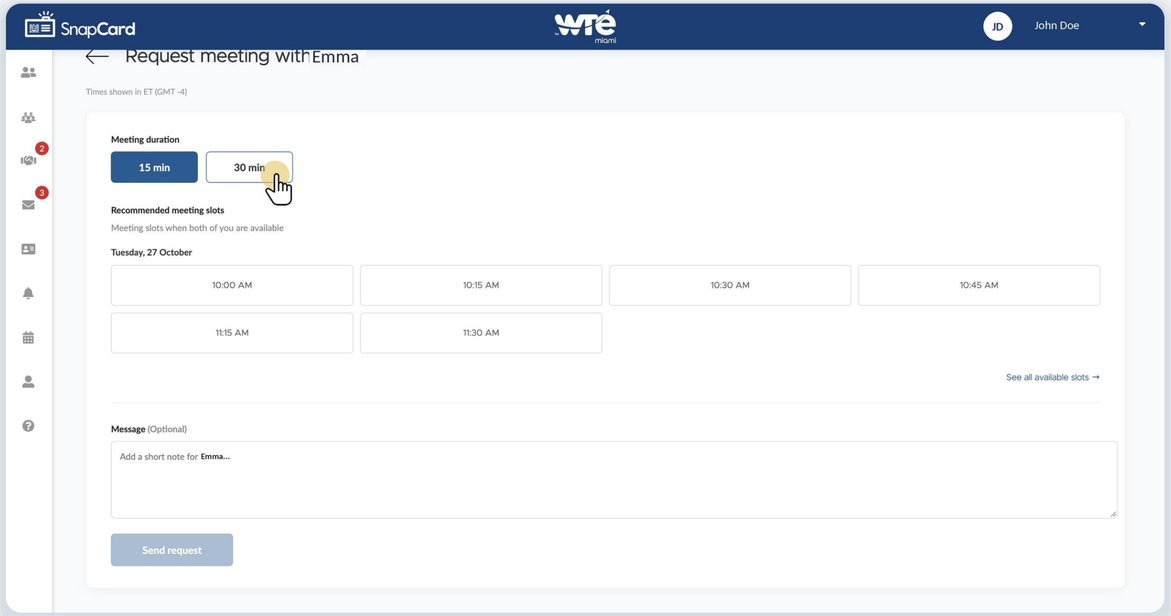
17 From the team member's profile, click **Request Meeting** to book time, or **Message** to start a chat.



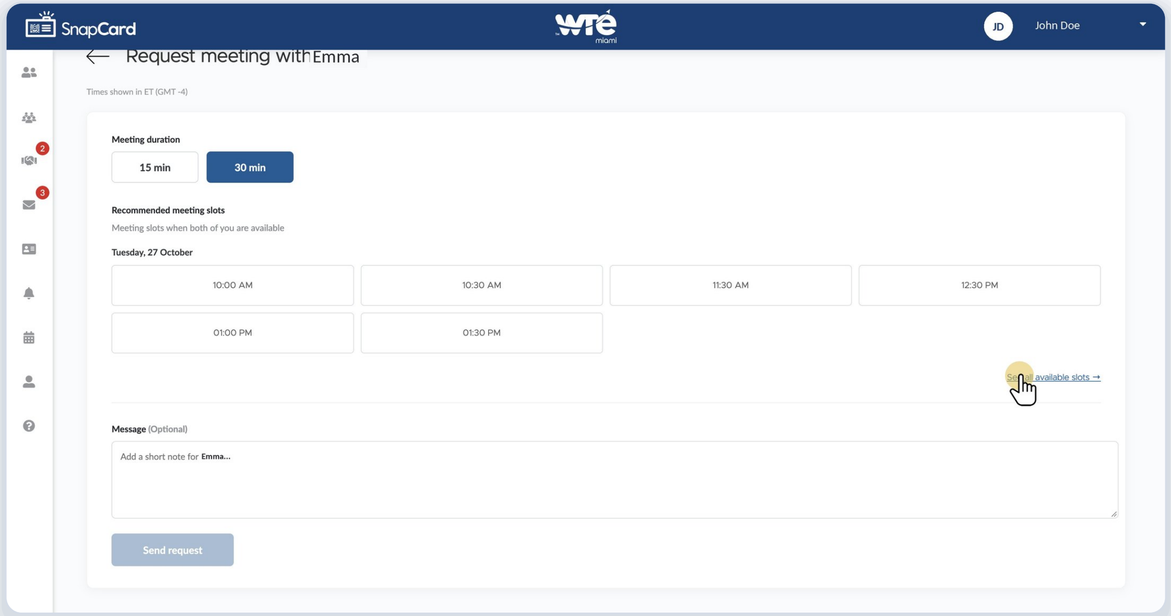
SECTION 04 · REQUESTING A MEETING

Choose a meeting time

18 Select a **15 min** or **30 min** meeting.



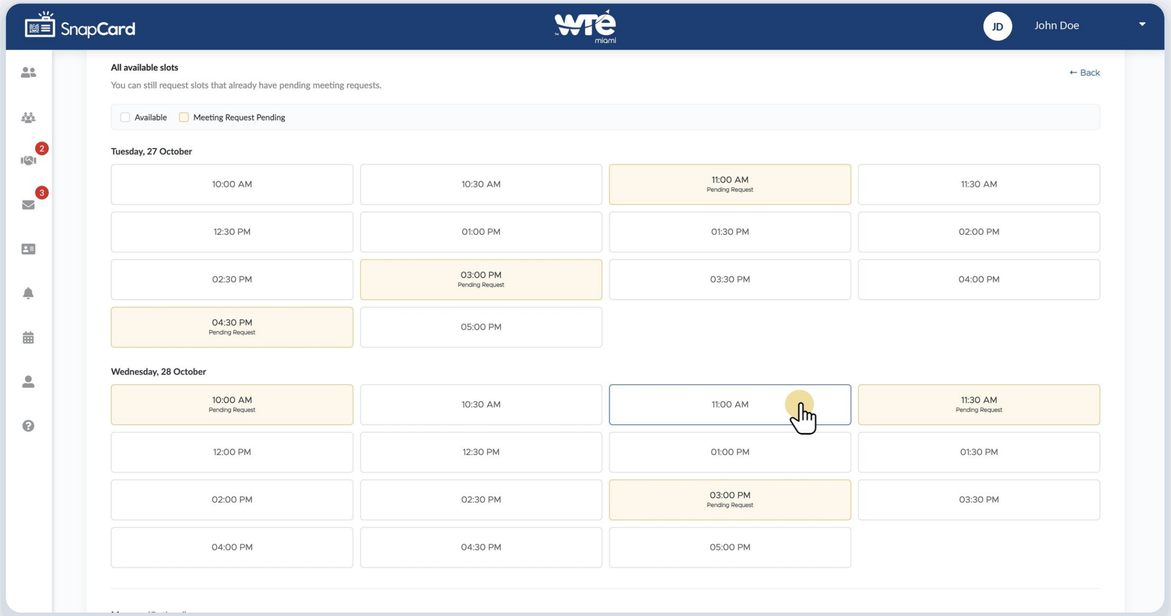
19 Recommended slots show times when you are both free. Click **See all available slots** for the full calendar.



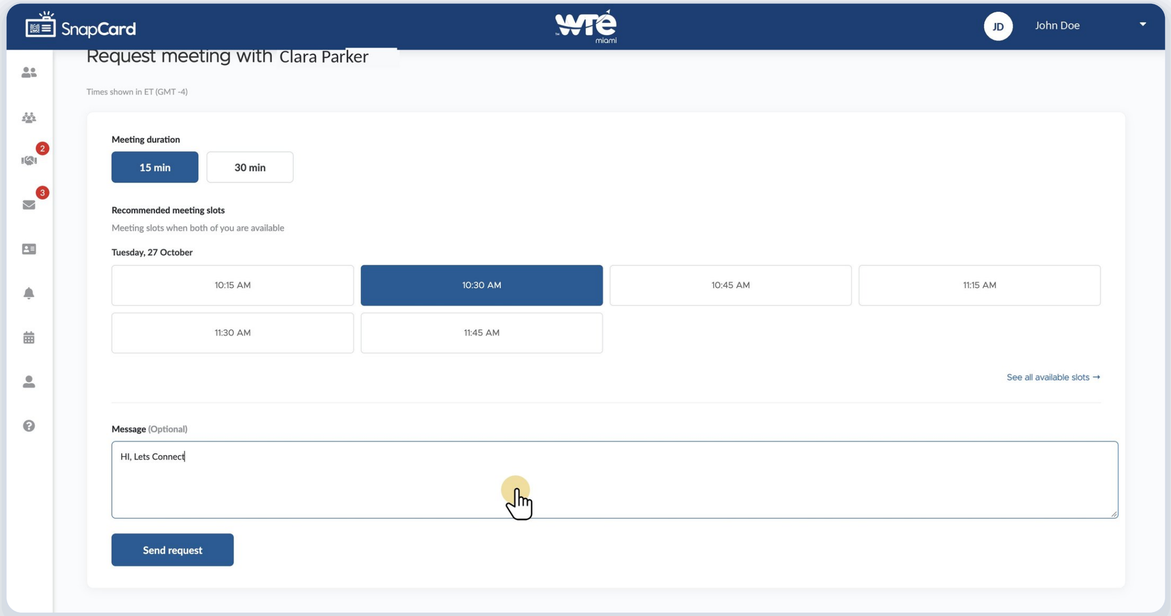
SECTION 04 · REQUESTING A MEETING

Pick a slot and add a note

20 Choose any open slot. Slots marked **Meeting Request Pending** already have a request waiting.



21 Add a short message describing the agenda of the meeting (optional).

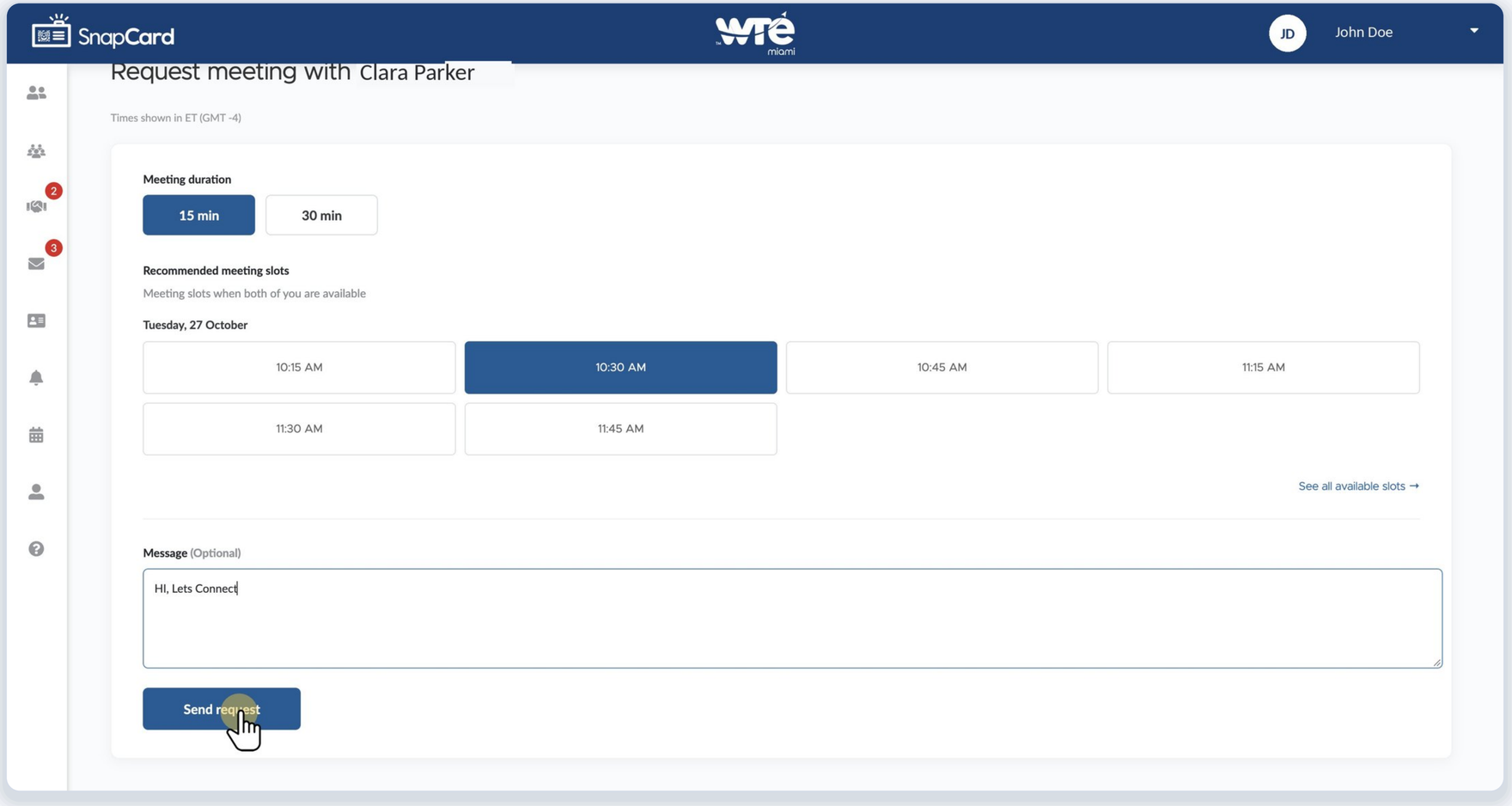


SECTION 04 · REQUESTING A MEETING

Send the request

22

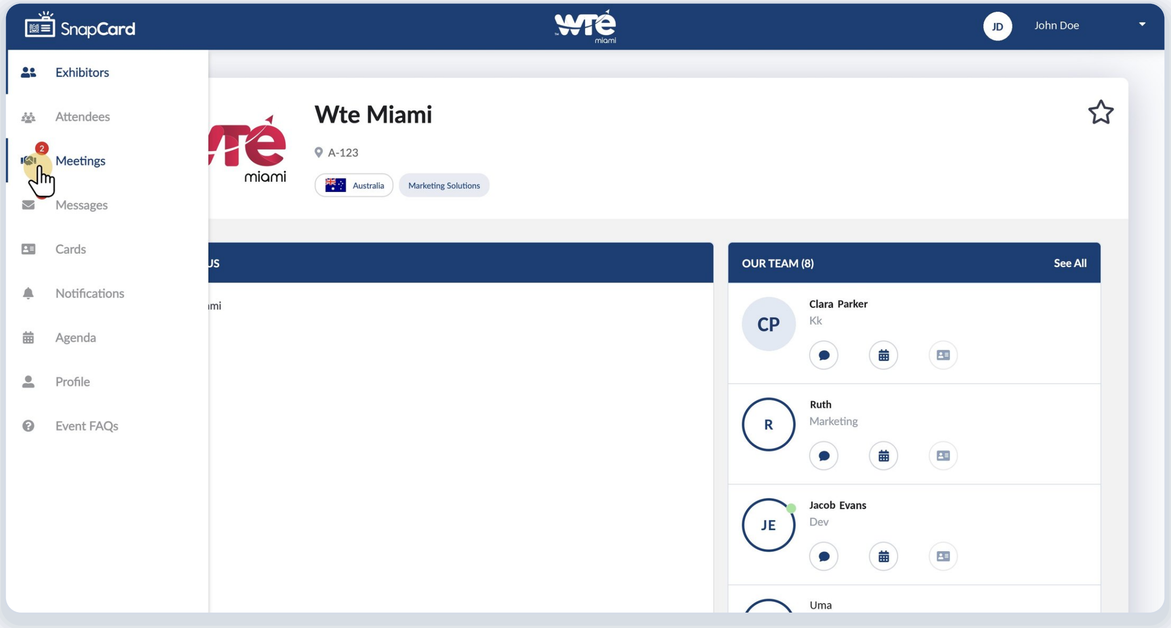
Click **Send request**. The team member is notified straight away, and the request appears under **Meetings › Sent**.



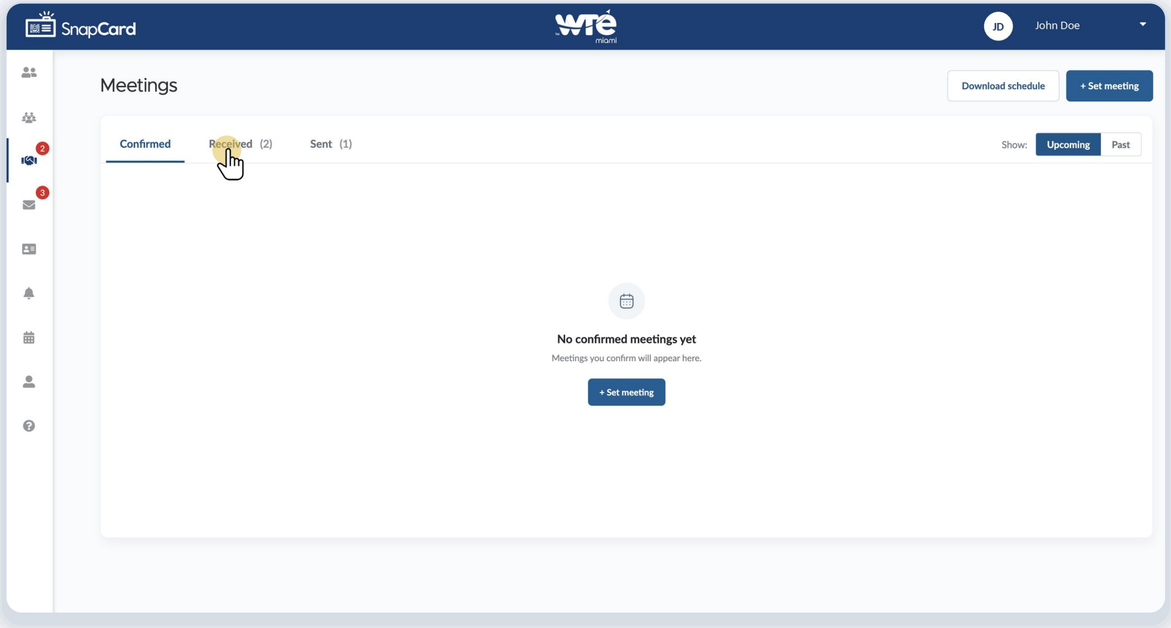
SECTION 05 · MANAGING YOUR MEETINGS

Your meeting dashboard

23 Open the menu and click **Meetings** to see all your scheduled meetings.



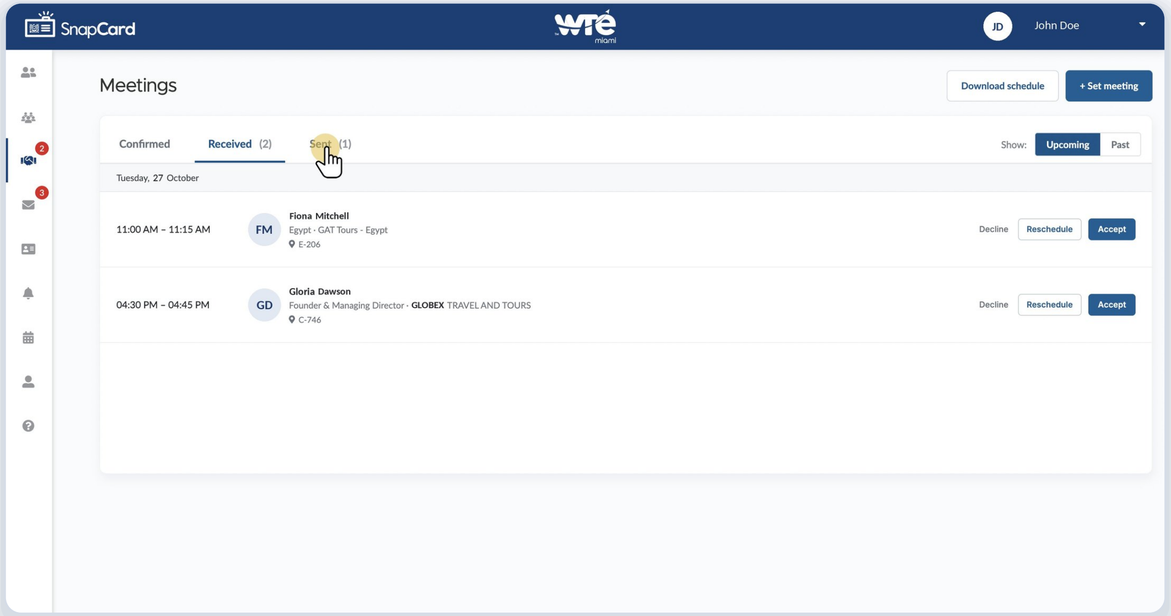
24 **Confirmed** lists accepted meetings. Use **Download schedule** to export your agenda, or **+ Set meeting** to book a new one.



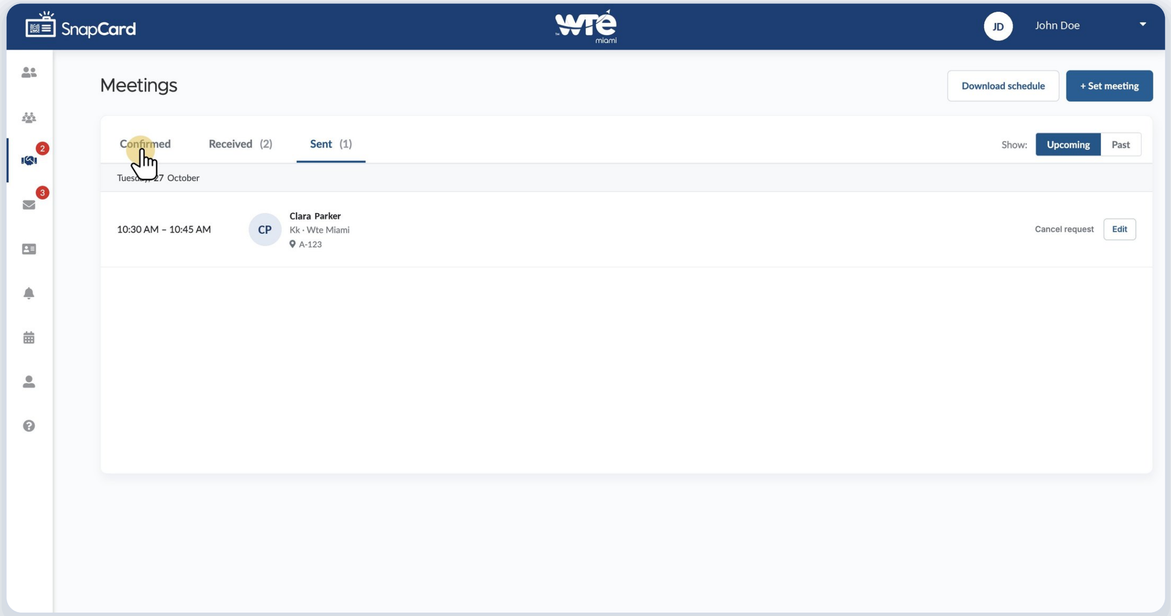
SECTION 05 · MANAGING YOUR MEETINGS

Received and sent requests

25 The **Received** tab lists incoming requests. **Accept**, **Reschedule** or **Decline** each one.



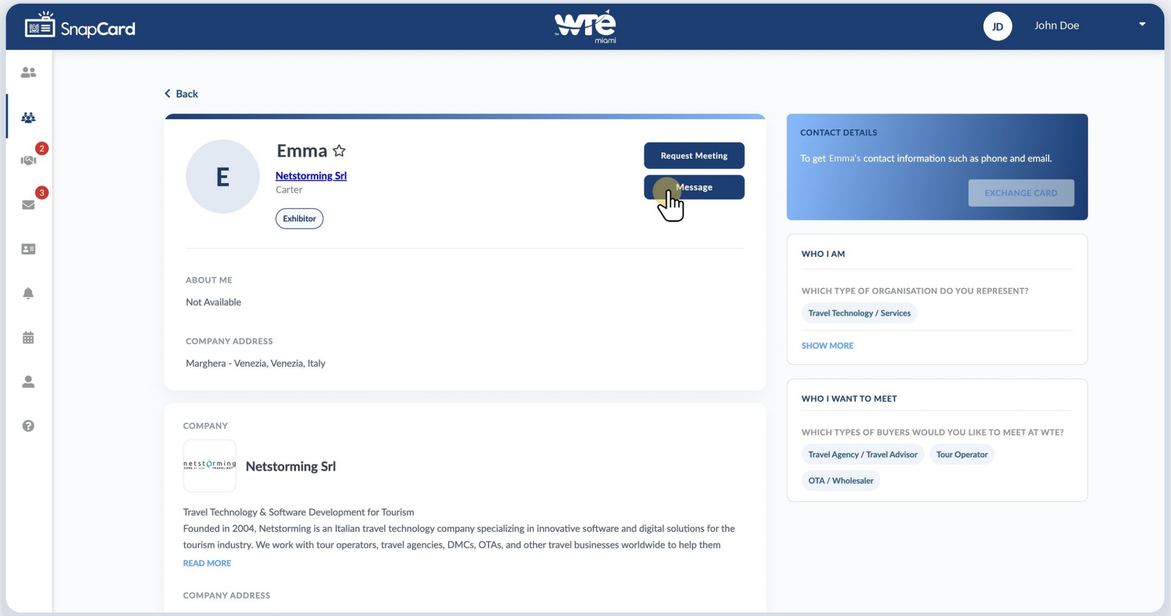
26 The **Sent** tab lists the requests you have sent. You can **Edit** or **Cancel request** at any time.



SECTION 06 · MESSAGES & SNAPCARDS

Message a team member

27 On any profile, click **Message** to chat with that person directly.



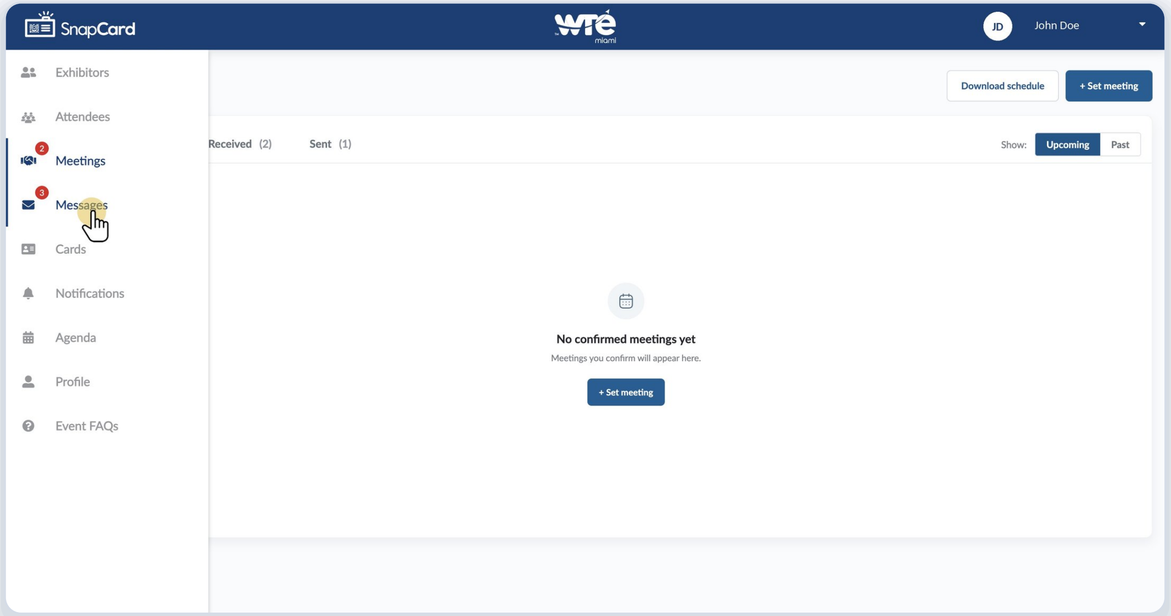
28 Type your message in the box at the bottom and click **SEND**. Replies appear in the same conversation.



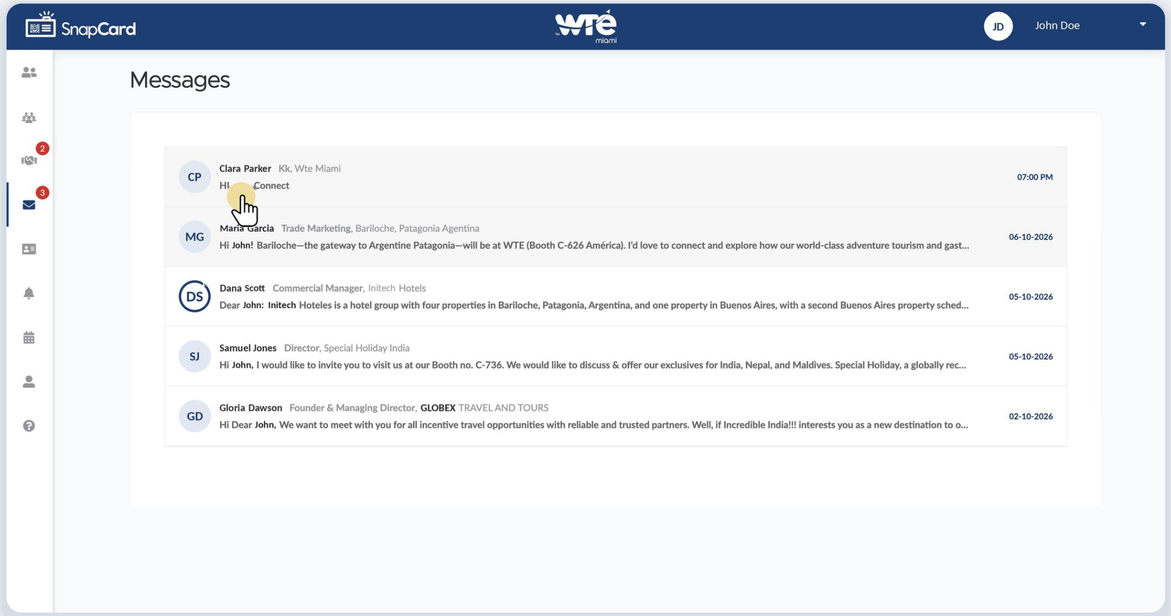
SECTION 06 · MESSAGES & SNAPCARDS

Your inbox

29 Click **Messages** in the menu to view all your conversations.



30 Each conversation shows the sender, their role and the latest message. Click one to open it.



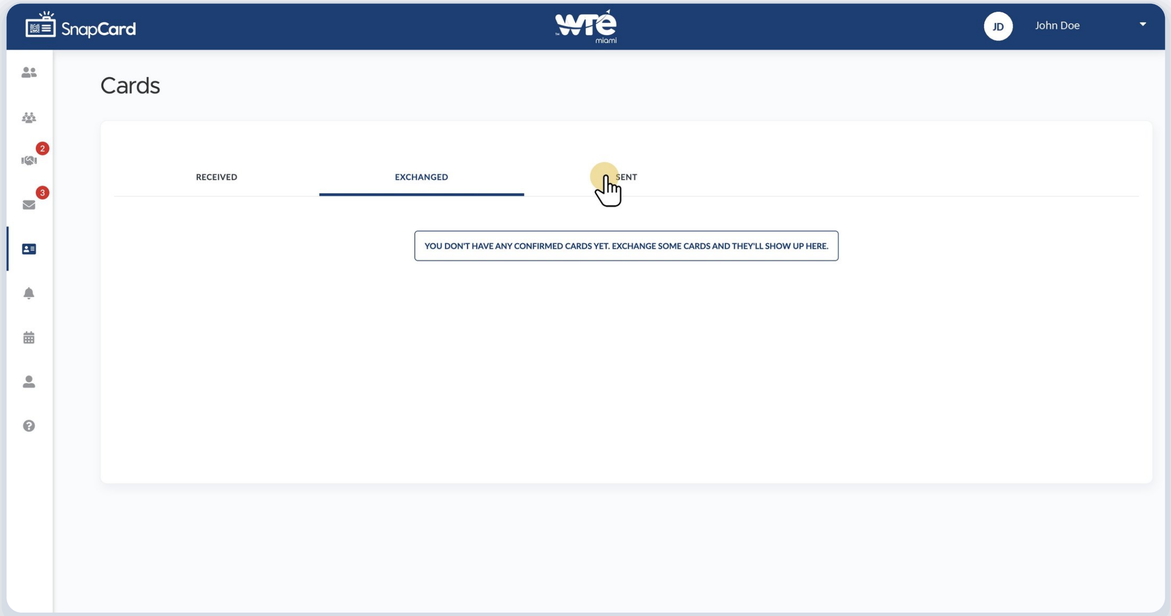
SECTION 06 · MESSAGES & SNAPCARDS

Exchange digital business cards

31 Read and reply inside the conversation. To view your SnapCards, click **Cards** in the menu.



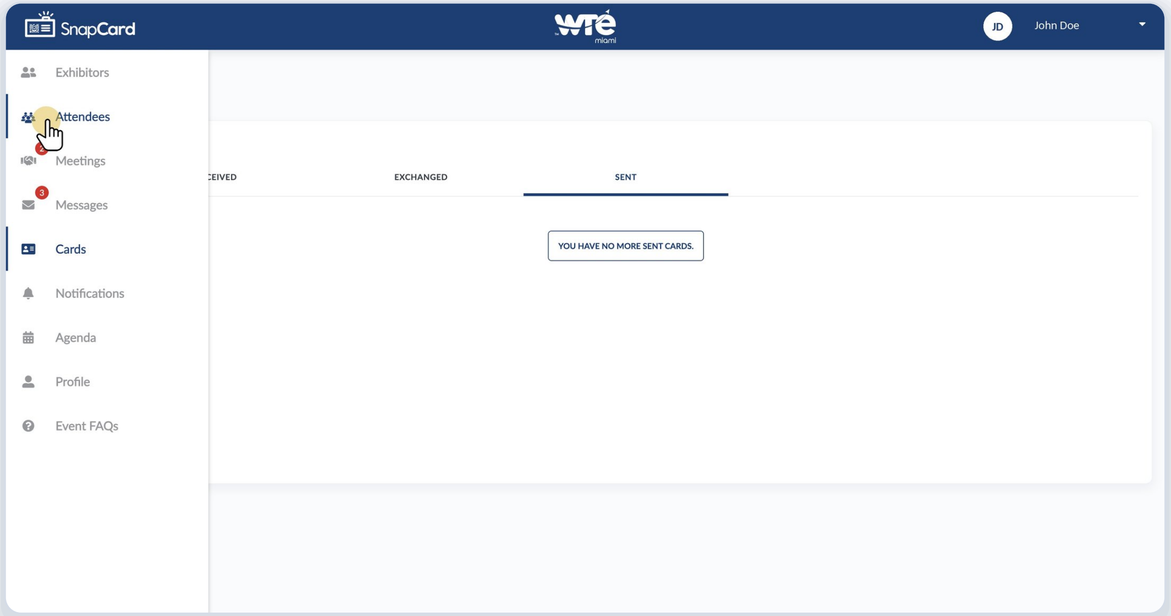
32 Cards are grouped under **Received**, **Exchanged** and **Sent**, so you can track every card exchange.



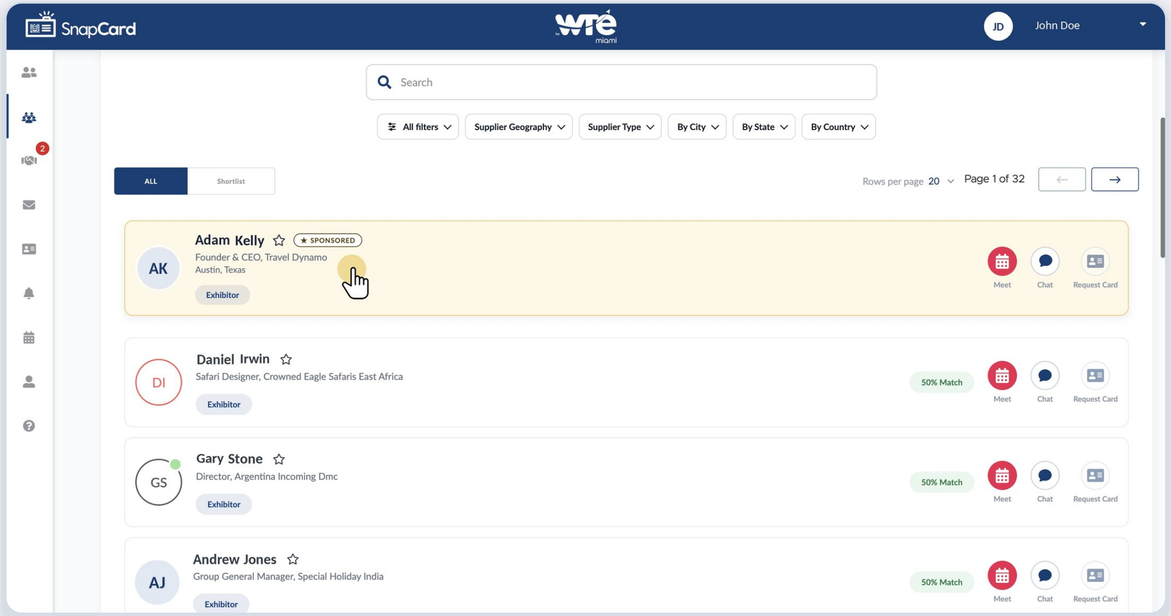
SECTION 07 · ATTENDEES & NETWORKING

Explore attendees

33 Click **Attendees** in the menu to see who is attending the event.



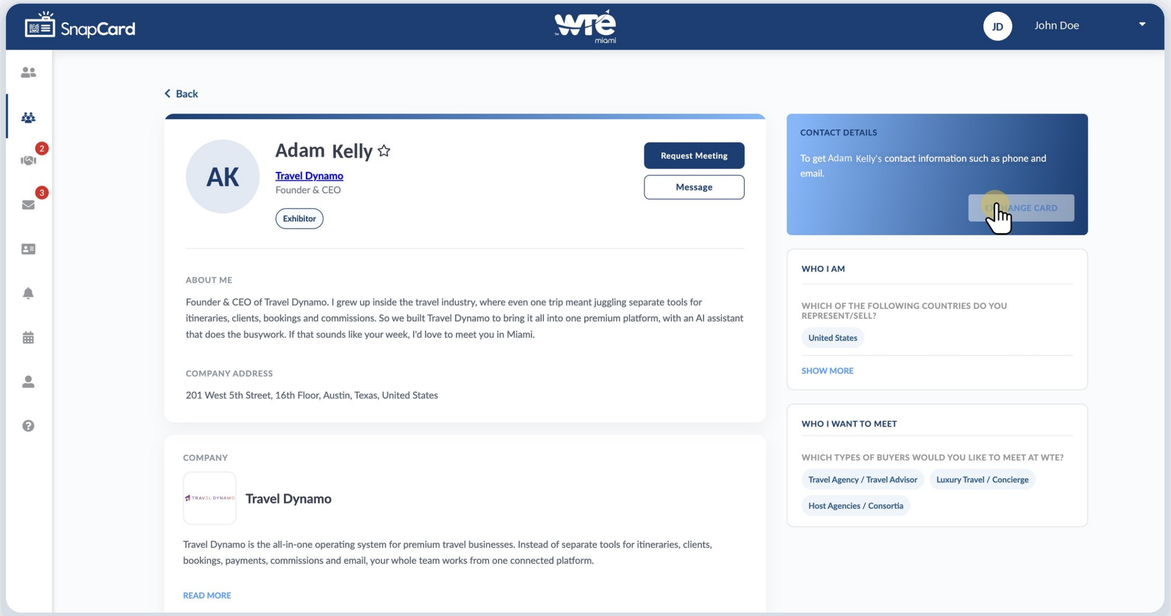
34 Sponsored buyers appear at the top of the list. Click any attendee to view their profile.



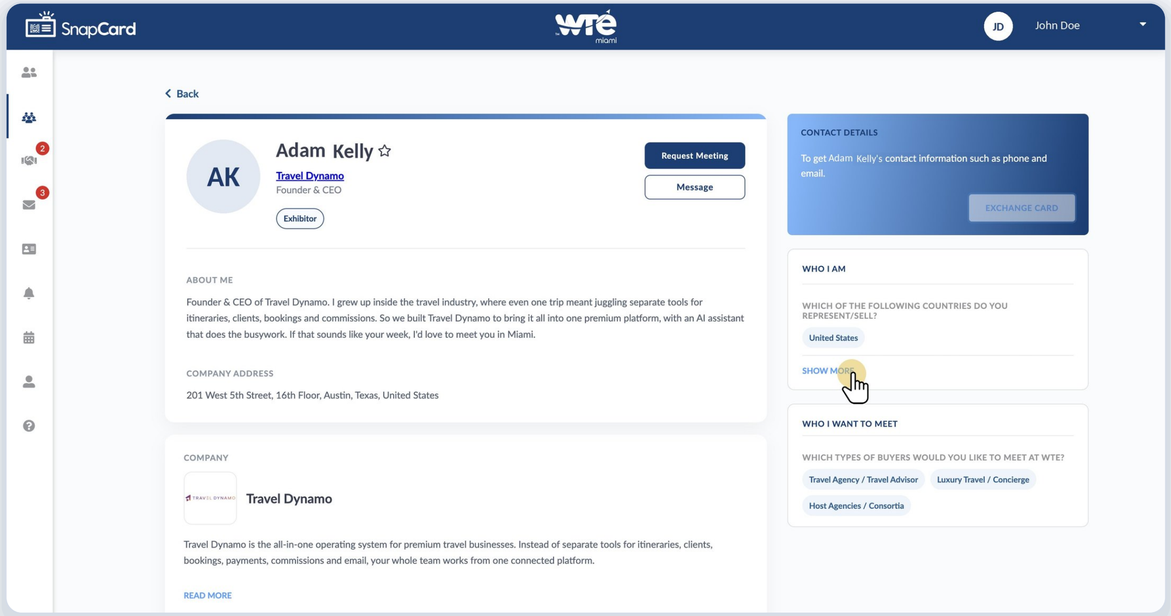
SECTION 07 · ATTENDEES & NETWORKING

Attendee profiles

35 Click **EXCHANGE CARD** to request the attendee's contact details, such as phone and email. Note: Exchange Card is only enabled on show days.



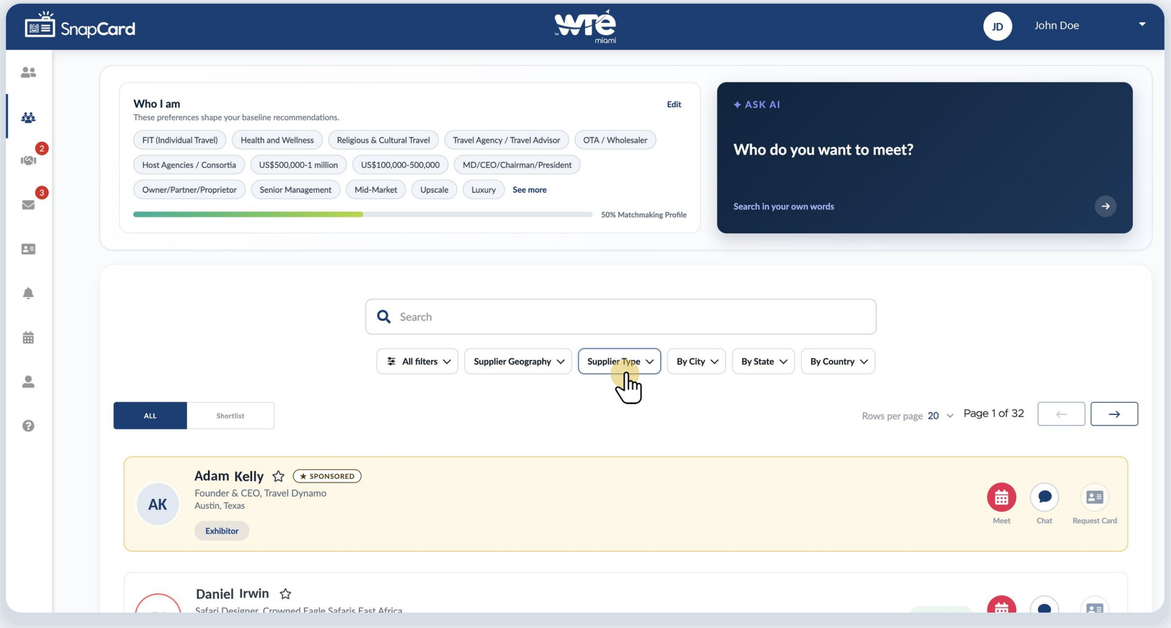
36 Click **SHOW MORE** to see the attendee's full interests and offerings.



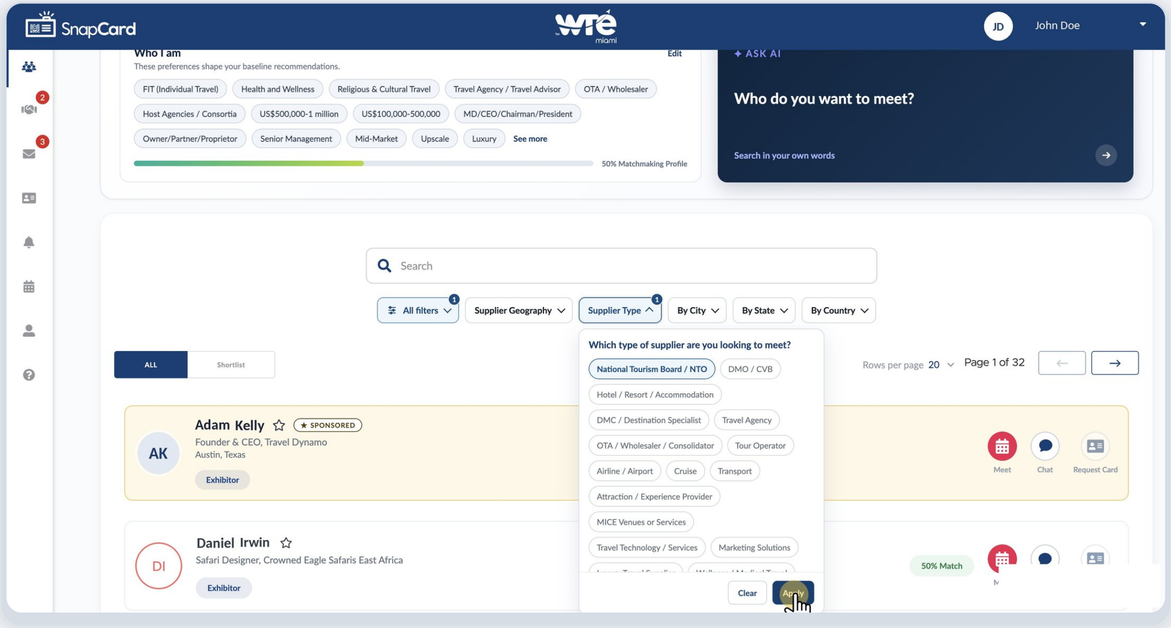
SECTION 07 · ATTENDEES & NETWORKING

Filter attendees by supplier type

37 Use the filters above the list. Click **Supplier Type** to choose the kinds of supplier you represent.



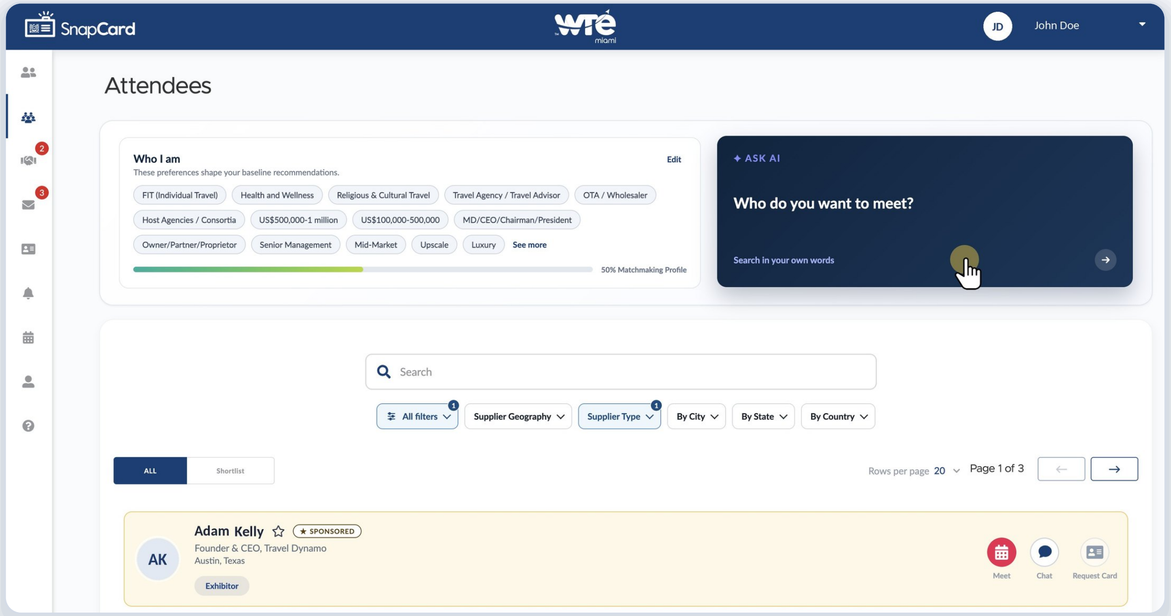
38 Select the relevant types and click **Apply** to update the list.



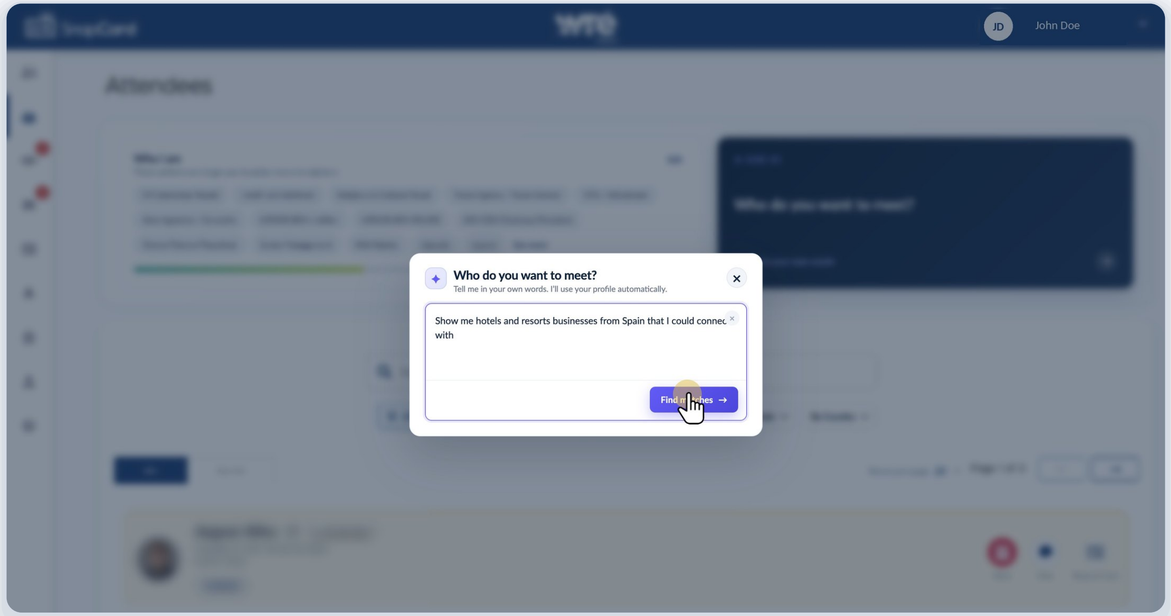
SECTION 08 · AI MATCHMAKING & SHORTLISTING

Ask AI who to meet

39 Click the **AI Matchmaking** card to search in your own words.



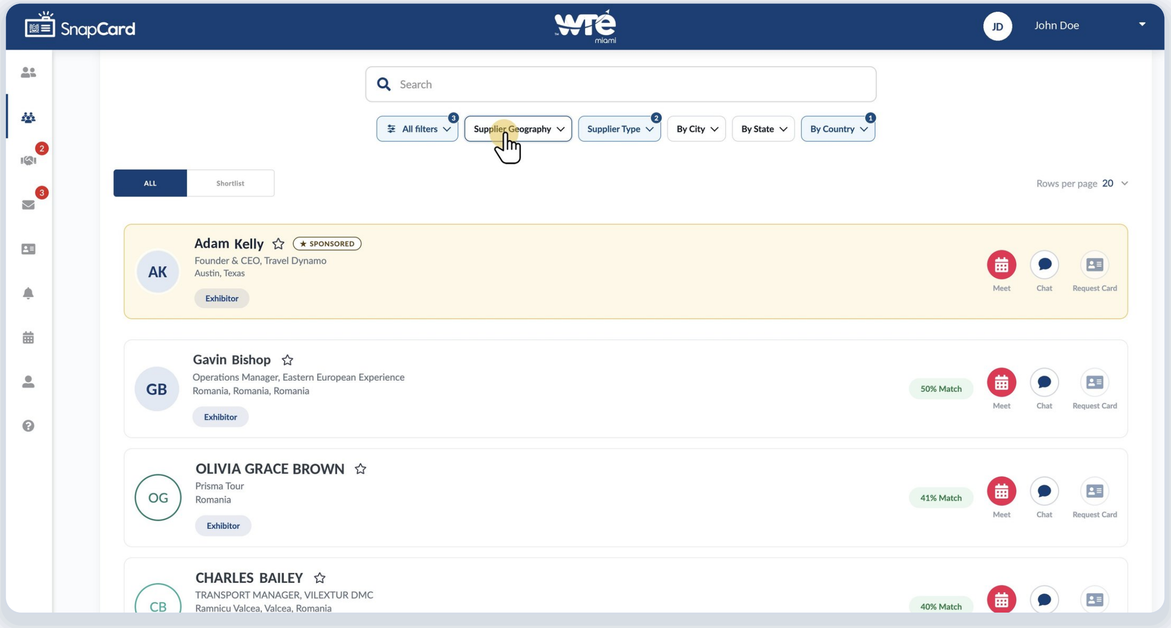
40 Describe who you are looking for, e.g. hotels and resorts from Spain, and click **Find matches**.



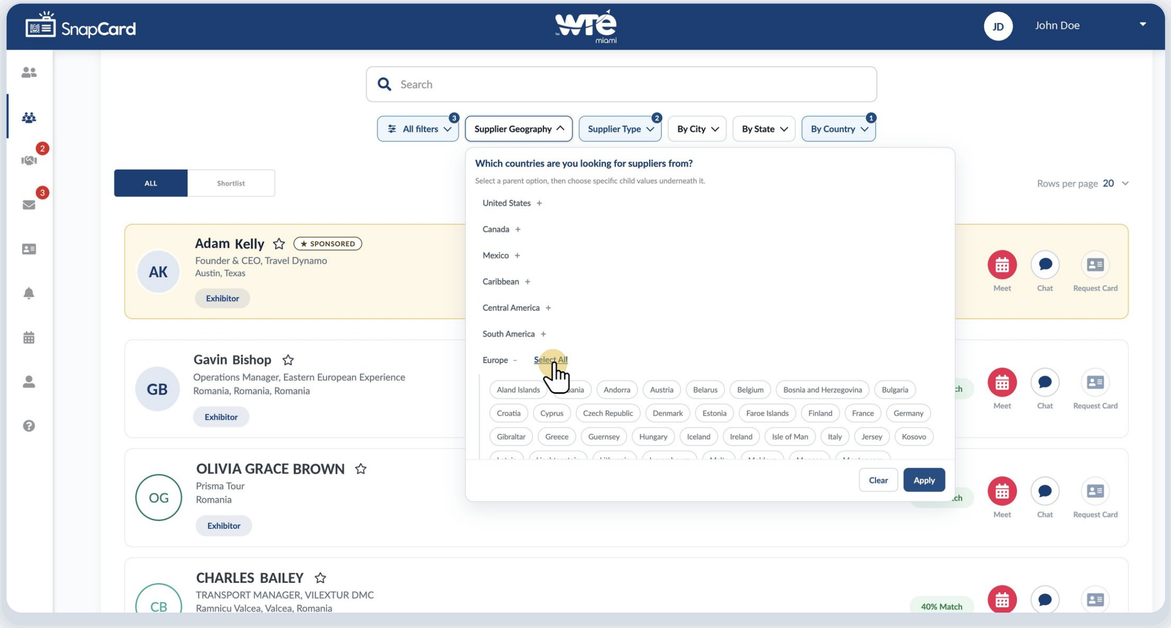
SECTION 08 · AI MATCHMAKING & SHORTLISTING

Refine by supplier geography

41 Click **Supplier Geography** to choose the regions or countries you want to source from.



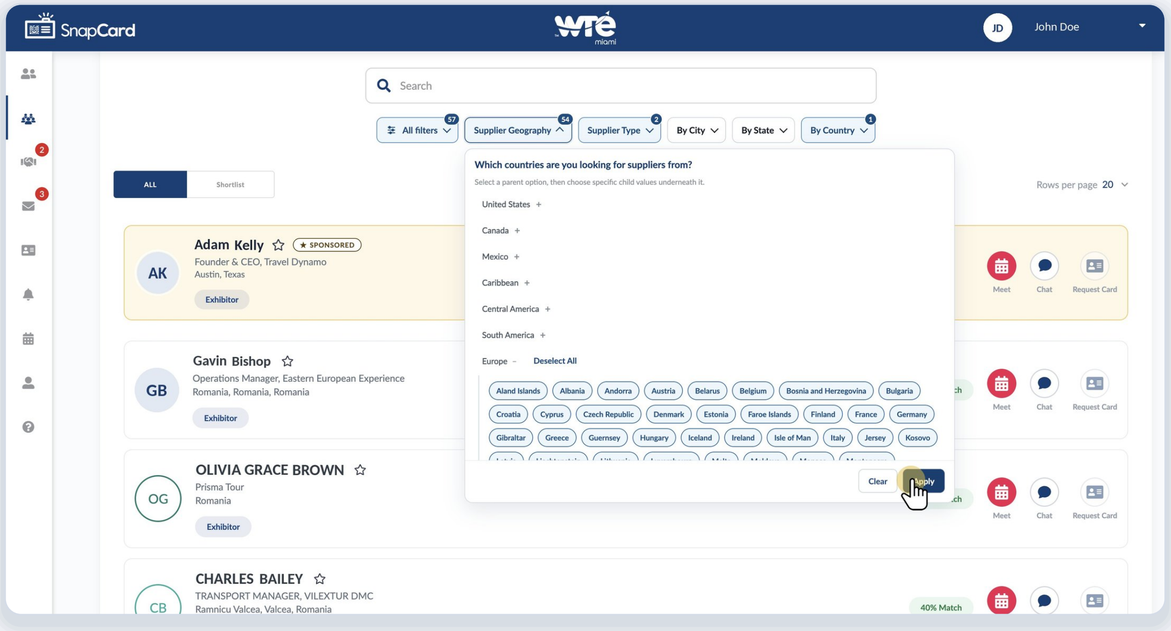
42 Expand a region and pick individual countries, or use **Select All** to add the whole region.



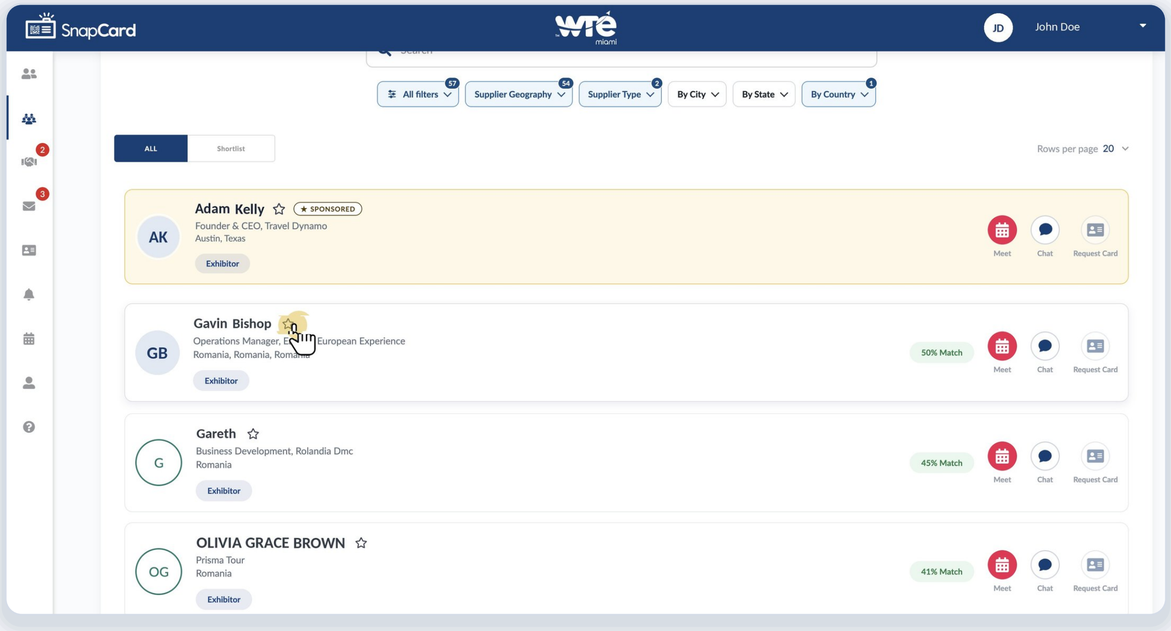
SECTION 08 · AI MATCHMAKING & SHORTLISTING

Review your matches

43 Click **Apply** to update the results.



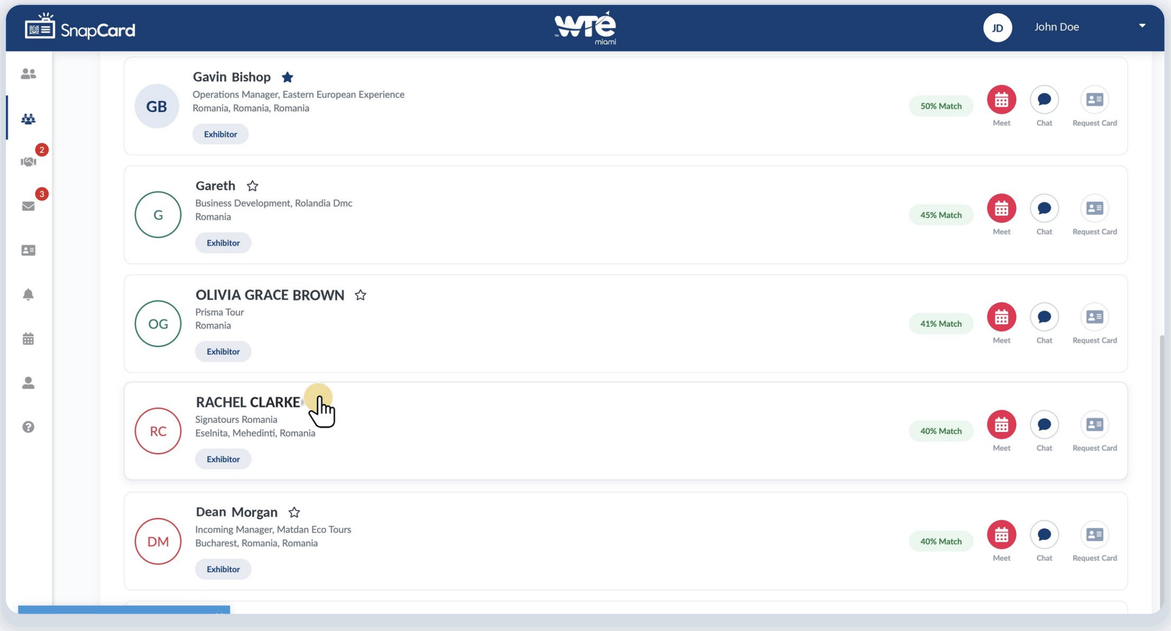
44 Matches are listed with a match score. Click any result to open the attendee's profile.



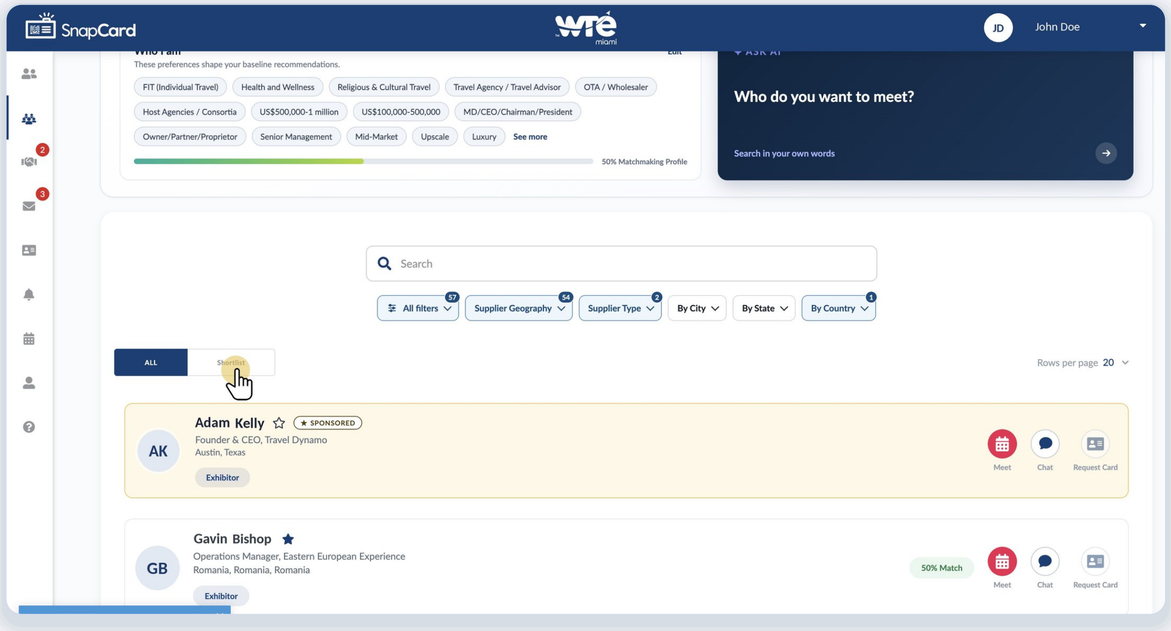
SECTION 08 · AI MATCHMAKING & SHORTLISTING

Shortlist attendees

45 Click the star next to an attendee's name to add them to your shortlist.



46 Open the **Shortlist** tab to see everyone you have saved.

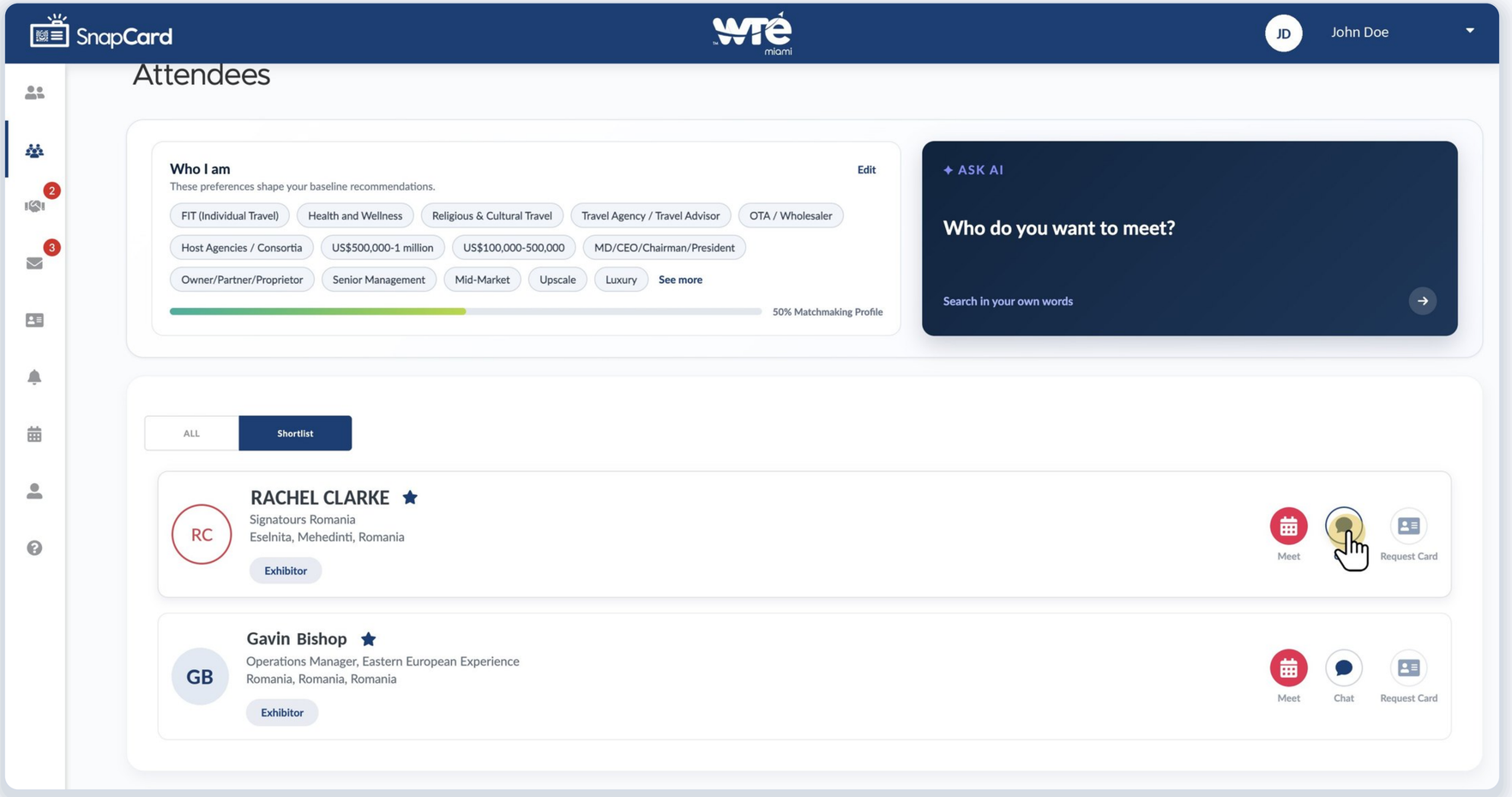


SECTION 08 · AI MATCHMAKING & SHORTLISTING

Connect from your shortlist

47

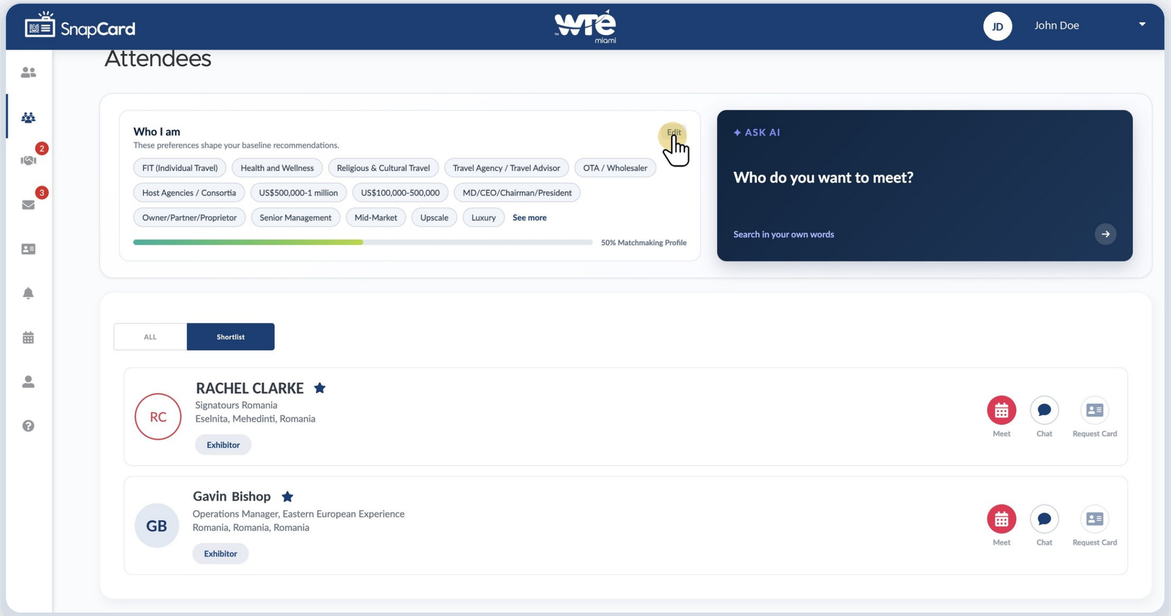
Use **Meet**, **Chat** or **Request Card** on any shortlisted attendee to connect with them.



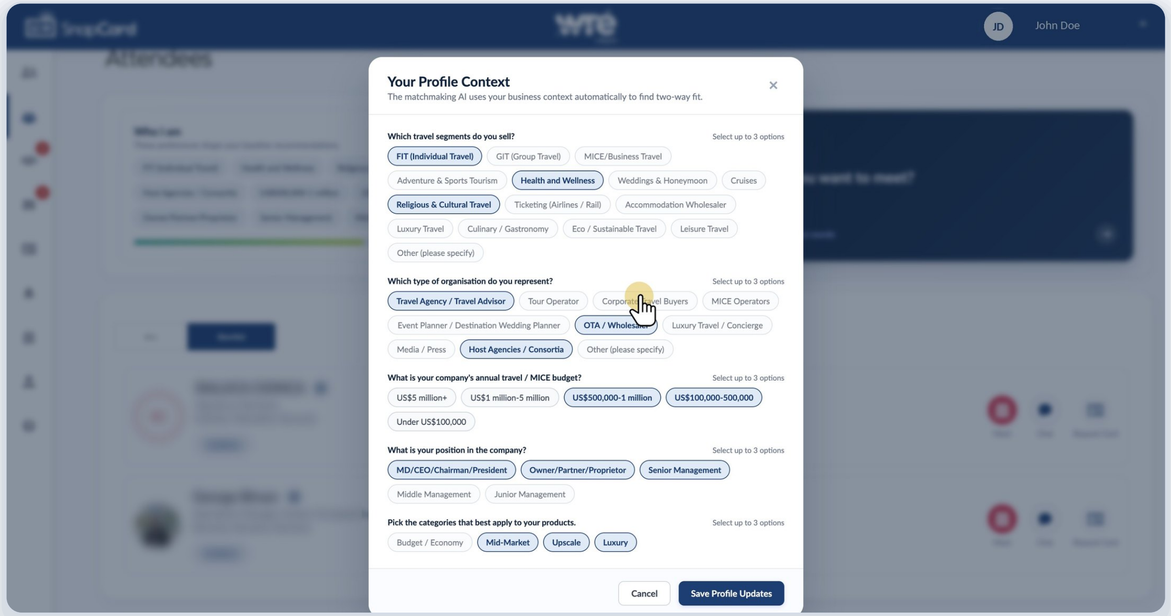
SECTION 09 · MATCHMAKING PREFERENCES

Edit your Who I am profile

48 Click **Edit** on the **Who I am** card to update the preferences that shape your recommendations.



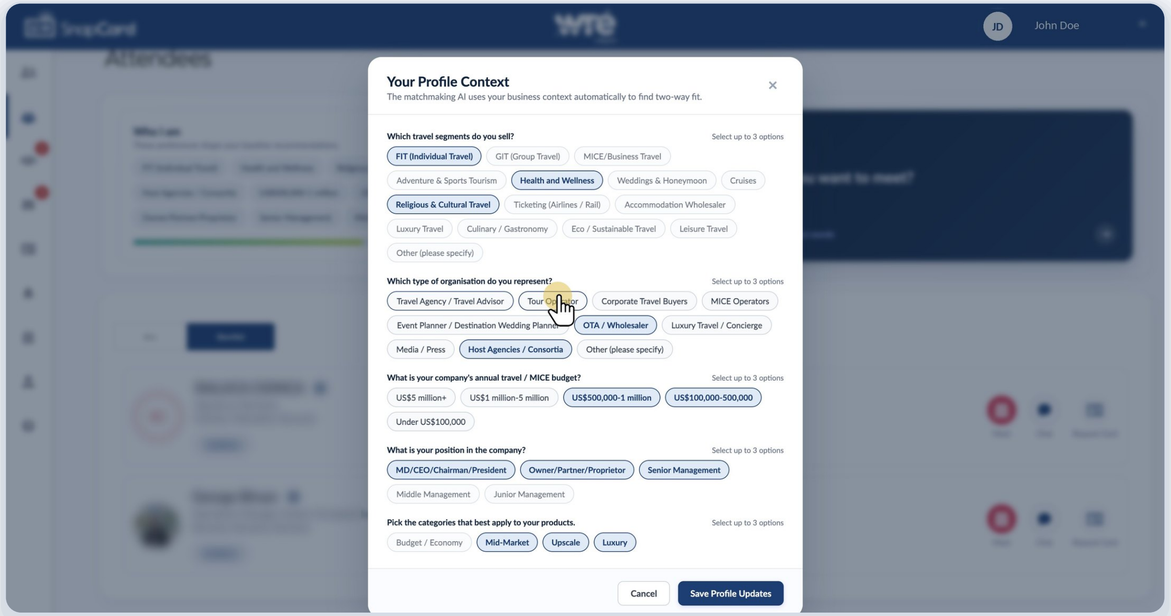
49 In **Your Profile Context**, select up to 3 travel segments you sell.



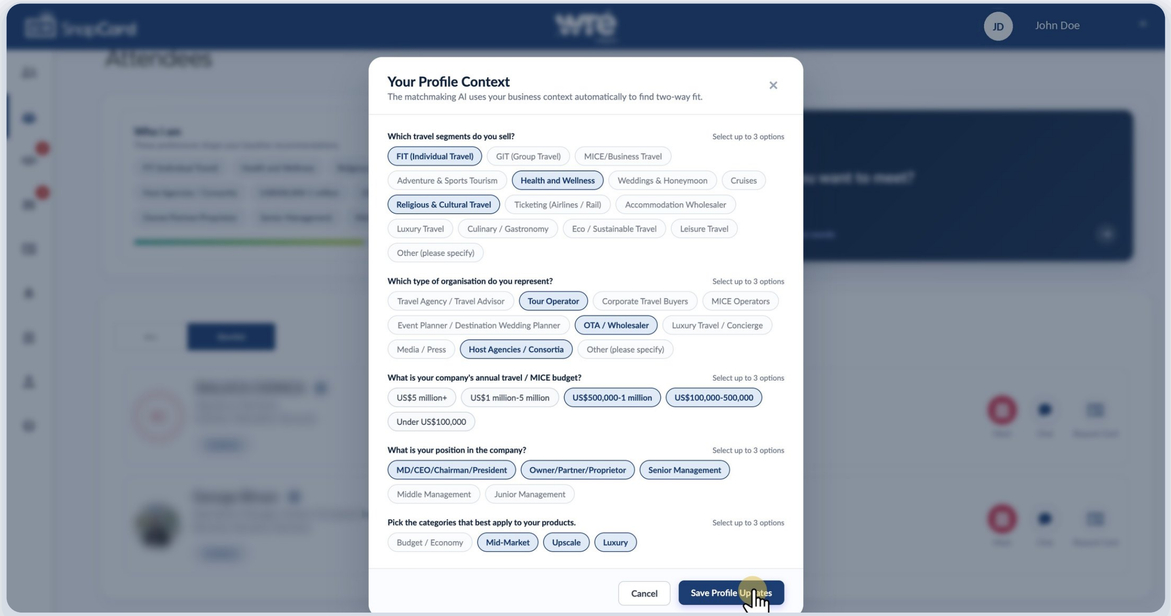
SECTION 09 · MATCHMAKING PREFERENCES

Organisation type and save

50 Choose the type of organisation you represent, then your budget, position and product categories.



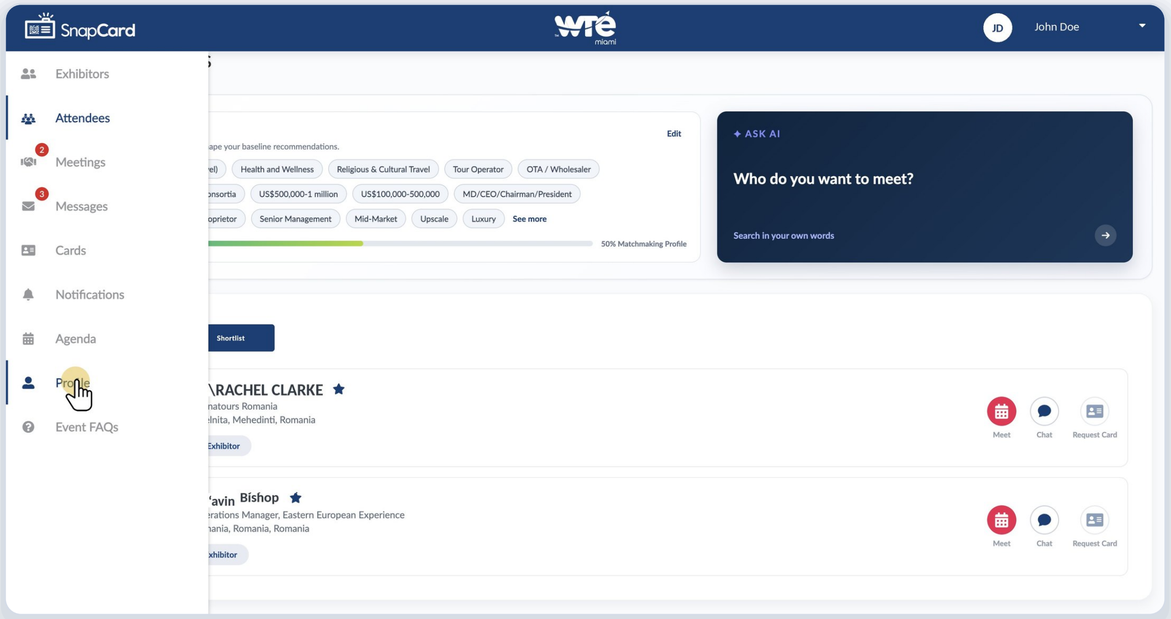
51 Click **Save Profile Updates** to apply your new preferences.



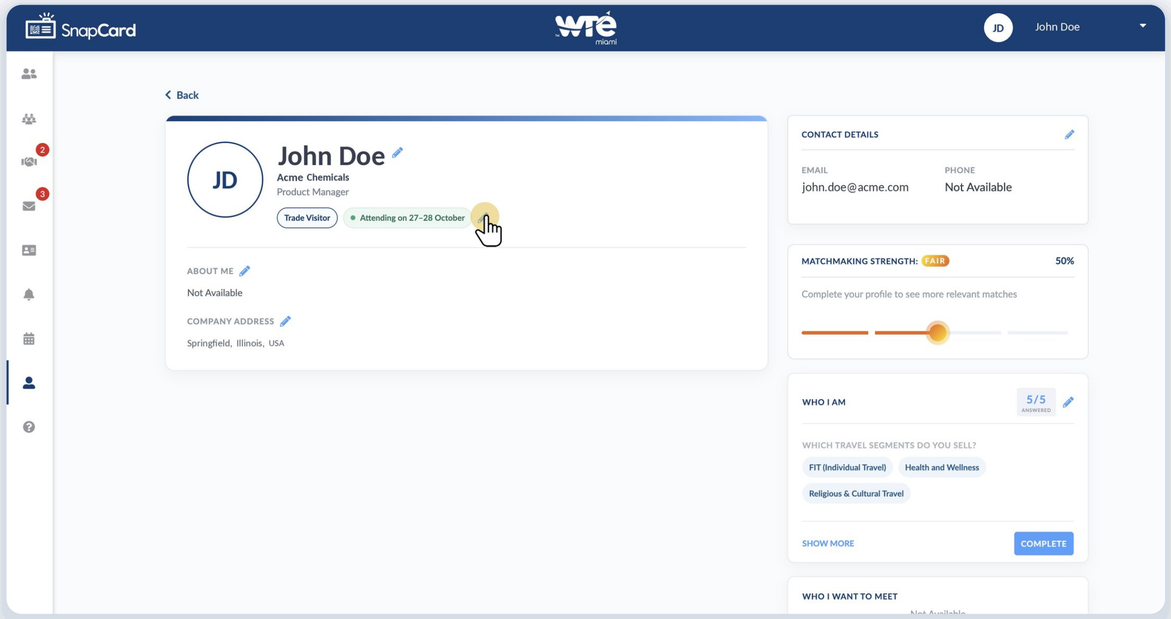
SECTION 10 · YOUR PROFILE

Open your profile

52 Click **Profile** in the menu to open your profile page.



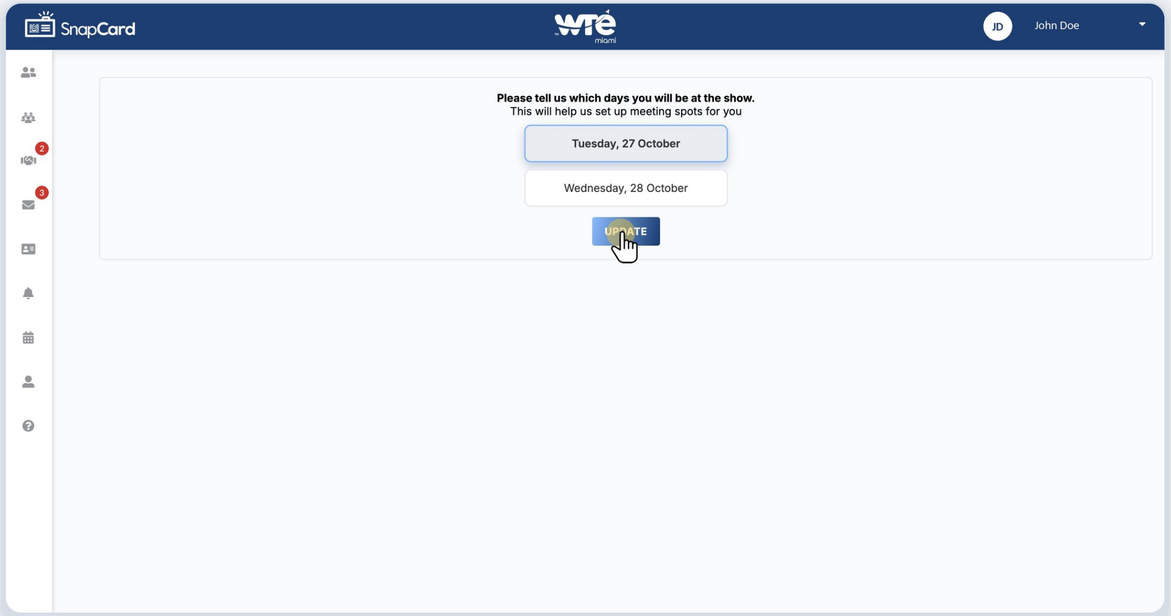
53 Click the pencil icon beside **Attending** to set which days you will be at the show.



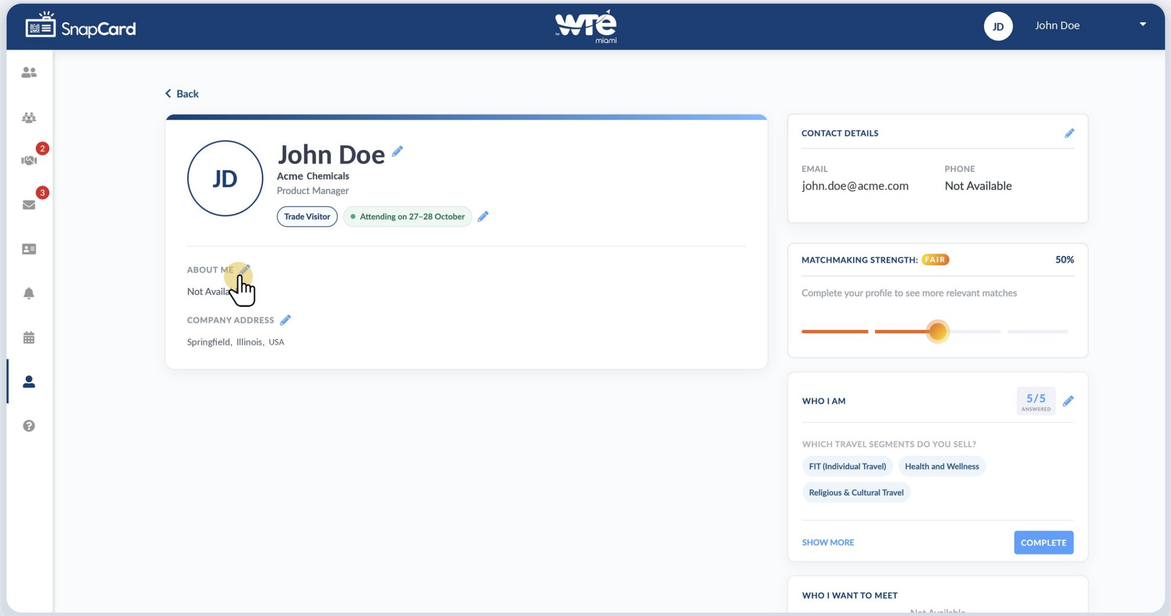
SECTION 10 · YOUR PROFILE

Attendance and profile details

54 Select the days you will attend and click **UPDATE**. This helps SnapCard suggest meeting slots.



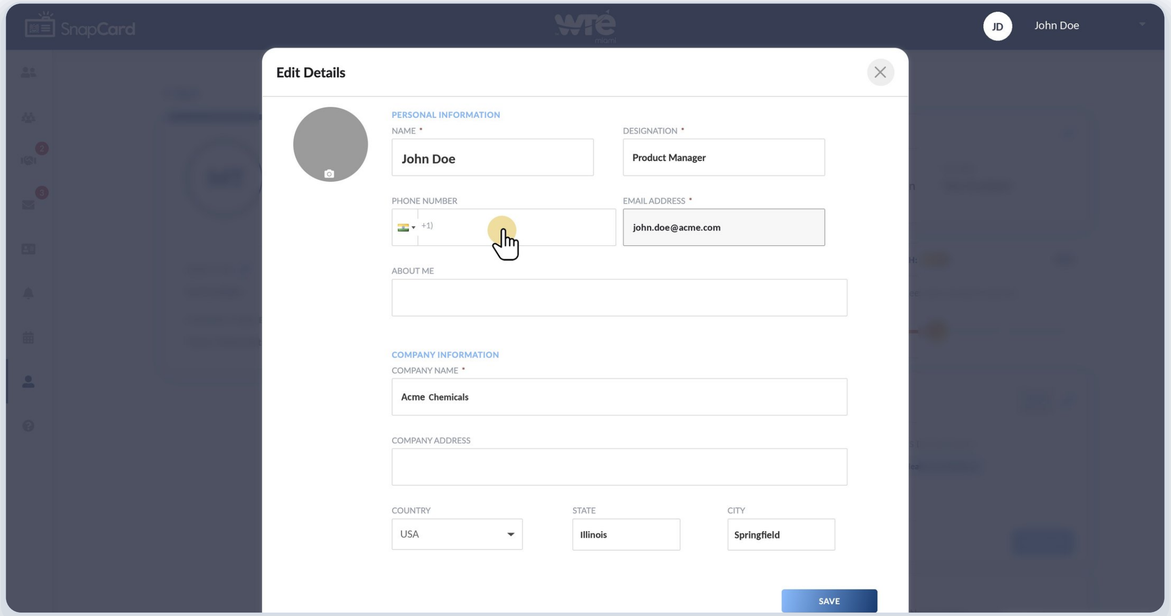
55 Click the pencil icons beside **About Me** or **Company Address** to edit those details.



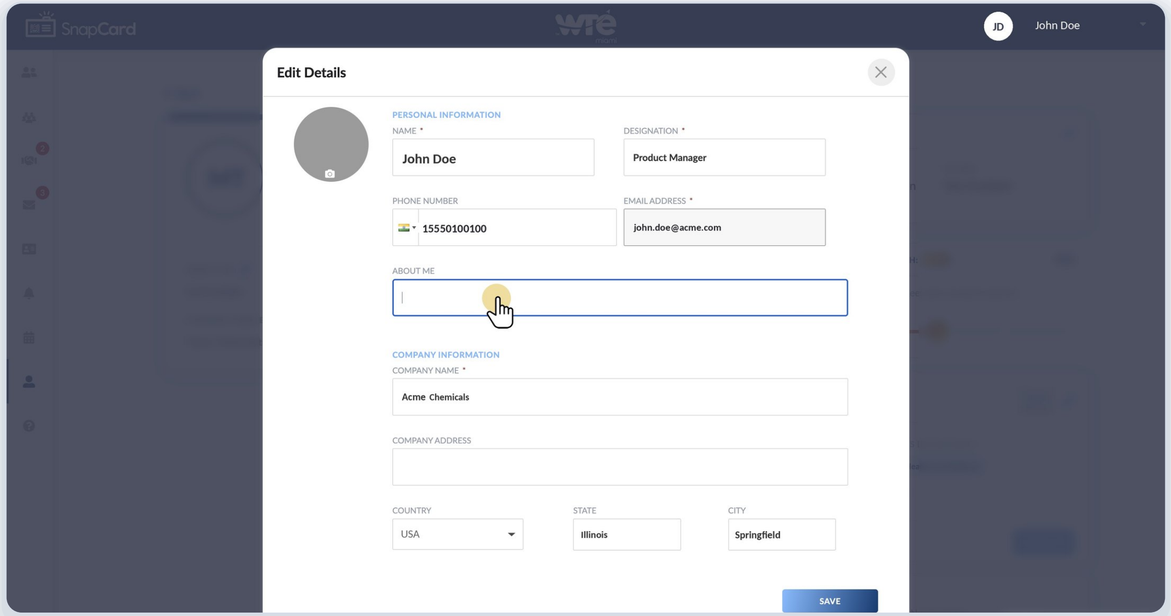
SECTION 10 · YOUR PROFILE

Edit your details

56 In **Edit Details**, update your name, designation, phone number and company information.



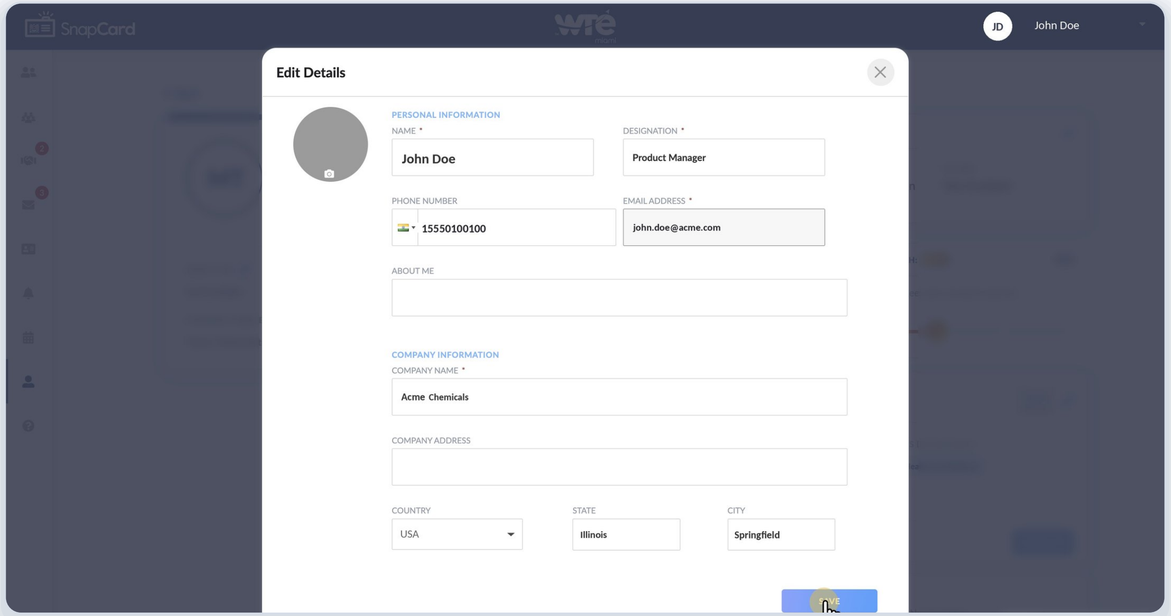
57 Add a short **About Me** so others know what you do and what you offer.



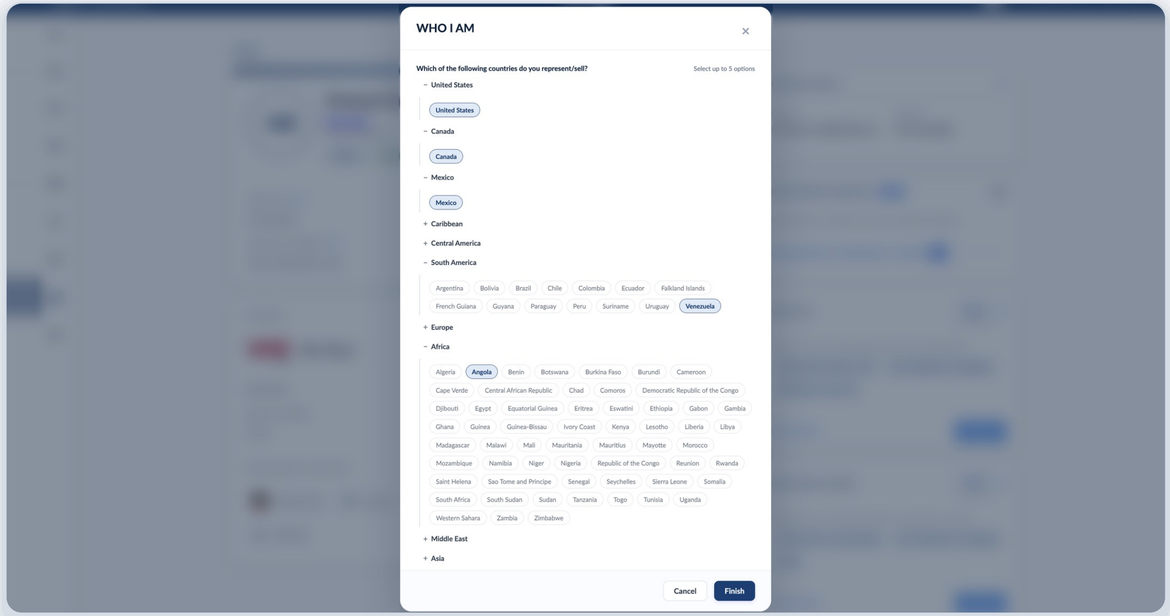
SECTION 10 · YOUR PROFILE

Save and update Who I Am

58 Click **SAVE** to update your profile.



59 Click the pencil on **Who I Am** to choose up to 5 countries you represent or sell, then click **Finish.**

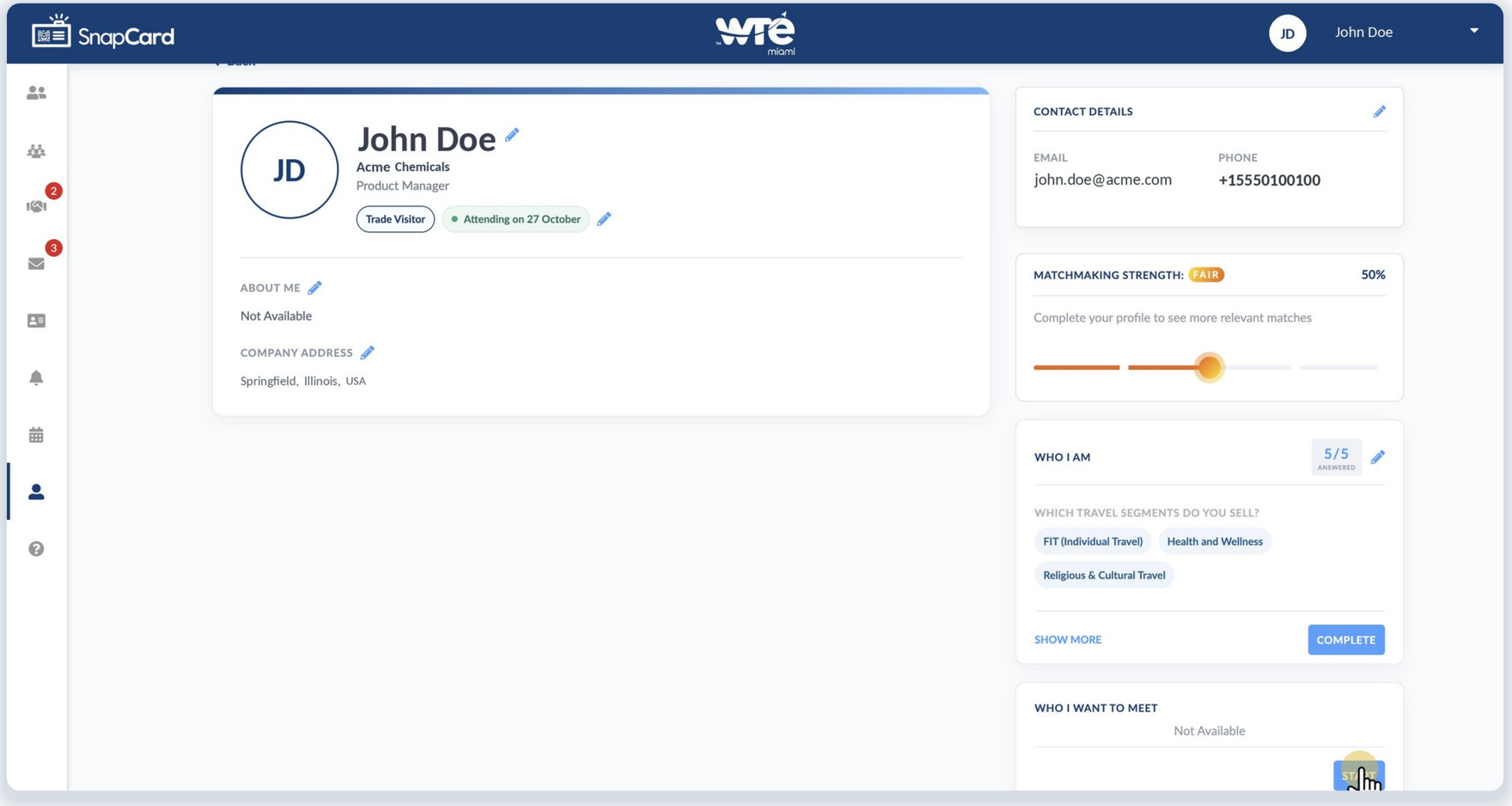


SECTION 11 · WHO I WANT TO MEET

Start your meeting preferences

60

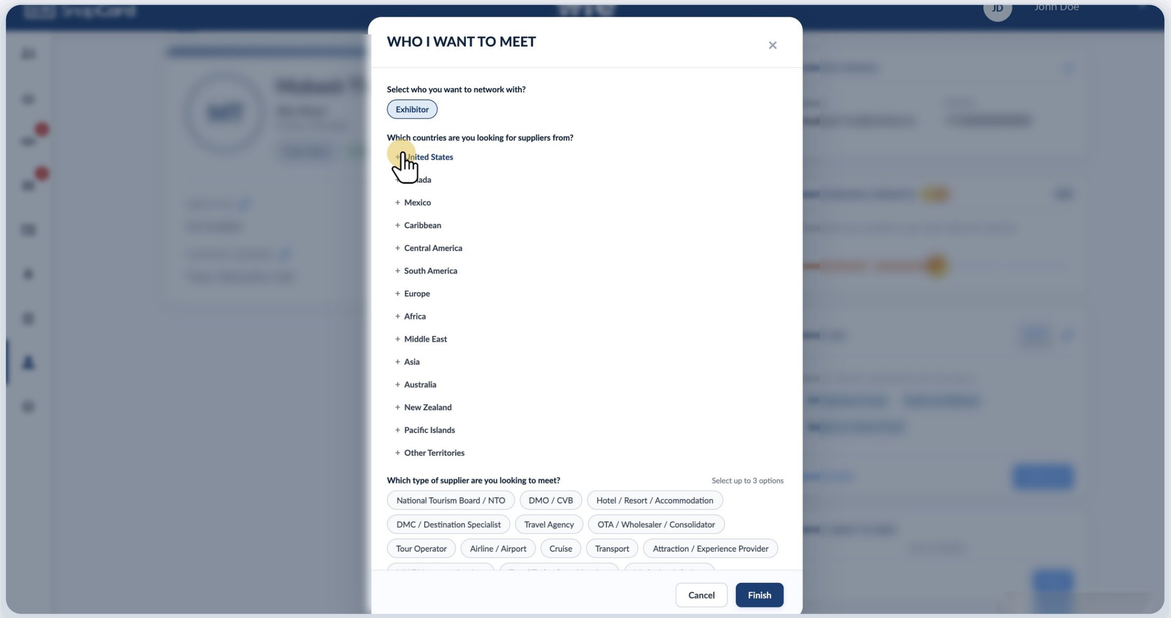
Under **Who I Want to Meet**, click **START** to choose the exhibitors you want to meet.



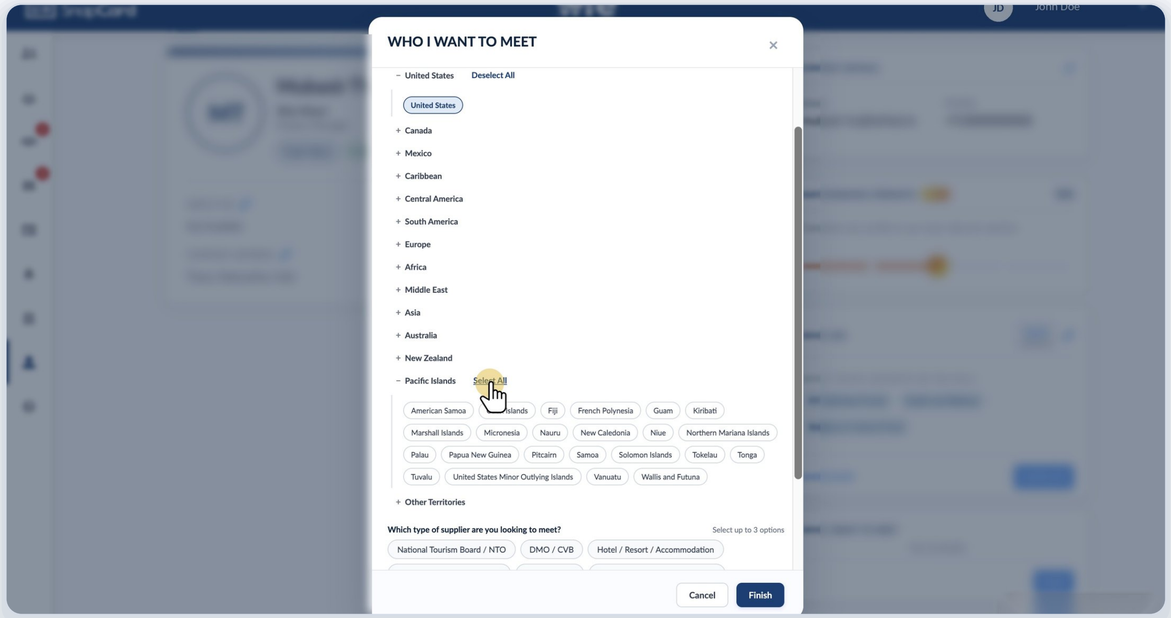
SECTION 11 · WHO I WANT TO MEET

Choose countries

61 Select **Exhibitor**, then click the countries or regions you want to meet exhibitors from.



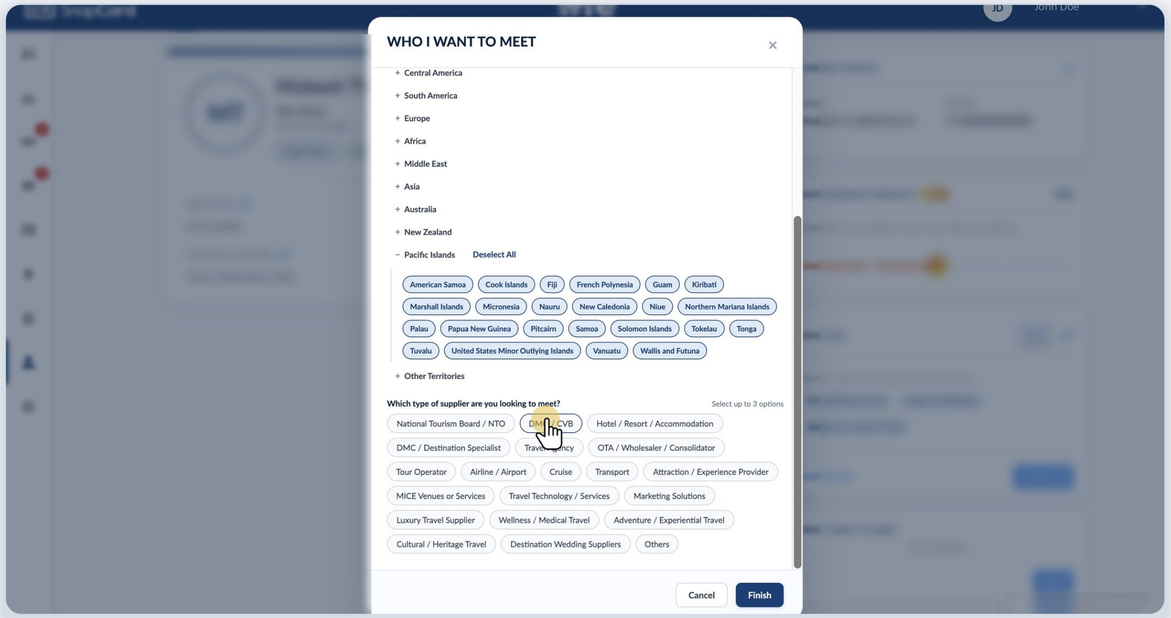
62 Expand a region to pick individual countries, or use **Select All**.



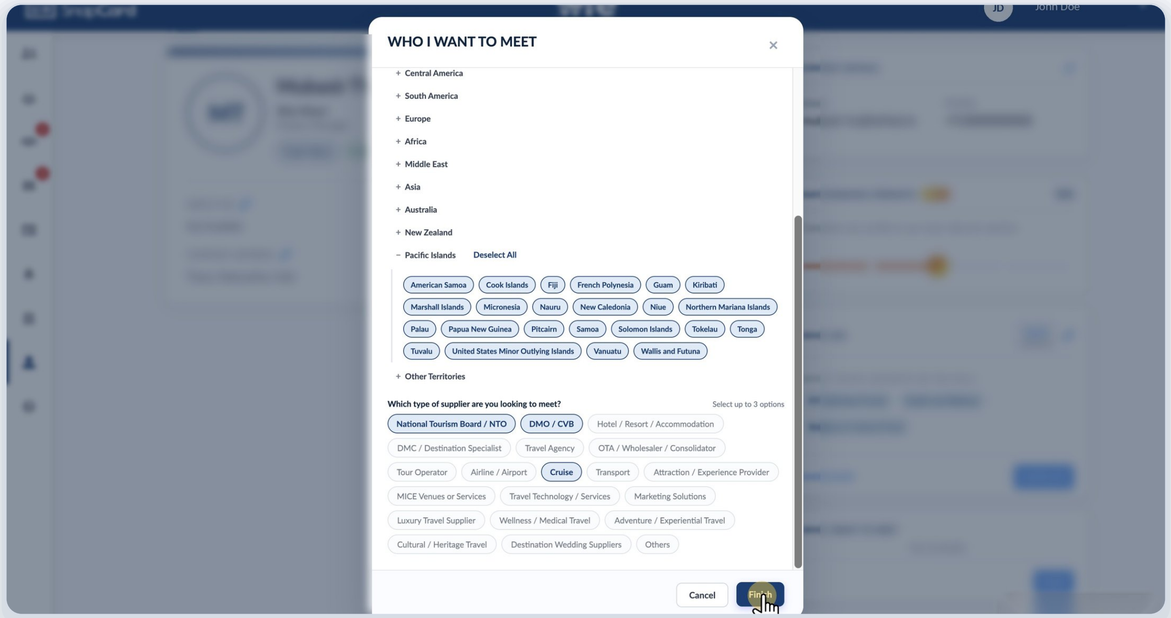
SECTION 11 · WHO I WANT TO MEET

Supplier types and finish

63 Choose up to 3 types of supplier you are looking to meet.



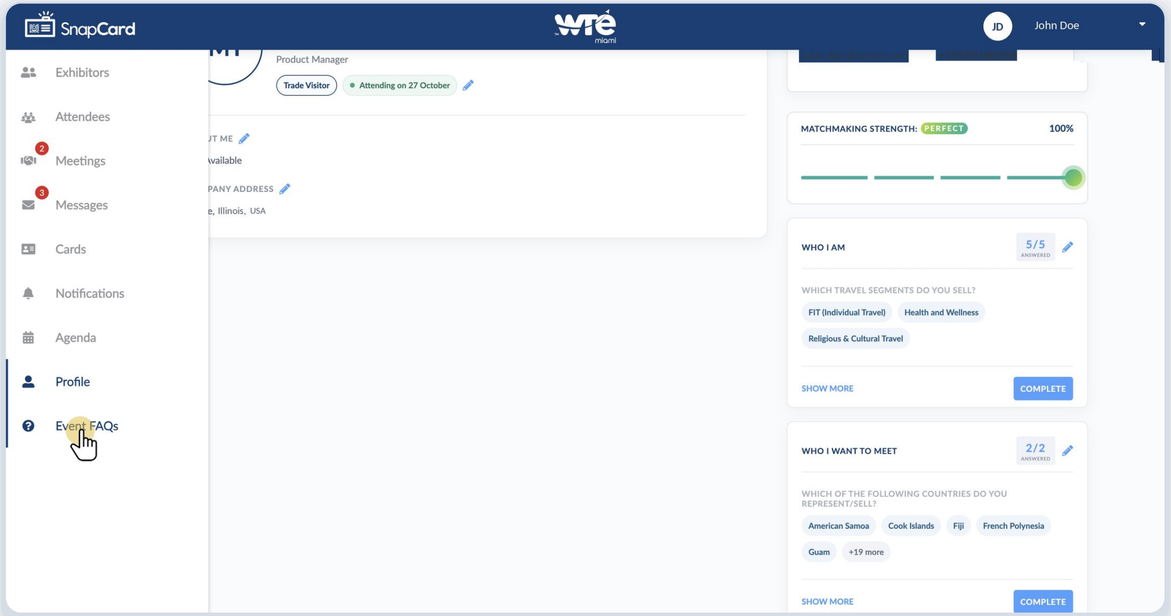
64 Click **Finish** to save your preferences.



SECTION 12 · EVENT FAQS

Get help with Event FAQs

65 Click **Event FAQs** in the menu at any time.



66 The FAQ page opens with answers grouped by General, Trade Visitors, Exhibitors and Hosted Buyers, plus show dates and venue details.

