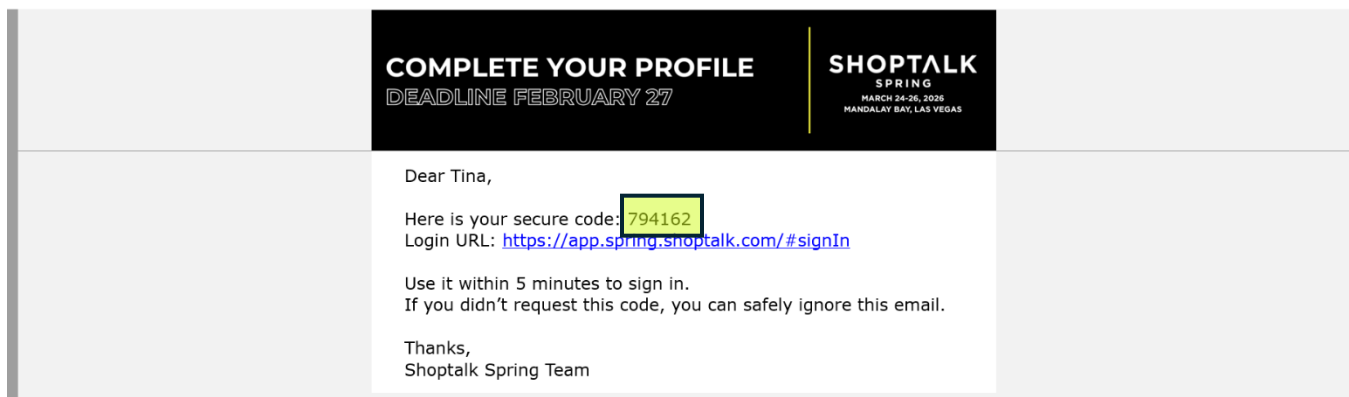
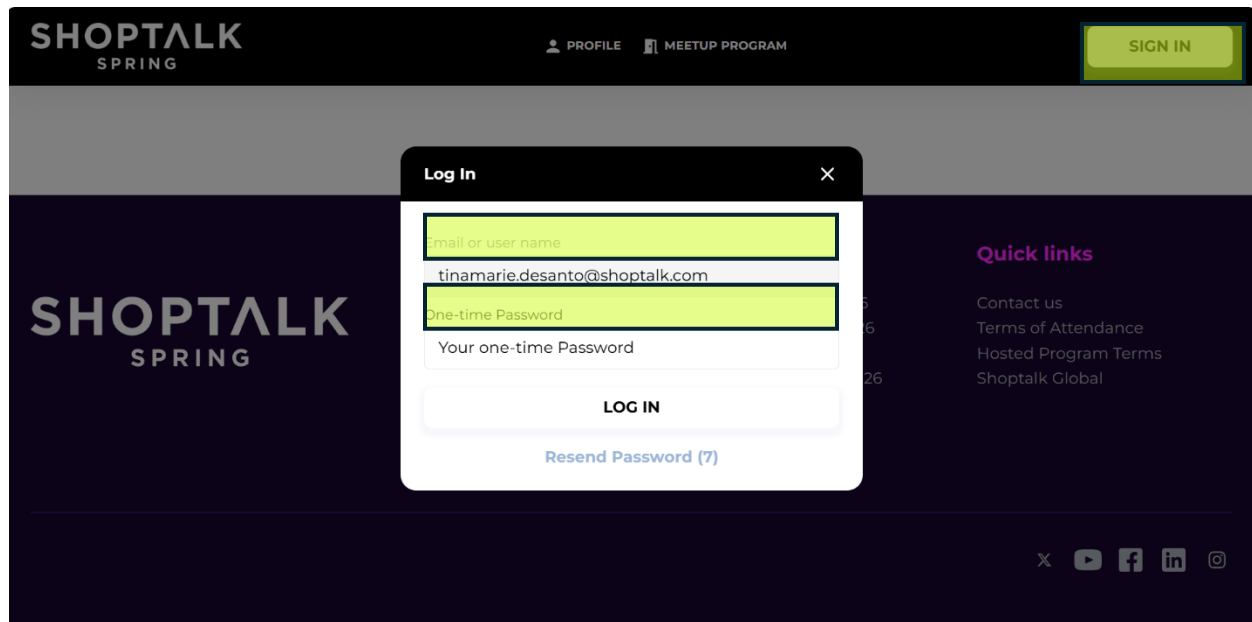


## Shoptalk Spring 2026 Meetup Step by Step Guide

### PROFILE PROCESS

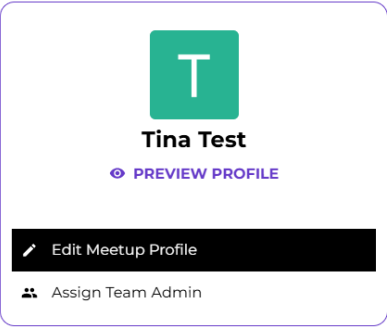
1. **Log in to platform** – Using the email address associated with your event registration, please click the “Sign In” button on the top right-hand side of the page. Once you’ve entered your email, select to receive a One Time Password (OTP). You will receive this code to your entered email address. Upon receiving the email, please add the code to the login prompt to gain access to the platform. **PLEASE NOTE** – Validity of the OTP is limited (meaning it will only be valid for a period.)



- Profile Completion**–Please complete your profile. This will be visible to individuals participating in the Meetup program, but also as your profile in our event app. If you would like to make changes to your existing profile, please click the Edit Meetup Profile button. Once you’ve completed your profile, click the “Save” button at the bottom of the page, you will see a “Saved” indicator message at the top of the page when completed.

**REVISIONS NOTE** – To make changes to your name, email address company name or title, please refer to your event registration confirmation email, where you can edit these items directly in our registration platform.

3. **Creating Company Profile (FOR ORG ADMINS ONLY)** – For Org Admins, please complete your company profile. You can do this by clicking on the “Company Details” button on the top of the page and completing the following fields. Please be sure to click the “Save” button at the bottom of the page when complete.



**Tina Test**  
PREVIEW PROFILE

Edit Meetup Profile

Assign Team Admin

About the company \*

Normal text | **B** | *I* | U | [List Icons] | [Quote Icon] | [Image Icon] | [Link Icon]

Please write some description

0 / 2000

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Solutions and services offered: \* + ADD CATEGORY

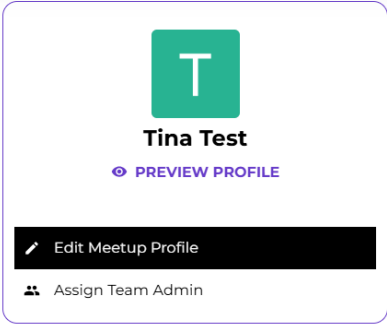
SAVE

- Assigning Meeting Reps – PLEASE NOTE**, in order for an individual to be marked as a meeting rep, they **MUST** be registered for the event. This can be done through the Visit platform (NOT THE MEETUP PLATFORM.) Once registered, to assign meeting reps, click on the “Assign Meeting Reps” bottom on the top of the page. Once there, click on the “Click Here to Assign your Meeting Reps” link, in the center of the page. Once on the new page, scroll down to see a list of your registered team members. Here, you can toggle the “Meetings Rep” switch, when turned on will list that individual as a meeting attendee.

SHOPTALK SPRING

[PROFILE](#) | [MEETUP PROGRAM](#)

[Notifications](#) | [Profile](#)



**Tina Test**  
PREVIEW PROFILE

Edit Meetup Profile

Assign Team Admin

COMPANY DETAILS
ASSIGN MEETING REPS

### Complete your Company Profile

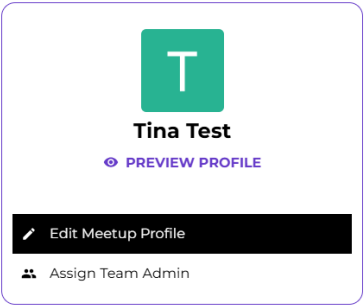
**Deadline: Friday, February 27th, 5pm PT**

*Meetup is our must-attend onsite meetings program, your chance to have up to 16 prescheduled, double opt-in, one-to-one meetings. To kick things off, you will need to complete your company profile and assign your meeting reps.*

Company Logo

Company Name \*

Tina Test



**Tina Test**  
PREVIEW PROFILE

Edit Meetup Profile

Assign Team Admin

### Assign your Meeting Reps

**Deadline: Friday, February 27th**

If your organization has purchased Hosted meetings then you must assign your Meetings Reps by no later than Friday, February 27, however we strongly recommend setting this up much sooner if possible. Your Meetings Reps are those people that will be taking your Hosted meetings on-site during Meetup.

Click here to assign your Meeting Reps

SAVE

**Hosted Retailers and Consumer Brands**

You can make as many requests with people you are interested in as you would like - there is no limit! We suggest submitting a minimum of four meeting requests for every time slot you are available for e.g. if you are available for all 16 Meetup time slots then make 64+ requests. If you need to adjust your availability, please email [experience@shoptalk.com](mailto:experience@shoptalk.com).

**Hosted Sponsor Meetings Reps**

If you haven't done so already, please ensure you assign your Meetings Reps in the platform. These are the attendees that will be taking your paid-for Hosted meetings during Meetup. Hosted Meetings Reps are advised to submit at least four meeting requests for each Hosted meeting purchased. e.g. if you have purchased 10 Hosted meetings then we recommend you individually make 40+ Hosted requests each. Please feel free to make as many more than that as you like!

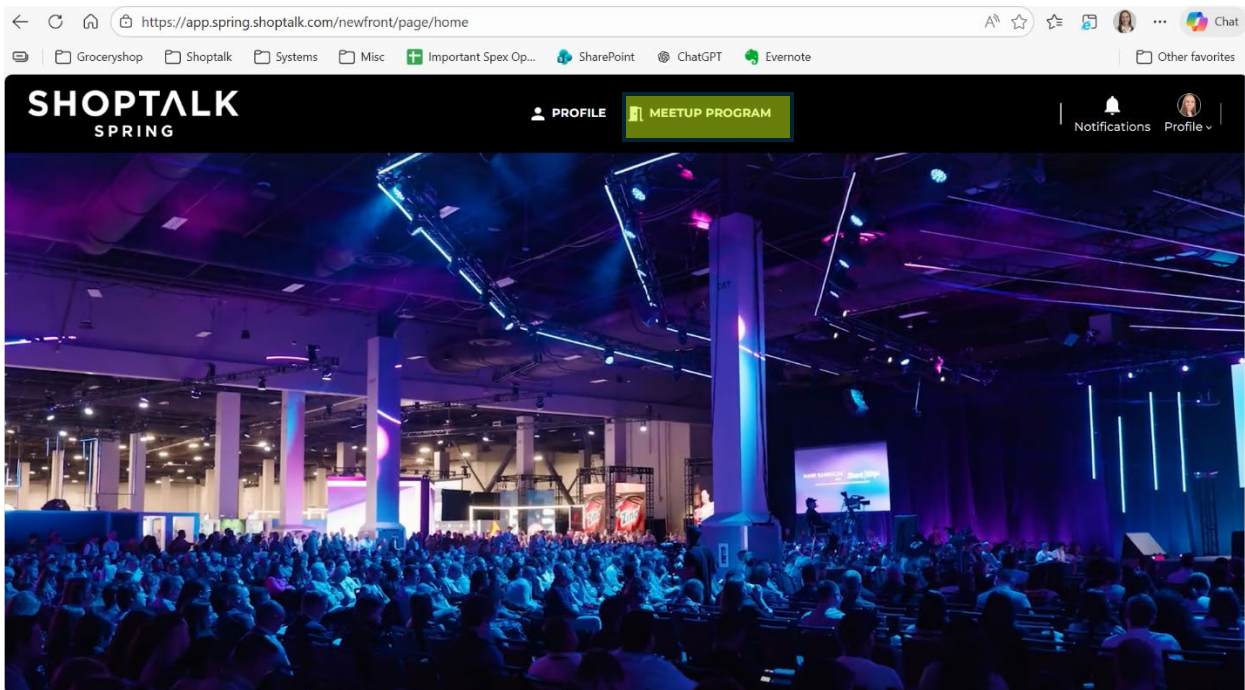
**Team members**

Full Name	Status	Meeting Rep
 Tina DeSanto Test Tina Test		<input checked="" type="checkbox"/>

**Schedule**

**SELECTION PROCESS**

1. **Navigating to Selection Process** – To enter the selection process, please click the “Meetup Program” button on the top of the page. If for any reason you also need to update your profile, you can do so by clicking the “Profile” button on the top of the page



- Page Navigation** – Once on the Selection Page, you will see the meeting time blocks for each event day at the top of the screen, and below it you will see a timeframe bar outlining each of the remaining stages of the Meetup process. As you scroll down you will see a “Filters” panel on the lefthand side of the page, as well as a search bar. In the center of the screen, you will see a listing of our attendees. You will also see a toggle above the list of attendees where you can switch between Hosted Sponsors and Attendees.

### BONUS STEP – INDICATING AVAILABILITY

If you need to mark certain times as unavailable for meetings, click on the three dots located at the top of the page. Once clicked, indicate which time block you are unavailable, and click “Save Changes.” If you do not have any scheduling issues, you can skip this step

The screenshot shows a web browser window with the URL <https://app.spring.shoptalk.com/newfront/profile/meeting-program?id=46>. The page title is "Meetup Program". A notification at the top states: "IF YOU ARE NOT AVAILABLE TO TAKE MEETINGS AT CERTAIN TIMES, PLEASE ADJUST YOUR AVAILABILITY HERE BY MARCH 18. →". A green box highlights a three-dot menu icon in the top right corner. Below this, there are four meeting blocks:

- Meetings Block 1:** Tuesday, Mar 24, 2026, 1:30 PM - 2:45 PM | America/Los\_Angeles, Meetup: Meetup
- Meetings Block 2:** Wednesday, Mar 25, 2026, 12:00 PM - 1:15 PM | America/Los\_Angeles, Meetup: Meetup
- Meetings Block 3:** Wednesday, Mar 25, 2026, 4:20 PM - 5:30 PM | America/Los\_Angeles, Meetup: Meetup
- Meetings:** Thursday, Mar 26, 2026, 10:15 AM - 11:30 AM | America/Los\_Angeles, Meetup: Meetup

Below the meeting blocks is a progress bar with four stages:

- Profile Stage: 02/17/2026 - 8:00 AM
- Requests Stage: 03/02/2026 - 8:00 AM
- Opt-ins & Confirm Availability: 03/16/2026 - 8:00 AM
- View Schedule: 03/19/2026 - 8:00 AM

At the bottom, there is an "Attendee List" section with a role indicator: "Your role on this meeting program: Team Member".

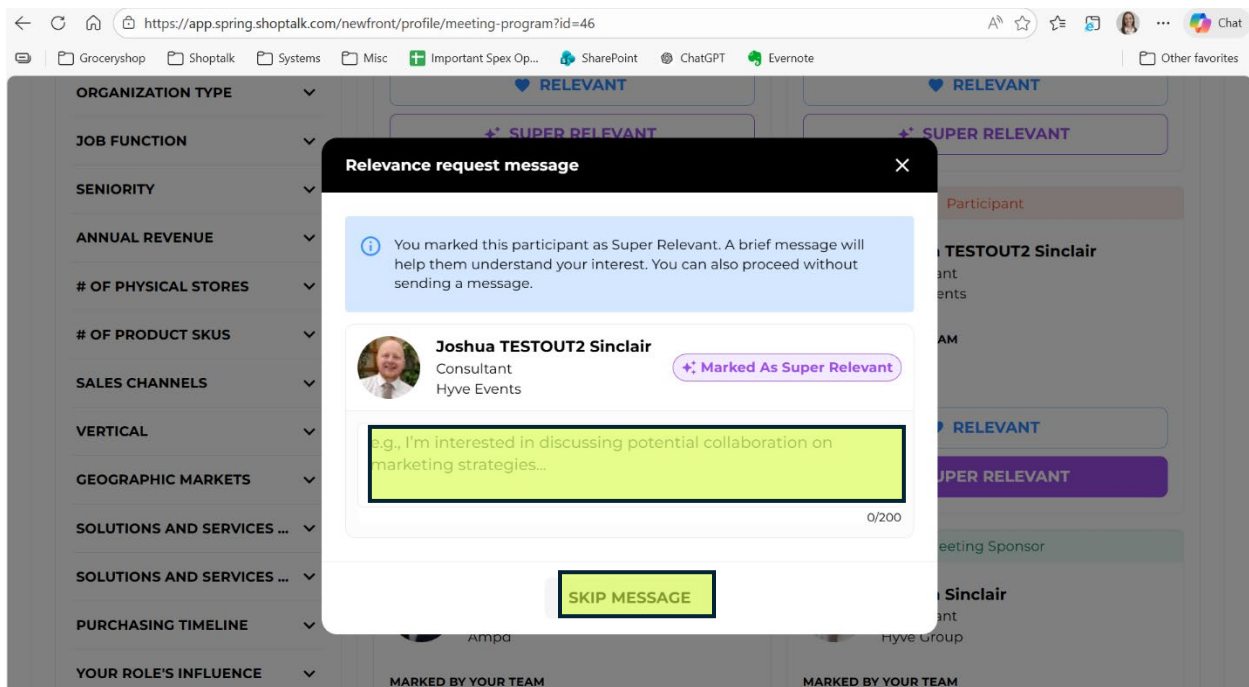
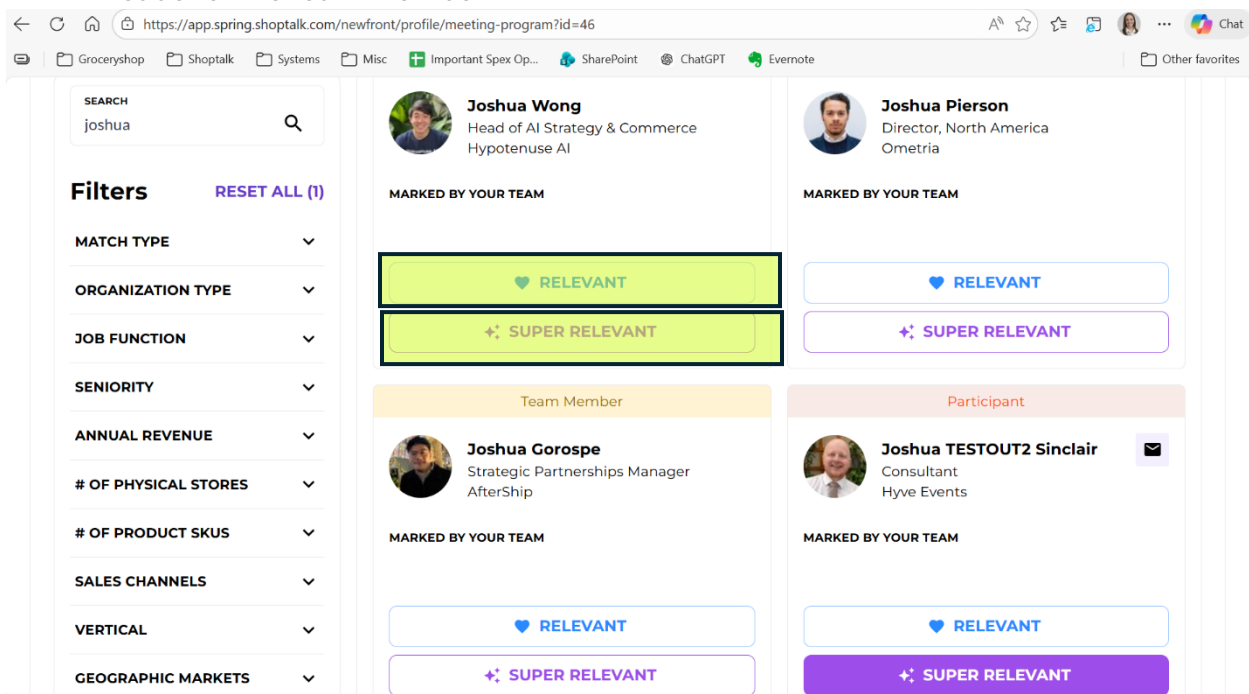
The screenshot shows a modal window titled "Manage Timeslot Availability". At the top, it indicates "Timeslots blocked 1/12" with a progress bar. Below the progress bar, it says "You can block up to 12 timeslots." and includes a "RESET ALL" button. The main area is titled "Select meetings blocks" and shows a dropdown menu with "24.03.2026 / 13:30 - 14:45". Below this, there are four time slots:

- 13:30 - 13:45: Blocked (lock icon)
- 13:48 - 14:03: Available (lock icon)
- 14:06 - 14:21: Available (lock icon)
- 14:24 - 14:39: Available (lock icon)

A "Blocked timeslots summary" box on the right shows "24.03.2026 / 13:30 - 13:45". At the bottom, there are "CANCEL" and "Save Changes" buttons. A green box highlights the "Save Changes" button.

- Indicating Interest** – Next it is time to indicate which individuals you would like to meet with. Using the filters located on the left-hand side, the search bar, or the attendee and sponsors tabs; find an individual you are interested in meeting with. Once you’ve found an individual that you would like to meet with, click the “Relevant” or “Super Relevant” buttons, based on your level of interest. Once selected, a pop up window will appear, where you can enter a message to be sent to the individual. Once completed, click Send Message or if you would like to bypass the message, click “Skip Message”. Once selection is completed, the correct relevance button will be shaded.

**QUICK NOTE** – If an individual has already been selected by a fellow team members, it will be noted below the “Marked By Your Team” note, including a headshot the team member.



## Attendee List

Your role on this meeting program: Meeting Sponsor

SEARCH  
dollar shave

**Filters** RESET ALL (1)

REQUESTS SENT

ORGANIZATION TYPE

JOB FUNCTION

SENIORITY

ANNUAL REVENUE

# OF PHYSICAL STORES

# OF PRODUCT SKUS

SALES CHANNELS

VERTICAL

GEOGRAPHIC MARKETS

SOLUTIONS AND SERVICES BEING...

SOLUTIONS AND SERVICES BEING...

PURCHASING TIMELINE

YOUR ROLE'S INFLUENCE

Attendees

Hosted Meeting Sponsors

Explore the Meeting Program and indicate your interest by selecting "Relevant" or "Super Relevant." You can update or remove your selection at any time.

<p>Buyer</p> <p><b>Amanda Be...</b> Sr Manager, Ecom... Dollar Shave Club</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>	<p>Buyer</p> <p><b>Adam Newc...</b> Director, Engineeri... Dollar Shave Club</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>	<p>Buyer</p> <p><b>Melanie Fox</b> Director, Lifecycle ... Dollar Shave Club</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>
<p>Buyer</p> <p><b>Nick Resha...</b> VP, Product and T... Dollar Shave Club</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>	<p>Team Member</p> <p><b>Wyatt Shane</b> Partnerships Recharge Paymen...</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>	<p>Meeting Sponsor</p> <p><b>Subu Rao</b> Founder &amp; CEO Discover Dollar</p> <p>MARKED BY YOUR TEAM</p> <p>RELEVANT</p> <p>SUPER RELEVANT</p>

4. **Reviewing selections** – To see a list of the individuals that you've indicated are of interest, expand the "Requests Sent" section within the Filters area, and check which relevance level you would like to review. You will also see a counter at the top of the page indicating the number of each interest type you've selected.

## Attendee List

Your role on this meeting program: Team Member

↑ SENT

Relevant 1

Super relevant 1

UNIQUE COMPANIES

Companies marked by your team 2

SEARCH  
Search

**Filters** RESET ALL (2)

REQUESTS SENT

Relevant

Super Relevant

Rest of the users

ORGANIZATION TYPE

JOB FUNCTION

SENIORITY

ANNUAL REVENUE

Attendees

Hosted Meeting Sponsors

Meeting Sponsor

**Joshua Sinclair**  
Consultant  
Hyve Group

MARKED BY TEAM:  
No interest

RELEVANT

SUPER RELEVANT

Participant

**Joshua TESTO...**  
Consultant  
Hyve Events

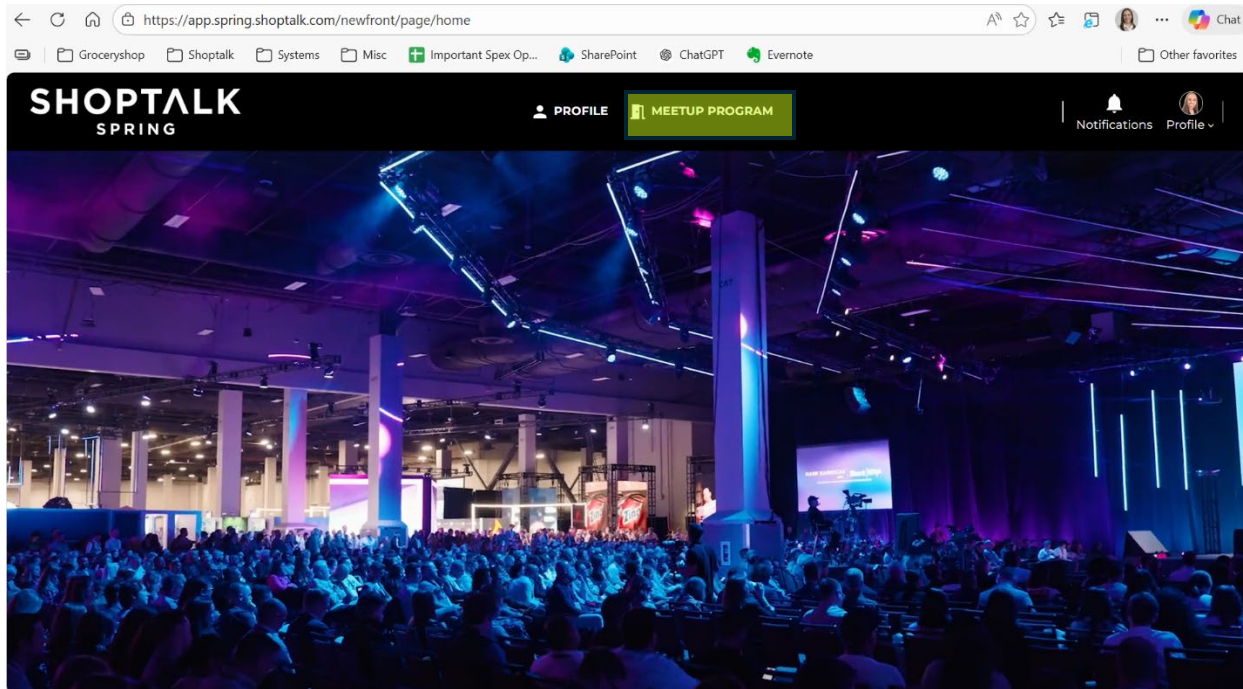
MARKED BY TEAM:  
No interest

RELEVANT

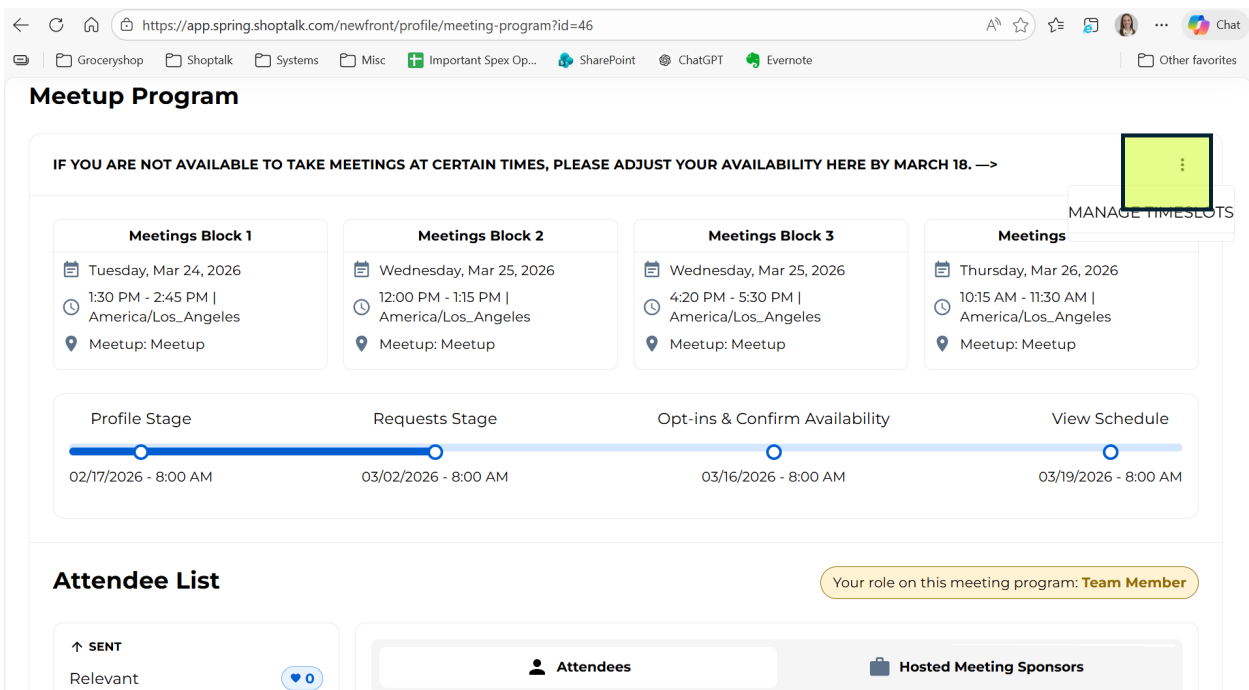
SUPER RELEVANT

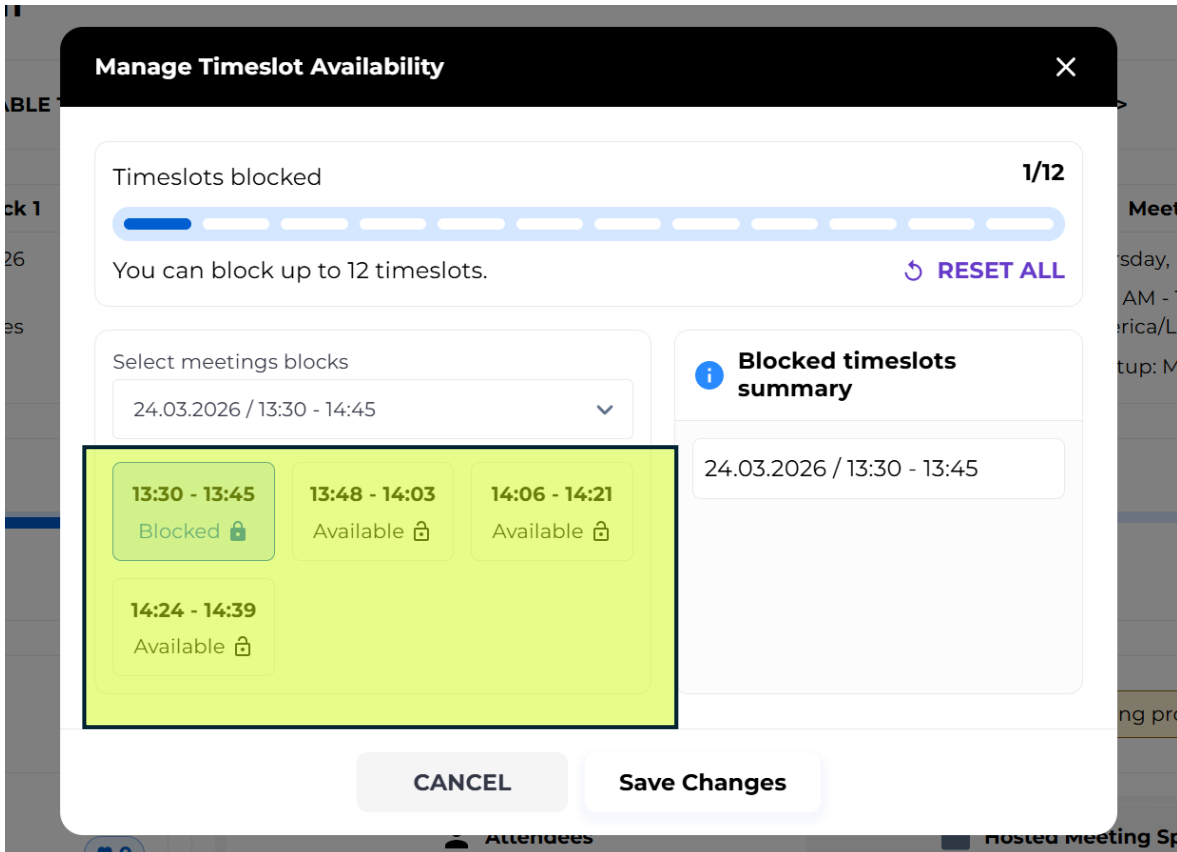
## OPT-INS & CONFIRM AVAILABILITY

1. **Navigate to Opt Ins** – Once you’ve logged on to Expo Platform, click the Meetup Program button at the top of the page.



2. **Confirm Availability** - If you need to mark certain times as unavailable for meetings, click on the three dots located at the top of the page. Once clicked, indicate which time block you are unavailable, and click “Save Changes.” If you do not have any scheduling issues, you can skip this step





- 3. Review Opt Ins** – At this stage, any individuals you’ve selected that also selected you (dual opt-ins / or double swipe rights), have already been marked as matches and will be moving to the scheduling stage. These individuals will be visible during the next stage – View Schedule. However at this stage, you will need to review the individuals who have marked you as relevant to determine their relevance. Once on the main page for the Meetup Program, you will see a list of the individuals marked as Incoming Relevance. These are the individuals who have marked you as relevant. Review each individual and mark them as Relevant or Super Relevant. These individuals will then be added to your algorithm to find matching availability. You can see a total number of Received Relevant matches on the top left hand side of the page.

Incoming Relevance

Your role on this meeting program: Meeting Sponsor

↓ RECEIVED  
Received relevant ♥ 8

---

SEARCH  
Search 🔍

---

**Filters** RESET ALL (3)

ROLE ▼

OPT INS MADE ▼

INDIVIDUALS LOOKING TO SOURC... ▼

INDIVIDUALS LOOKING TO OFFER ... ▼

ORGANIZATION TYPE ▼

VERTICAL ▼

JOB FUNCTION ▼

Sort by: Company Name (A-Z) ▼

i For all requests that you are interested in, please opt-in by marking "Relevant" or "Super Relevant". Any matches created as a result from the previous Requests stage, and the opt-ins made this week, may result in a scheduled meeting. Only opt-in to requests from individuals that you would be interested in meeting with!  
This is your final chance to adjust your availability before meetings are scheduled this week. The deadline to complete all of your opt-ins and confirm your availability is 5pm PT, Wednesday, March 18.

<div style="background-color: #E0FFE0; padding: 5px; text-align: center; font-size: 0.8em;">Meeting Sponsor</div> <div style="text-align: center; margin-top: 10px;"> <p><b>Christina Lindley</b> Business Develop... Besitos/Kashkick</p> </div> <p style="font-size: 0.8em; margin-top: 10px;">MARKED BY TEAM: No interest</p> <div style="margin-top: 10px;"> <div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">♥ RELEVANT</div> <div style="background-color: #FFD700; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">+ SUPER RELEVANT</div> </div>	<div style="background-color: #E0D0FF; padding: 5px; text-align: center; font-size: 0.8em;">Buyer</div> <div style="text-align: center; margin-top: 10px;"> <p><b>Sam Ramani</b> Chief Procuremen... GKMilan</p> </div> <p style="font-size: 0.8em; margin-top: 10px;">MARKED BY TEAM: No interest</p> <div style="margin-top: 10px;"> <div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">♥ RELEVANT</div> <div style="background-color: #FFD700; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">+ SUPER RELEVANT</div> </div>	<div style="background-color: #E0D0FF; padding: 5px; text-align: center; font-size: 0.8em;">Buyer</div> <div style="text-align: center; margin-top: 10px;"> <p><b>Lea Quale</b> Marketing Director La Montanita Food...</p> </div> <p style="font-size: 0.8em; margin-top: 10px;">MARKED BY TEAM: No interest</p> <div style="margin-top: 10px;"> <div style="background-color: #ADD8E6; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">♥ RELEVANT</div> <div style="background-color: #FFD700; padding: 5px; border: 1px solid #add8e6; text-align: center; width: 100%;">+ SUPER RELEVANT</div> </div>
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Incoming Relevance

Your role on this meeting program: Meeting Sponsor

↓ RECEIVED  
Received relevant ♥ 8

---

SEARCH  
Search 🔍

---

**Filters** RESET ALL (3)

ROLE ▼

OPT INS MADE ▼

INDIVIDUALS LOOKING TO SOURC... ▼

INDIVIDUALS LOOKING TO OFFER ... ▼

ORGANIZATION TYPE ▼

VERTICAL ▼

JOB FUNCTION ▼

Sort by: Company Name (A-Z) ▼

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### Incoming Relevance

Your role on this meeting program: **Meeting Sponsor**

↓ RECEIVED

Received relevant ▼ 8

SEARCH

Search 🔍

**Filters** RESET ALL (3)

ROLE ▼

OPT INS MADE ▼

INDIVIDUALS LOOKING TO SOURC... ▼

INDIVIDUALS LOOKING TO OFFER ... ▼

ORGANIZATION TYPE ▼

VERTICAL ▼

JOB FUNCTION ▼

Sort by: Company Name (A-Z) ▼

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**VIEW SCHEDULE – Coming Soon!**