



## How to Navigate the Attendee Hub

Our new and improved online NHS Connects platform allows all NHS 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 National Hardware Show experience.

### Step 1: Logging In

After registering for the 2023 National Hardware Show, you should have received an email from **no-reply@rxglobal.com** with the subject line **“Access your National Hardware 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 NHS Connects Attendee Hub. The Hub is also available via the NHS Website. If you need additional help logging in, contact [Customer Service by emailing inquiry@nationalhardwareshow.com](mailto:Customer Service by emailing inquiry@nationalhardwareshow.com).

A screenshot of the National Hardware Show Attendee Hub login page. At the top, there is a black banner with the 'NATIONAL HARDWARE SHOW' logo, which consists of a red stylized human figure icon and the text 'NATIONAL HARDWARE SHOW' in white. Below the banner, the text 'NATIONAL HARDWARE SHOW' is centered. The login form includes a 'Username (email)' label above a text input field containing the placeholder 'Username'. Below that is an 'Enter Password' label above a text input field containing the placeholder 'Password'. At the bottom left of the form is a dark blue 'Login' button, and at the bottom right is a 'Forgot Password' link.

## Step 2: Update your participant profile

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

The screenshot shows the NHS Connects participant profile page for John Smith. At the top, there is a navigation bar with three links: "Edit My Profile" (highlighted with a red box), "Edit company details", and "Logout". Below this is a search bar with a "Filter" label and a search icon. The main profile section displays a circular profile picture placeholder with an "Upload picture" button and a camera icon (highlighted with a red box). The text "John Smith" and "Company ABC" is shown next to the profile picture. To the right of the name is an edit icon (pencil in a blue box with a red border). Below the profile picture is the "About John" section, which has a large dashed text box for input and an edit icon. To the right of the "About John" section is a social media section with an "unavailable" email icon and edit icon, and links for "Twitter" and "LinkedIn". At the bottom of the page, there are three sections: "Your badge category:", "Your Show activities:", and "Country/Region:", each with a dashed text box and an edit icon.

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)