

Networking

How to Start Chatting

Maximize your trade show experience by leveraging the networking features in My Show Planner. Our platform makes connecting with peers, discovering new contacts, and starting conversations easy.

Note

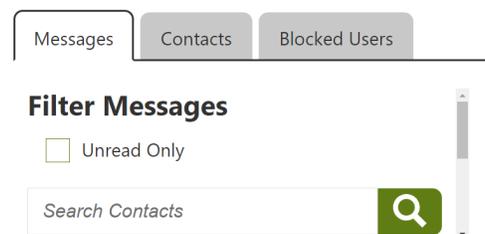
If you still need to create your planner, check out the ['Create & Manage Your Planner'](#) guide to get started.

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To participate in networking, locate the Networking option within the Online Directory. *The location may differ slightly between the desktop version and the mobile app.*

Messages

View all messages within the message tab.
Use the filter to view unread messages only.



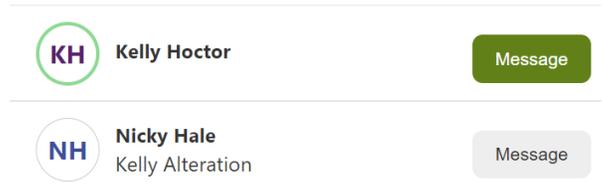
The screenshot shows a user interface for the 'Messages' tab. At the top, there are three tabs: 'Messages' (active), 'Contacts', and 'Blocked Users'. Below the tabs is a section titled 'Filter Messages' with a checkbox for 'Unread Only'. At the bottom, there is a search bar labeled 'Search Contacts' with a magnifying glass icon.

Contacts

In the 'Contacts' tab, you can chat with peers.

A green circle around a profile or a green message button indicates the user is online. Click the green message button to chat instantly.

If the message button is grey or there's no green circle, the user is offline, but you can still send a message.



Finding Contacts

Browse contacts by Business Cards, My Contacts, and All Contacts.

You can search for contacts by name, title, or company.

Filters are set up for:

- Roles
- Online
- My Contacts
- Interests
- Talk with me about

BROWSE

[Business Card](#)

[My Contacts](#)

[All Contacts](#)

SEARCH

Search name, title or company



BY ROLE

- Attendee
- Exhibitor
- Speaker
- Show Staff

INTERESTED IN

0 interests selected



TALK WITH ME ABOUT

- Continuing Education
- Networking In-Person
- Receiving Brochure/Collateral
- Schedule a Meeting

Blocked Users

The 'Blocked Users' tab allows you to view your blocked contacts. You can also unblock users.

Messages

Contacts

Blocked Users



Tip

To block a user, go to the 'Messages' tab, click the message button next to their name, and select 'Block.'

**Refresh the page to see them in your blocked users list.*