

# Onboarding ISPO Munich Online

## Let's get started – Step 1

January 2020



Messe München

Connecting Global Competence





# ISPO Munich. Accelerating global networks.



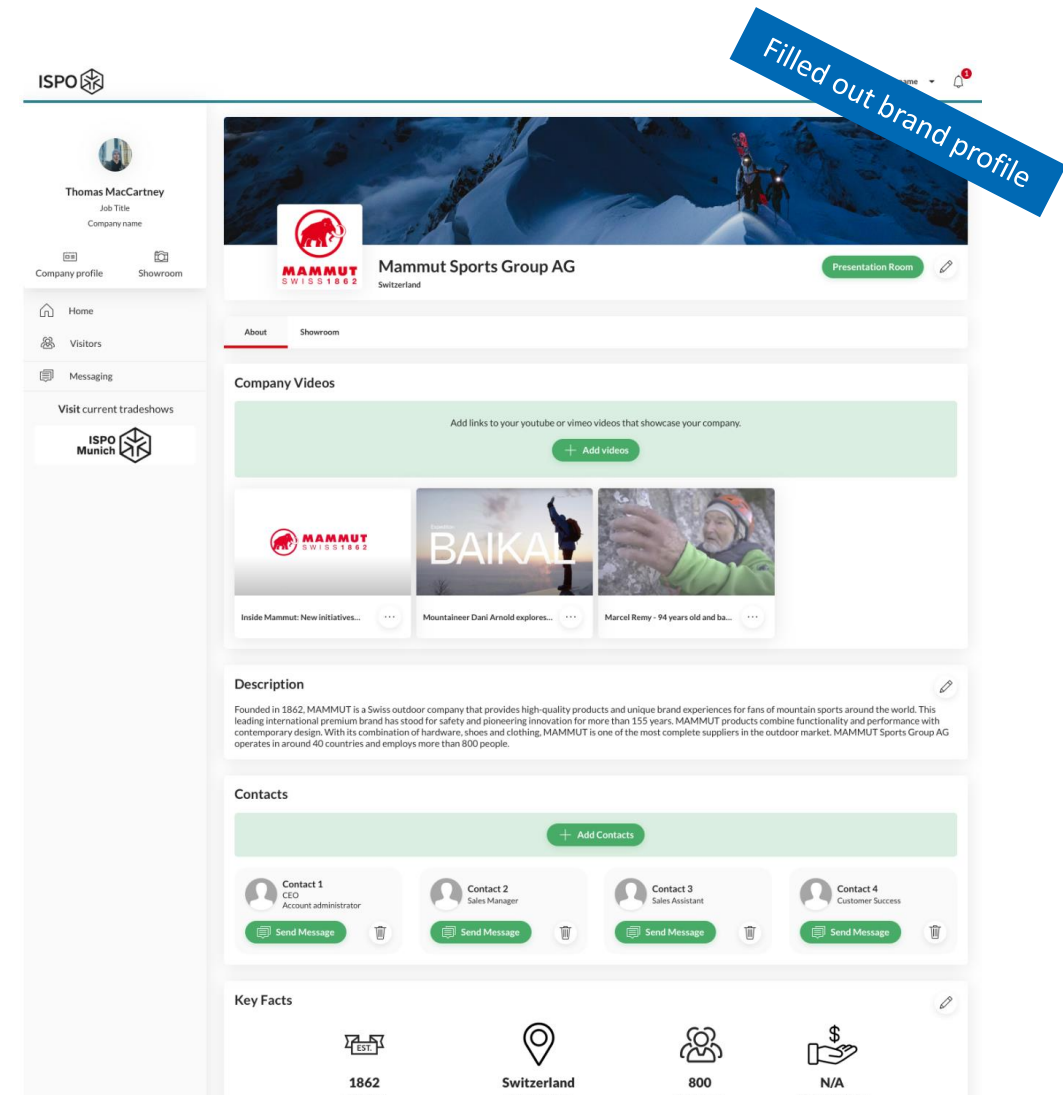
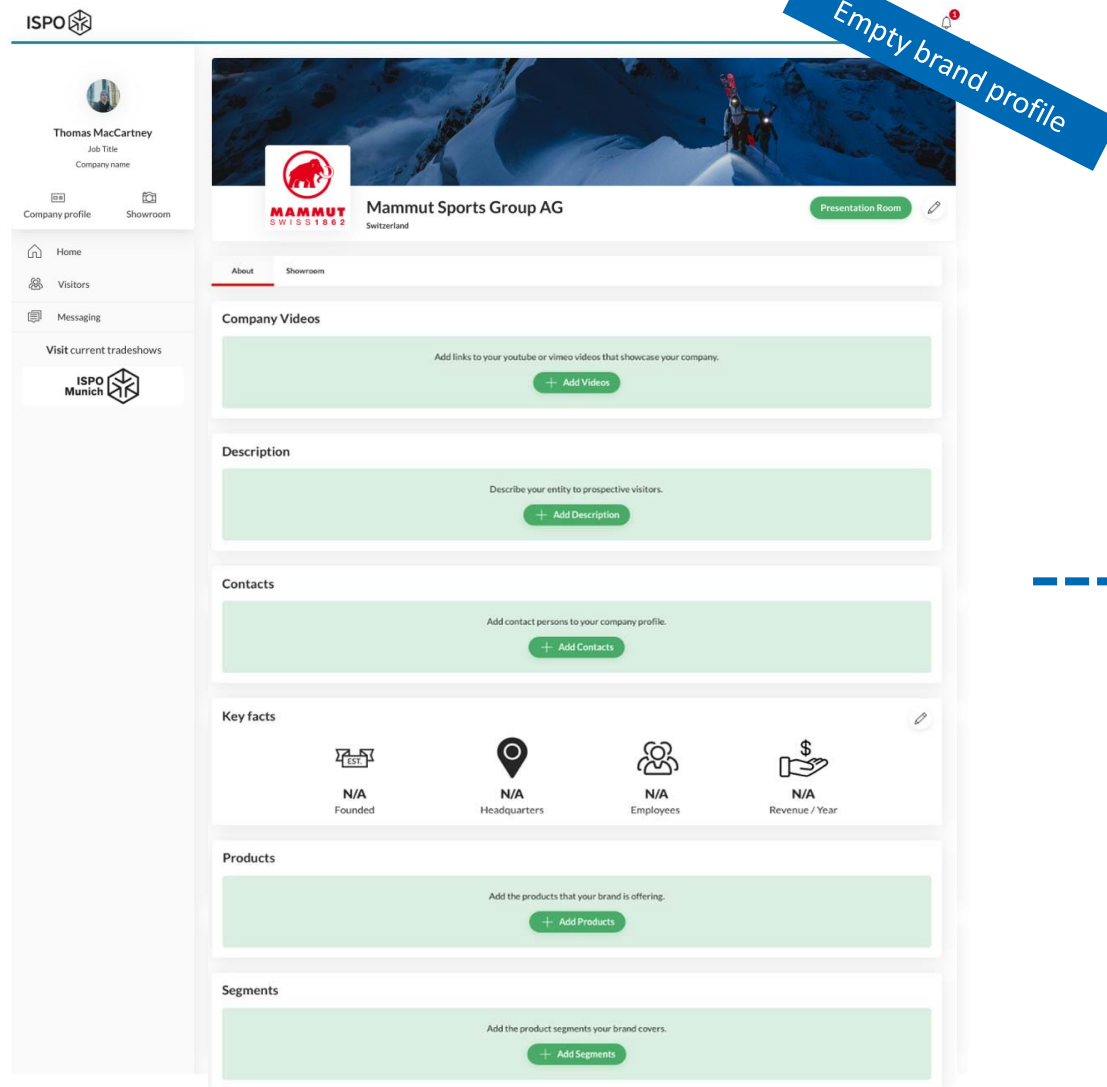
**ISPO  
Munich**



# Agenda

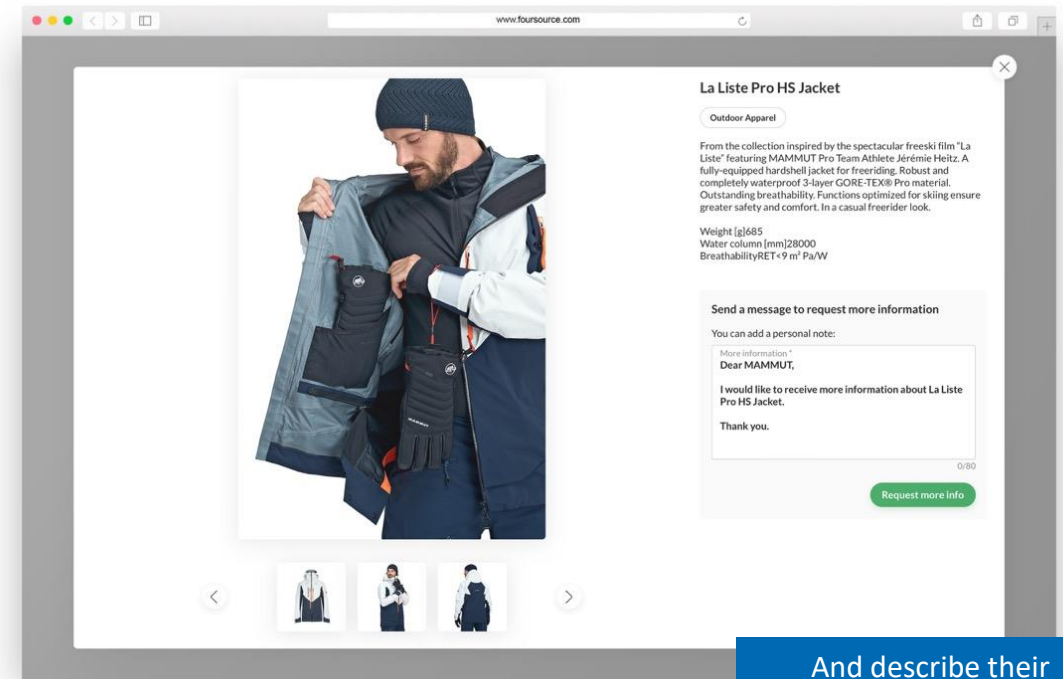
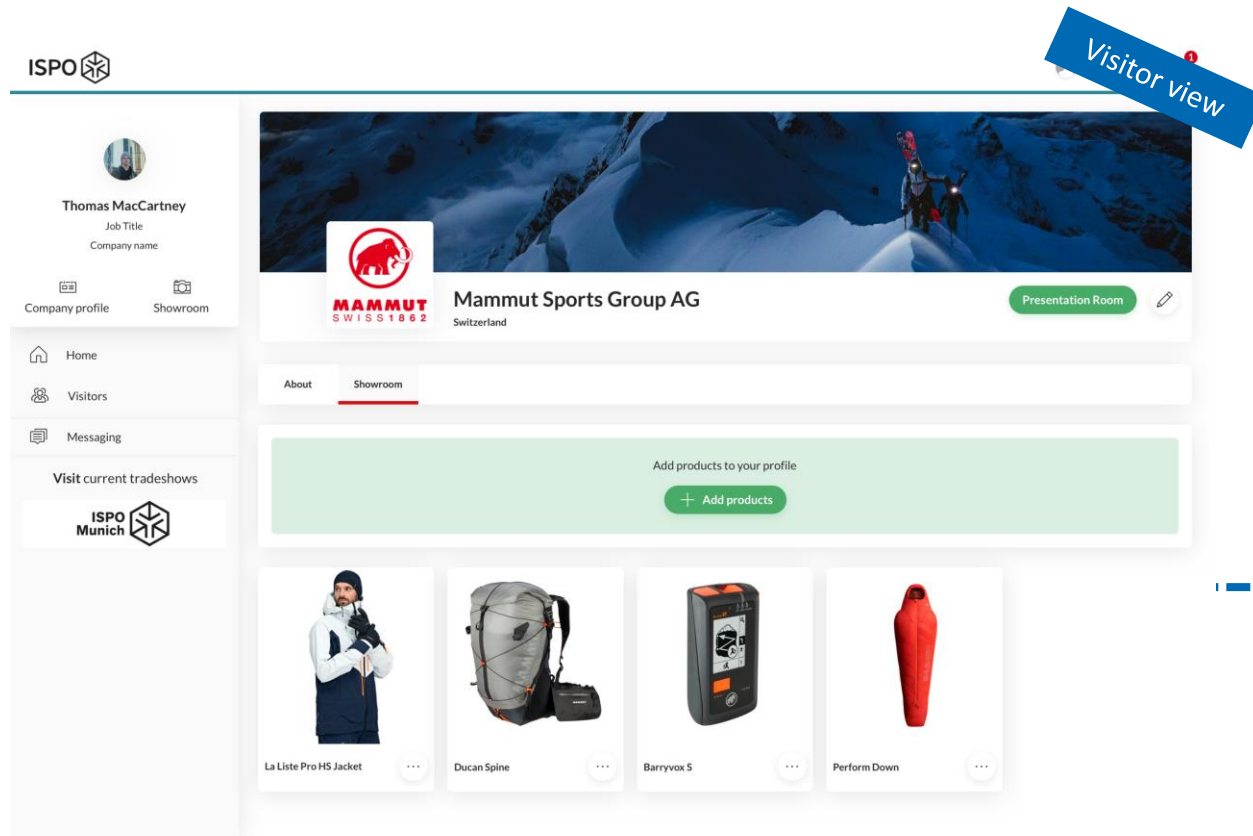
- Brandroom
- Tips on your profile + showroom
- Login: How to fill out your profile
- ISPO Munich Online 2021 preview
- How to connect with visitors

# Your Brandroom





# Product highlights in your virtual showroom



Brands can add unlimited number of products to their virtual showroom

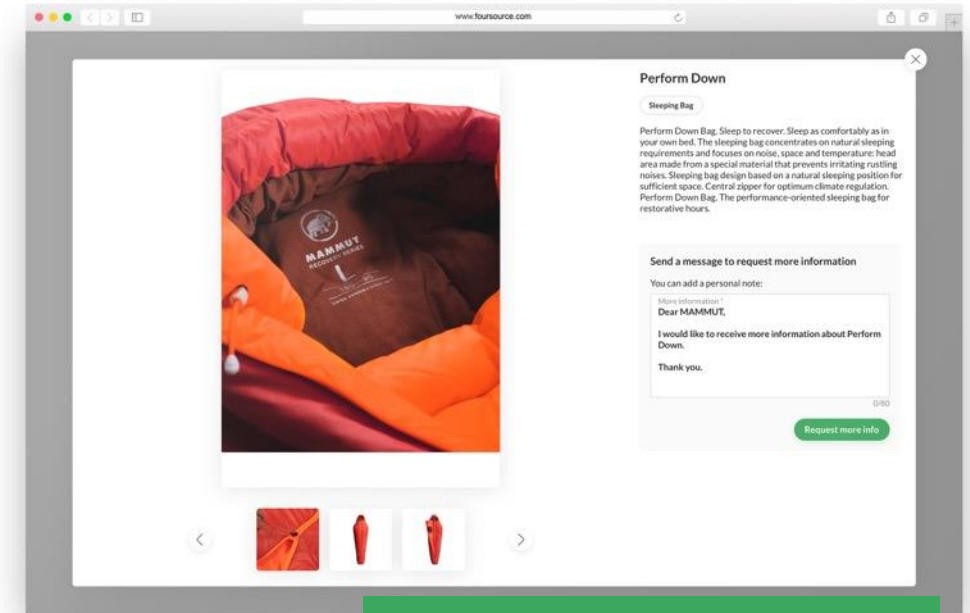


# Tips for the perfect showroom



Adding products to your showroom is **unlimited**. We recommend to add at least 10 products to your showroom.

- ✓ Plan the order of showroom uploads to sort your products by category / segment
- ✓ Upload high quality pictures
- ✓ Only one product per post
- ✓ Front, back & detailed view recommended




Picture size needs to be at least 2000 x 2000 px to be considered as HD and allow zoom

# Lets log-in to an account...

## Login

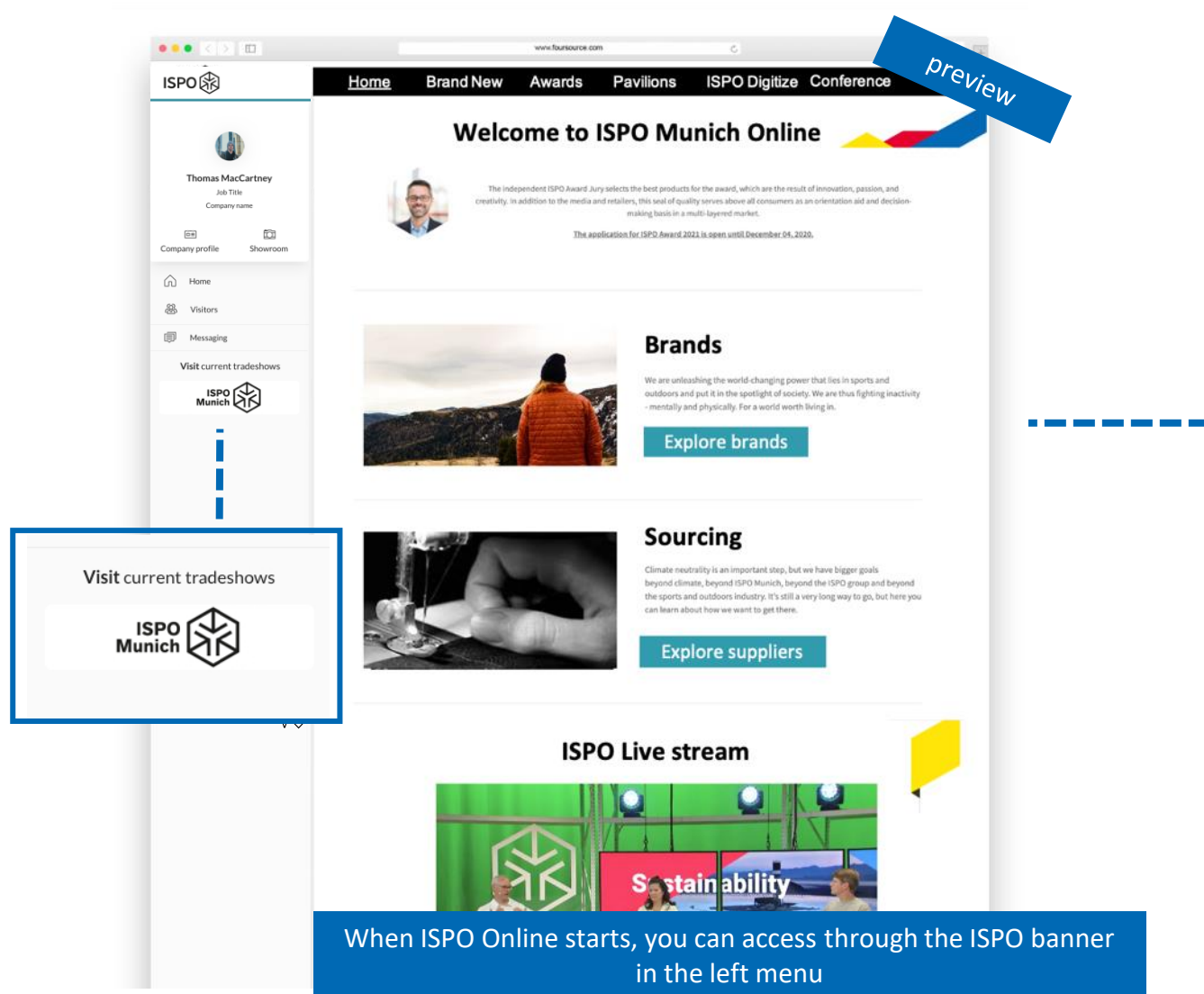
E-mail  
manufacturer@foursource.com

Password  
●●●●●●●● 

Login

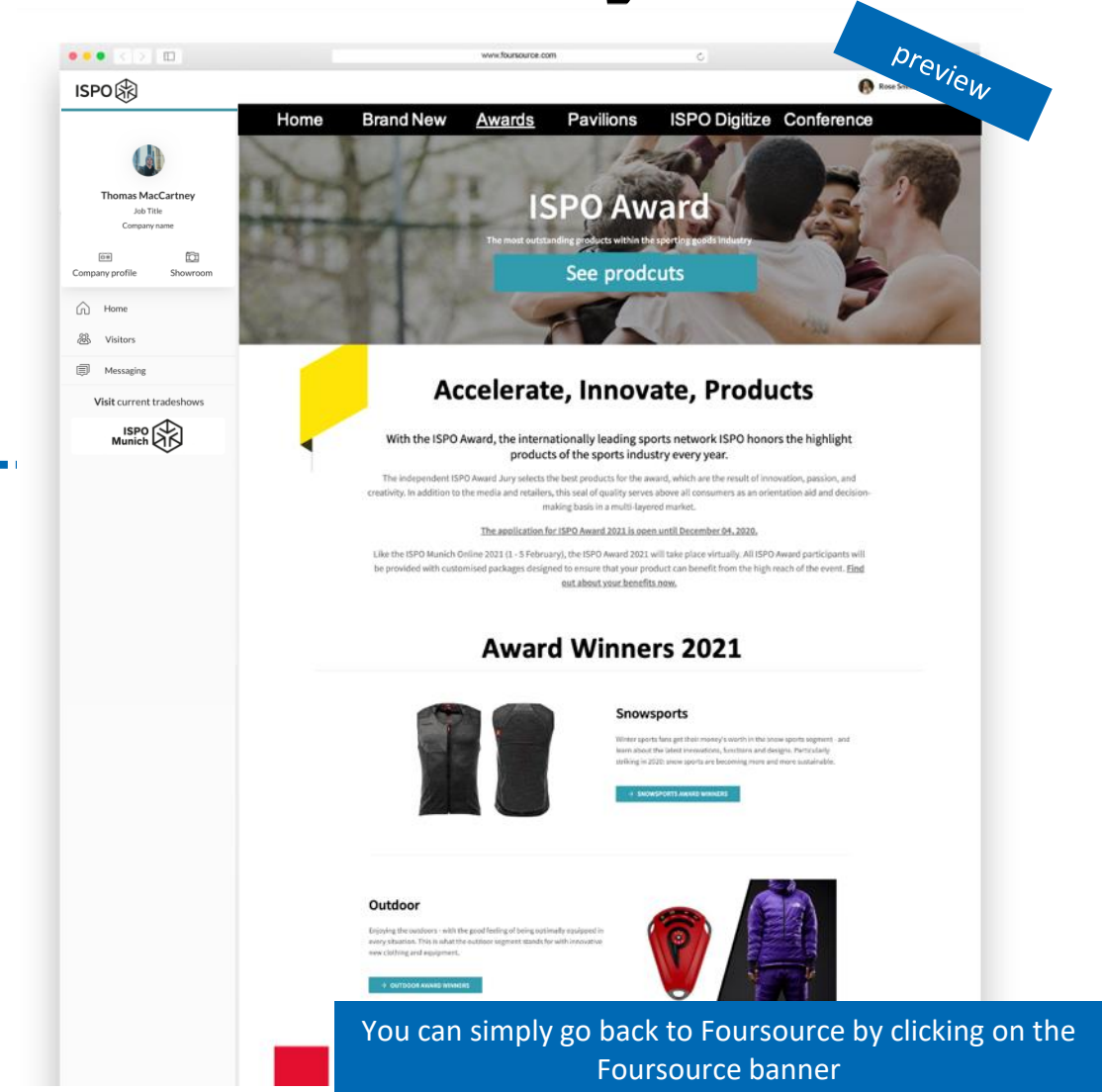
[Forgot your password?](#)

# How to access ISPO on the 1st of February



The screenshot shows the ISPO Munich Online website. A blue banner at the top right says "preview". The left sidebar menu contains a link to "Visit current tradeshow" with the ISPO Munich logo. A blue callout box highlights this link. The main content area features a "Welcome to ISPO Munich Online" message, a "Brands" section with an "Explore brands" button, a "Sourcing" section with an "Explore suppliers" button, and an "ISPO Live stream" section.

When ISPO Online starts, you can access through the ISPO banner in the left menu



The screenshot shows the ISPO Award website. A blue banner at the top right says "preview". The main content area features a "Welcome to ISPO Award" message, a "See products" button, and sections for "Accelerate, Innovate, Products" and "Award Winners 2021". A blue callout box highlights the "See products" button. The bottom of the page features a blue banner with the text "You can simply go back to Foursource by clicking on the Foursource banner".

You can simply go back to Foursource by clicking on the Foursource banner



# Search for visitors

Visitor view

ISPO Munich

Thomas MacCartney  
Job Title  
Company name

Company profile Showroom

Home  
Visitors  
Messaging

Visit current tradeshows

ISPO Munich

SEARCH BRANDS DISCOVER SHOWROOMS

Product category Winter sports Sub category 1 Sub category 2 Sub category 3

Country Segments

Search by brand name

Explore Brands

Sort by Most relevant

MAMMUT  
Swiss, Switzerland  
Segment: Sophisticated & Exclusive, Nature Escapes

Product Sector Outdoor Sports

Products Outdoor- and Mountain equipment, Outdoor- and Mountain apparel, Backpacks, ...

Helly Hansen  
Oslo, Norway  
Segment: Nature Escapes

Product Sector Outdoor Sports

Products Outdoor- and Mountain equipment, Outdoor- and Mountain apparel, ...

VÖE  
Basel, Switzerland  
Segment: Adrenaline & Adventure

Product Sector Snowsports

Products Winter sports, Ski equipment, Ski, Ski systems and sets, Touring Ski, ...

Visitors can search for brands and apply filters

Your view

ISPO Munich

Thomas MacCartney  
Job Title  
Company name

Company profile Showroom

Home  
Visitors  
Messaging

Visit current tradeshows

ISPO Munich

SEARCH BRANDS DISCOVER SHOWROOMS

Product category Winter sports Sub category 1 Sub category 2 Sub category 3

Country Segments

Search by brand name

Explore visitors

Sort by Most relevant

 Mr. Georg Kaiser Head of Sourcing	Proficiency Manufacturing, Production, Processing	Industry Brand	Contact
Company Peter Schöffel GmbH	Country Germany	City Schwabmünchen	Number of employees 500-999
My product categories Winter Sports, Outdoor Sports		My core segments Sourcing, Outdoor Website www.schoeffel.com	
 Ms. Jane Schmidt Buying Director	Proficiency Purchasing	Industry Retail	Contact
Company The Retail Group	Country Sweden	City Stockholm	Number of employees 50-249
My product categories Athletics equipment, Running equipment, Walking equipment		My core segments Performance, Body & Mind Website www.theretailgroup.com	
 Mr. Adam Flinn CEO	Proficiency Company/Corporate Management	Industry eCommerce/Marketplace	Contact
Company Online Company SA	Country France	City Paris	Number of employees 500-999
My product categories High-Tech Sportswear with incorporated consumer electronics		My core segments Connected Athletics Website www.onlinecompany.fr	
 Mr. Johannes Roewe CPO	Proficiency Managing Position	Industry Agency/Consulting	Contact
Company Roewe Industries Inc.	Country USA	City Alandale	Number of employees 1-10
My product categories RFID technology		My core segments RFID technology	

Exhibitors can search and find visitors of ISPO Munich Online + get in touch



# Meet & connect with clients

Request meeting: Select up to 3 time slots.

Calendar

JANUARY, 2021

Mon Tue Wed Thu Fri Sat Sun

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Time slots ( GMT +00:00)

00:00	01:00	02:00	03:00	04:00	05:00
06:00	07:00	08:00	09:00	10:00	11:00
12:00	13:00	14:00	15:00	16:00	17:00
18:00	19:00	20:00	21:00	22:00	23:00

Working hours in Eastman Exports timezone: GMT +08:00

Details

Rose Smith  
Head of Production  
UBM Streetwear

1h Meeting

Online on Zoom: Details provided upon confirmation.

Subject  
Dear Eastman,  
I am interested in your new DRI-fit cycling wear for men. Would be great to discuss with you.

Best regards,  
Rose Smith

Options

Total: 3 of 3 (max)

More information requested  
UBM Streetwear, Portugal

Dear Rose

I would like to know more about this Blue hoodie. Could you please share price & sizing charts?

Thank you,  
Rose Smith

May 21

Of course. Just a moment, Rose.

Type message

Send

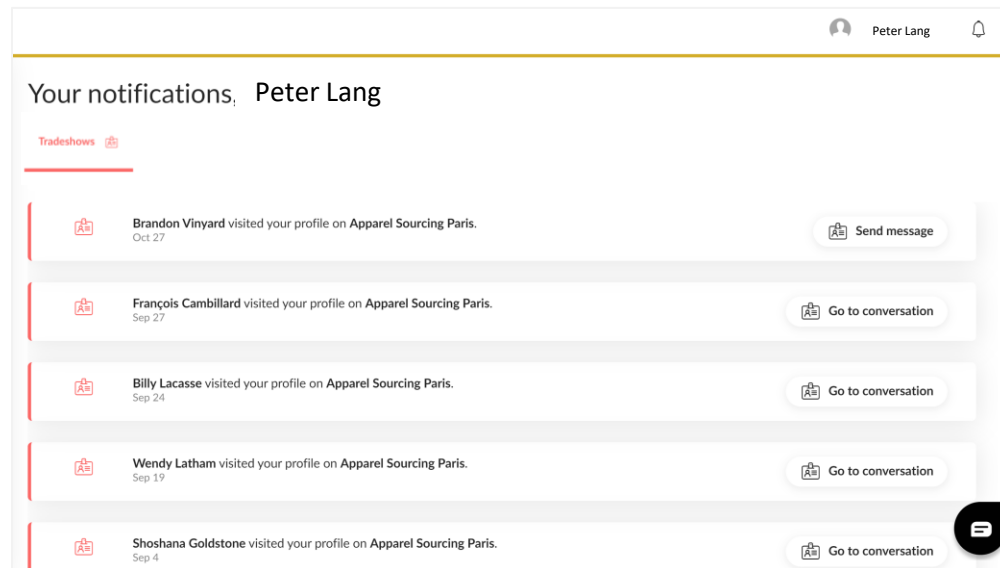
Welcome to ISPO Munich Online 2021

Rose Smith

Eastman Exports

and also meet meet in face-to-face in video rooms, on the Zoom technology

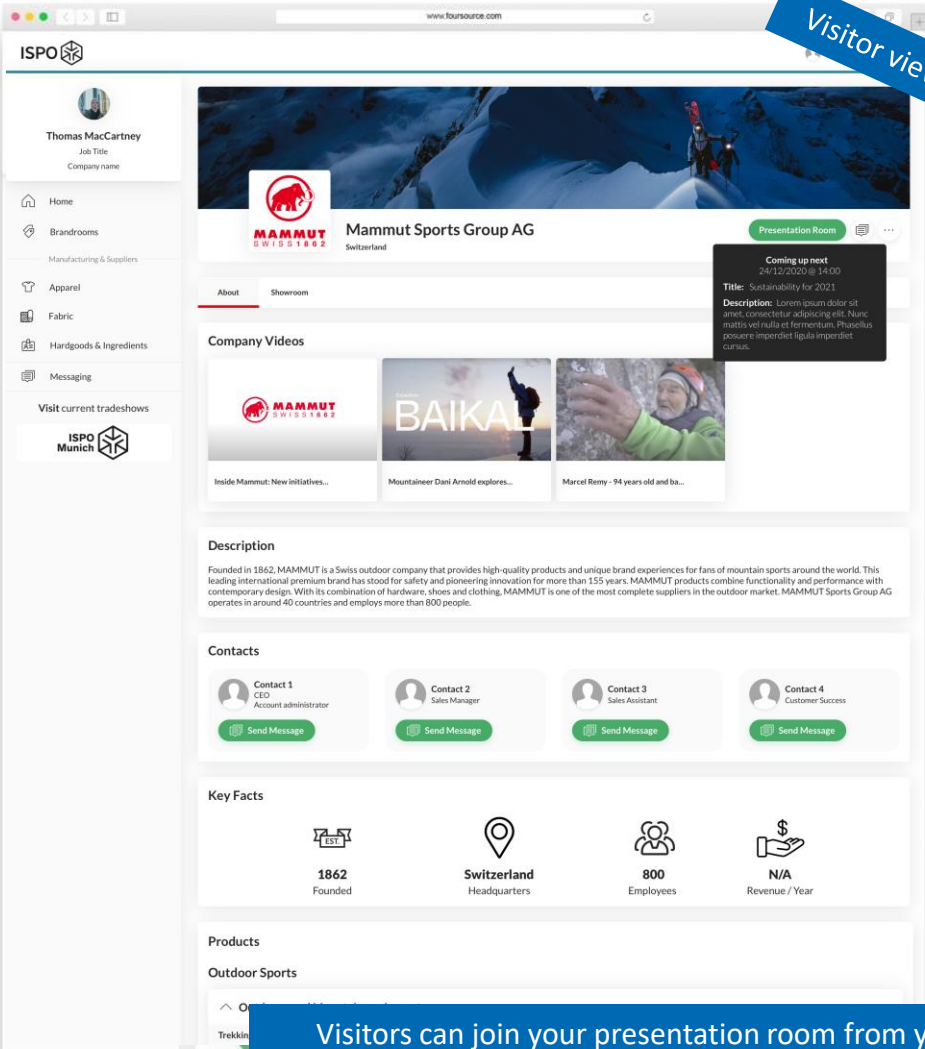
# Your notifications



You will be notified about profile visits and can get in touch directly

Trigger	When logged in	Email
New conversation	Messaging <b>1</b>	
New reply in conversation	Messaging <b>1</b>	-
Profile visit		-
Showroom visit		-
Showroom request	Messaging <b>1</b>	
Video-meeting invite	-	
Video-meeting confirmation	-	
Video-meeting reminder	-	
Video-meeting decline	-	
Presentation room: booking confirmation	-	

# Permanent video presentation room



Visitor view

ISPO Munich

Thomas MacCartney  
Job Title  
Company name

Home  
Brandrooms  
Manufacturing & Suppliers  
Apparel  
Fabric  
Hardgoods & Ingredients  
Messaging  
Visit current tradeshows

MAMMUT SWISS 1862

Mammut Sports Group AG  
Switzerland

Presentation Room

Coming up next  
24/12/2020 @ 14:00  
Title: Sustainability for 2021  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc mattis vel nulla et fermentum. Phasellus posuere imperdiet ligula imperdiet cursus.

Company Videos

Inside Mammut: New initiatives...  
Mountaineer Dani Arnold explores...  
Marcel Remy - 94 years old and ba...

Description

Founded in 1862, MAMMUT is a Swiss outdoor company that provides high-quality products and unique brand experiences for fans of mountain sports around the world. This leading international premium brand has stood for safety and pioneering innovation for more than 155 years. MAMMUT products combine functionality and performance with contemporary design. With its combination of hardware, shoes and clothing, MAMMUT is one of the most complete suppliers in the outdoor market. MAMMUT Sports Group AG operates in around 40 countries and employs more than 800 people.

Contacts

Contact 1  
CEO  
Account administrator  
Send Message

Contact 2  
Sales Manager  
Send Message

Contact 3  
Sales Assistant  
Send Message

Contact 4  
Customer Success  
Send Message

Key Facts

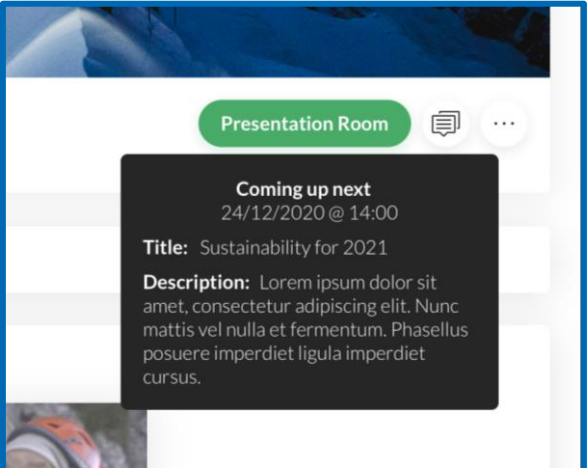
1862 Founded  
Switzerland Headquarters  
800 Employees  
N/A Revenue / Year

Products

Outdoor Sports

Trekking

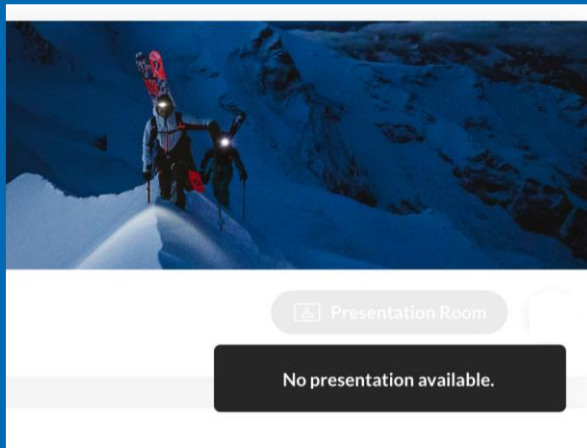
Visitors can join your presentation room from your profile.



Presentation Room

Coming up next  
24/12/2020 @ 14:00  
Title: Sustainability for 2021  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc mattis vel nulla et fermentum. Phasellus posuere imperdiet ligula imperdiet cursus.

Visitors can see your ongoing / next scheduled presentation.



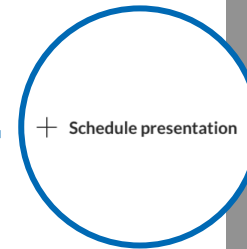
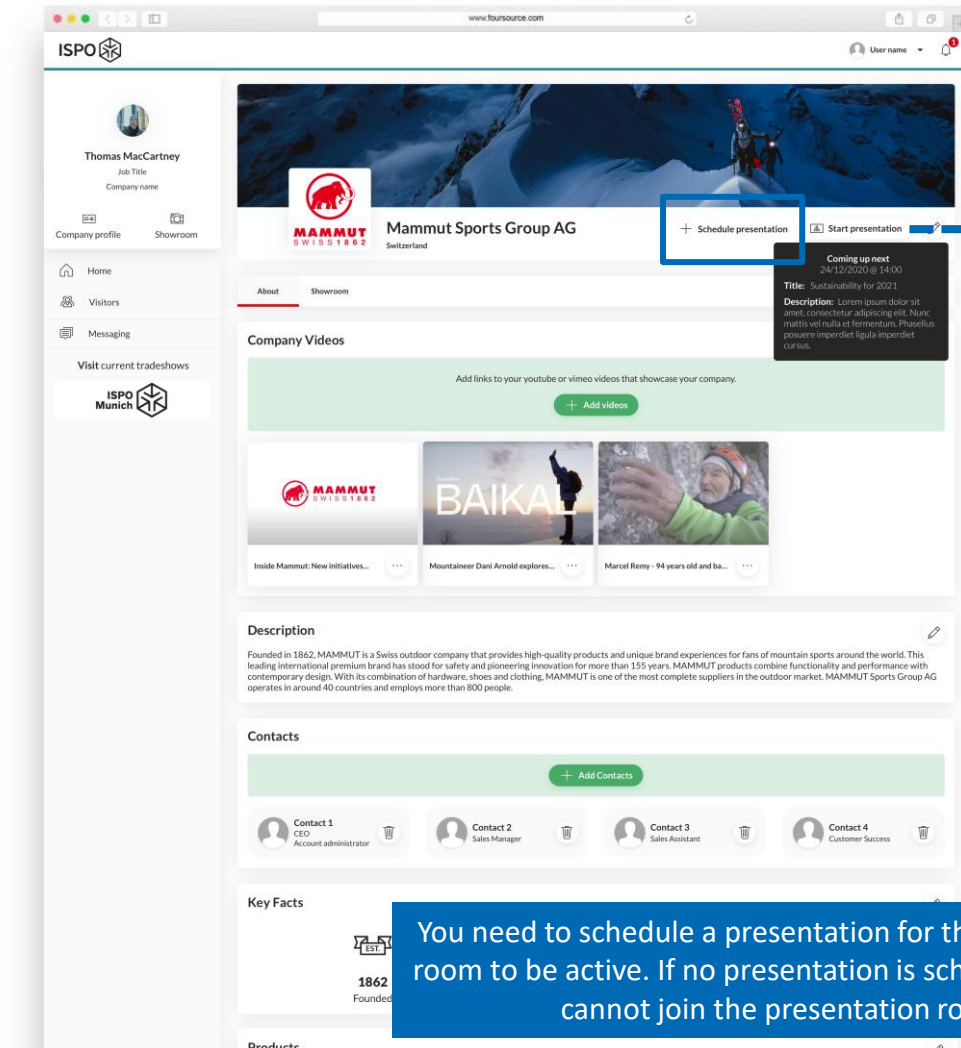
Presentation Room

No presentation available.

If the presentation room is not active, the visitor lands in the waiting room for the next meeting.



# How to set-up your video presentation room



**Schedule presentation**

What

Topic\*  
Presentation

Description (Optional)  
0/250

When

Date\*  Hour\*

Duration

Timeslots\*

Timezone

Timezone\*

Alternative Hosts

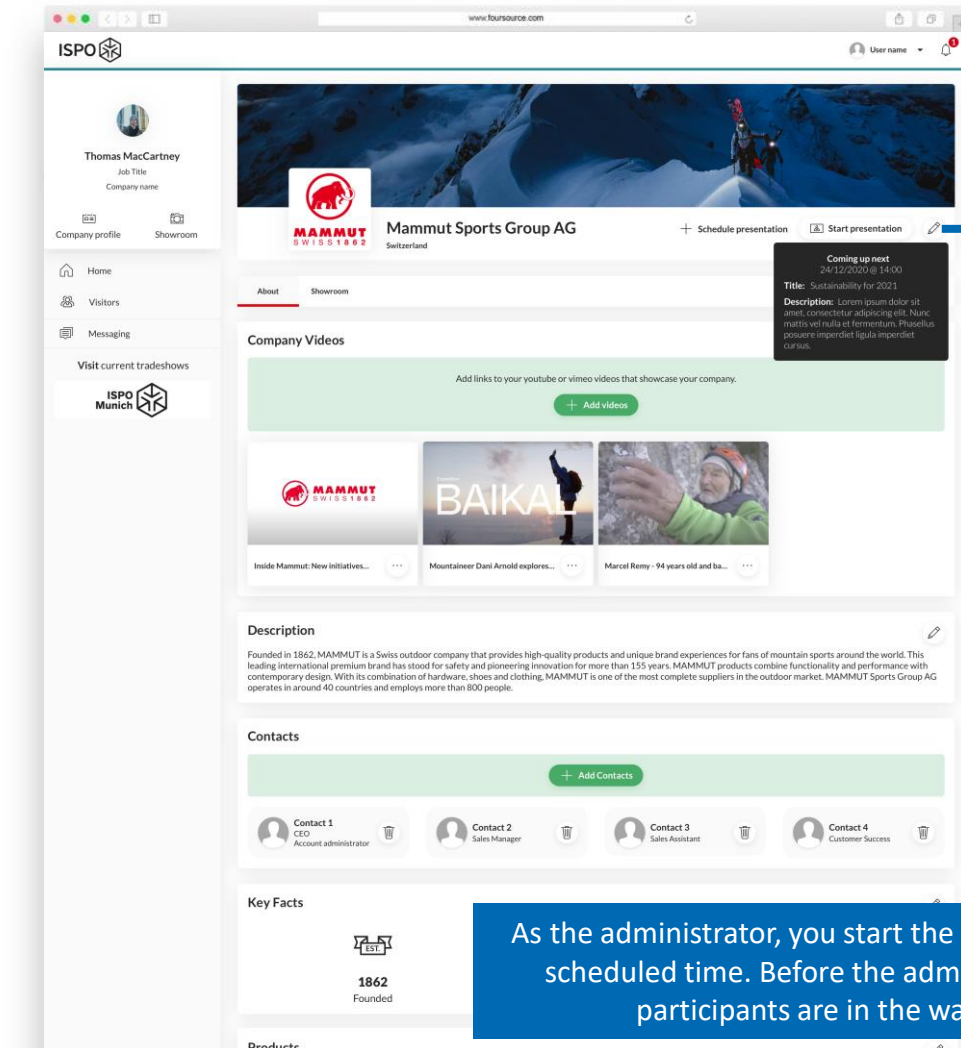
Example: user@company.com, user@company.com

To invite two or more users, you must separate the emails with ";" or ""

Scheduling multiple presentations is possible - maximum duration is 24h

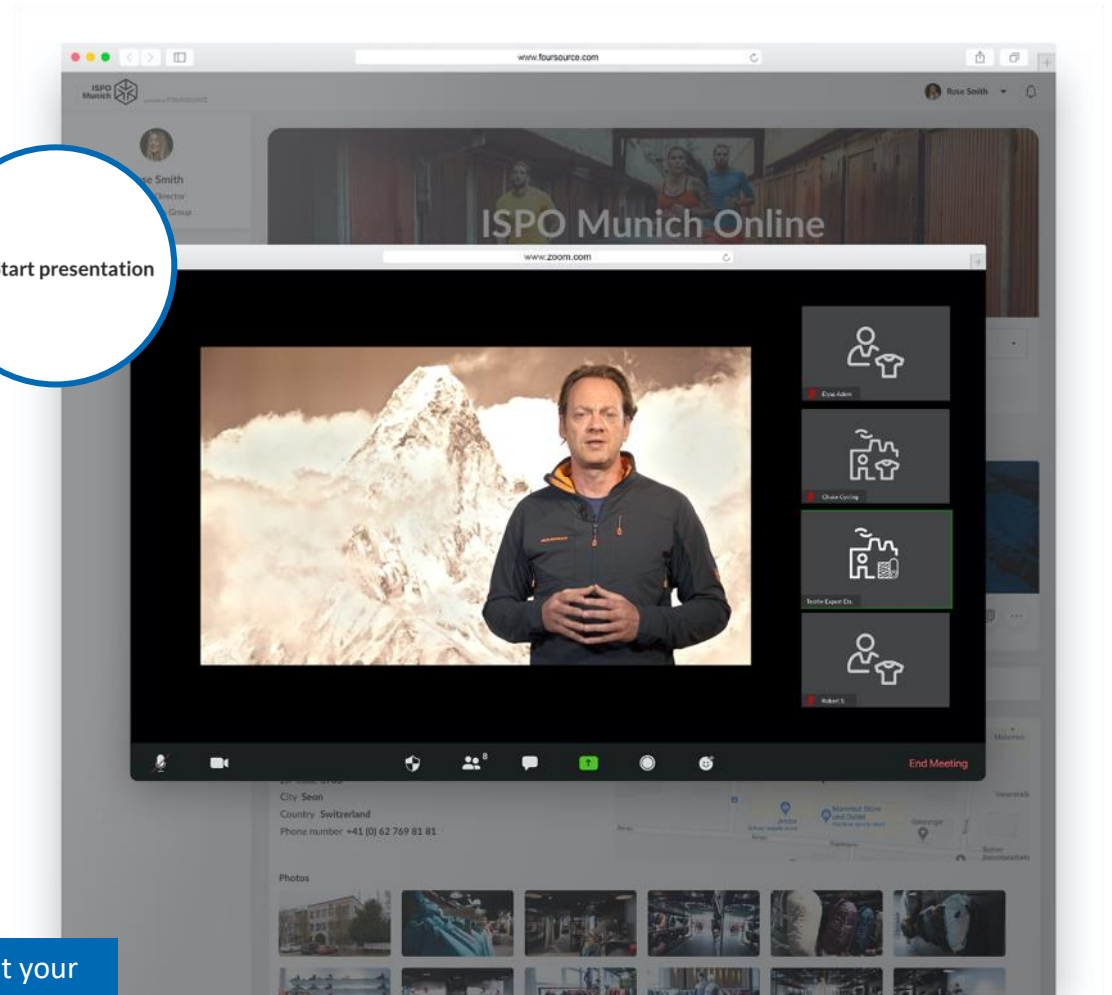


# How to join your video presentation room



Start presentation

As the administrator, you start the presentation at your scheduled time. Before the administrator joins, all participants are in the waiting room



# What is next...

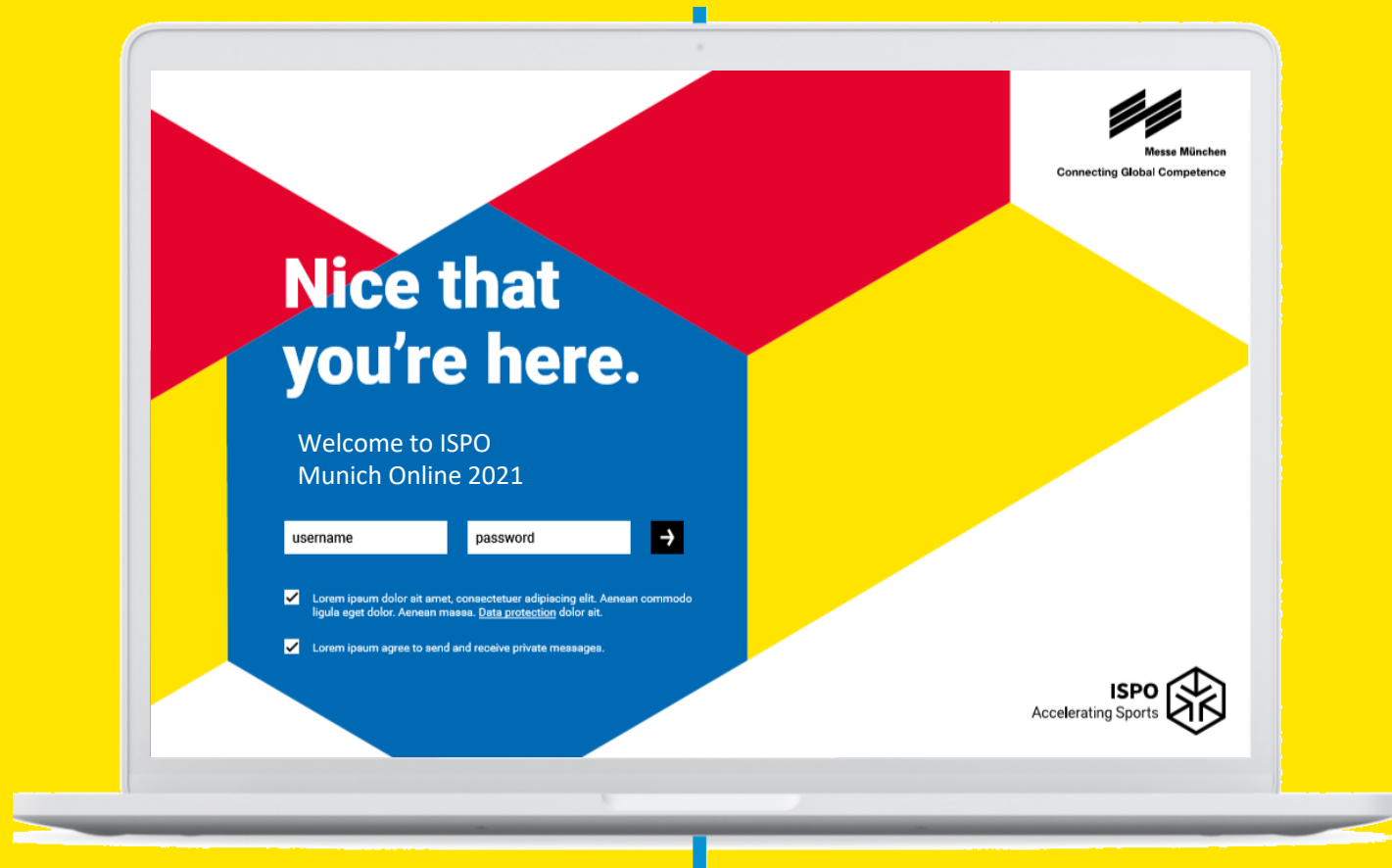
## Before Show

- Fill out your brandroom/ profile
- Add products to your showroom - minimum 10 products
- Register your employees as visitors (guide how to add contacts will follow)
- Schedule presentations (if included in package)

## During Show

- Log in frequently or stay logged in to follow up on visitors and to reply to new messages
- Stay active! Proactively search for visitors and connect with them
- Don't miss out on notifications: frequently check your emails of the brandroom admin (junk inbox, too) and login to see all notifications

# Questions?





# Thank you!