



Expo Harvester

Missions & Checkpoints

Understanding Missions

'Missions' is a self-guided system for you to set up your Expo Harvester and get it ready to share with your users. Each mission is composed of checkpoints that have an estimated completion time and a specific number of myCadmium points and training stars you will earn. Confirming event details, selecting your kick-off call and launch dates, are just a few of the checkpoints that you can complete without a Boomerang or a call with your Project Manager. Best of all, your responses will automatically update the appropriate Expo Harvester Settings for you, thus allowing you to have a much more productive discussion with your Project Manager.

The screenshot displays the CadmiumCD Expo Harvester interface. At the top, it identifies the event as 'Washington Marriott Wardman Park, Washington, District Of Columbia' from May 23-26, 2019. A navigation bar includes icons for Education, Expo, Website, Logistics, and Events. Below this is a row of icons for Back, Companies, Booths, Sponsors, Tasks, Sales, Communication, Worksheets, Reports, and Settings. A calendar shows the current month as November. The main content area has three tabs: SYSTEM DETAILS, MISSIONS (highlighted with a red box), and BOOTHS. The MISSIONS tab shows a progress bar for 'Get Started...' at 0% (0/8) with the text 'Progress: 0% (0 completed missions)'. Other tabs show '0 Booths / 1 companies' and 'Company Contacts'.

What you need to know:

- Missions are shown in the order that we recommend them to be completed and are designed to build upon each other.
- You will not be able to engage with your Project Manager until the "Get Started..." mission has been entirely completed.
- Missions help you earn training stars and myCadmium points.



Expo Harvester Mission: Get Started...

This mission has been designed to gather basic information about your Expo Harvester, whether this is your first year with CadmiumCD, or a repeat event. We understand that you might need to update the information that was provided when the contract was signed.

Your Project Manager will NOT schedule your kick off call until you have completed all of the checkpoints and this ENTIRE MISSION is complete.

To start working on this mission, locate the missions section on the Expo Harvester dashboard. Then, click the 'Get Started...' row to start working on the checkpoints.

What to prepare before you start this mission:

- Event Dates, Location, and Website
- Launch Date
- Prospectus (Pro level only)

What you need to complete this mission:



Key Contact

The single point of contact for your organization who will be working with CadmiumCD to launch the Expo Harvester.



Kick Off Call

Available date to schedule a 30 (repeat clients) - 60 (new clients) minute kick off call with your Project Manager.



Event Details

Confirm the event website, start date, end date, building, city, and state/province.



Prospectus

To help us better understand your event, send us your prospectus to review before the kick off call. This is only for Pro level Expo Harvesters.



Launch Date

When would you like companies to start using the Expo Harvester? This is the date companies will start making purchases (Pro level) or logging in to complete tasks.



Basic Training

Opt-in for a 15 or 30 minute training session with a CadmiumCD trainer to learn more about the Expo Harvester prior to the kick off call with your Project Manager.



of Exhibitors/Sponsors

The estimated number of exhibitors you anticipate for this event. This helps us to better understand the size of your event.



Questions/Concerns

Any additional questions or concerns you would like your Project Manager to be aware of before the kick off call.



Expo Harvester: Basic Overview Training

Before selecting the length of the training call, we want to educate you on what you should expect to learn from the basic overview training. We understand that Expo Harvester users have different knowledge levels and experiences, and we want to ensure that your time is utilized effectively. **If you are a new user of the Expo Harvester, we highly recommend that you participate in a basic overview training. If you have experience working with the Expo Harvester, you may not need a basic overview training.** However, a CadmiumCD Trainer is still more than happy to review any topics outlined below **before your kick off call with your Project Manager.**

15 Minute Training

- What is the Expo Harvester?
- What is the admin floorplan?
- What are tasks?
- Can I communicate with my exhibitors and sponsors?
- What happens to the data collected?
- What is the eventScribe® floorplan?*

30 Minute Training

- All 15 Minute Training Topics
- AND**
- What is the rental process?
(Pro level only)
 - What are booth and sponsorship sales?* (Pro level only)

* These features may or may not be available in your Expo Harvester depending on the details of your contract.