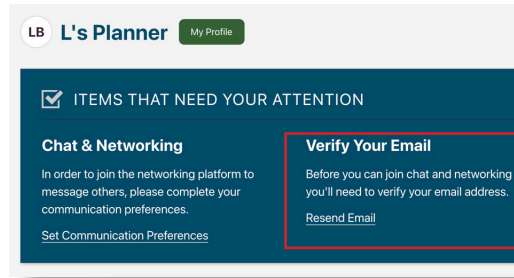


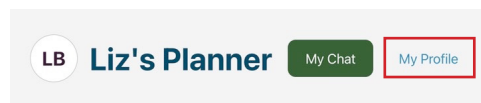
*Update your profile settings in the My Show Planner*

## Updating Your Profile Settings

To update your personal Networking settings, you must verify your email after logging into your My Show Planner account.



Once you have verified your email, click My Profile.

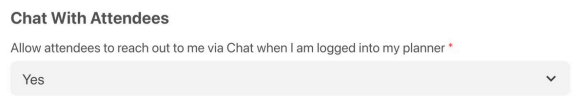


Select the Networking tab.

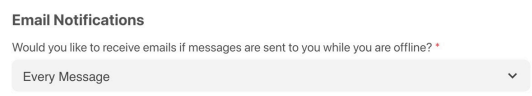
### Update Your Profile



Select Yes if you would like to allow attendees to reach out to you via chat. Select No if you do not want to allow attendees to reach out to you via chat.



You have the option to opt in or out of receiving email notifications. If you would like to opt in, select how often you would like to be notified when you are offline.



*Learn how to update your profile settings in the My Show Planner*

Use the check boxes to determine which roles can initiate contact with you via chat.

**Limit Contact**

Determine which roles can initiate contact with you

- Attendee
- Exhibitor
- Speaker
- Show Staff
- MYS Planner (Catch-all)

**Interests** and **Talk with me about** are categories predetermined by show administration. To complete your profile set up, select one or more categories you are interested in talking about with other roles.

**Interests**

0 interests selected

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**Talk with me about**

0 topics selected

To save your settings, click the Update Profile button.

Update Profile

Please note if you have not completed your Networking Profile, you will see an alert each time you log into your planner under ITEMS THAT NEED YOUR ATTENTION.

LB **L's Planner**
My Profile

☑ ITEMS THAT NEED YOUR ATTENTION

**Chat & Networking**

In order to join the networking platform to message others, please complete your communication preferences.

Set Communication Preferences

**Verify Your Email**

Before you can join chat and networking you'll need to verify your email address.

Resend Email

- HELPFUL DOCUMENT LINKS:**
- [UPDATING ADMIN SETTINGS](#)
  - [MANAGING USER ROLES](#)
  - [ADDING VIRTUAL BUSINESS CARDS](#)
  - [HOW TO START CHATTING](#)

