

Setting up your IFE Floral Connect Profile in Grip

We have sent you an email from the platform with your login information.

The email came from: IFE Floral Connect noreply@mg.gripcontact.com

The subject line is: Start networking now for IFE Floral Connect

If you cannot find the email in your inbox, please look in your spam. If you can still cannot find the email please contact Mellissa Vigue mvigie@divcom.com.

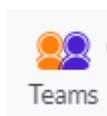
Once you open the email please follow the below steps to create your profile:

1. **Click the Start Networking button-** you will be brought to a login page and your credentials will be pre-populated
2. **Click the Claim Account button-** you will now be prompted to set up a password. Your email address and password are what you will use to log in moving forward.
3. **Once you have set up your password and are logged in you will see a pop up-** follow the steps to fill out your personal profile. **PLEASE NOTE-** this is your personal profile, fill out accordingly. The more complete your profile is the better networking experience you will have. At anytime you can edit your profile information.

Important: The first member of your team to set up their profile will also need to set up your “Team” in Grip. Once the Team is set up, everyone from your company who is registered will be automatically be added to your Team.

If you are the first person from your company setting up your profile, please use the below steps to set up your Team.

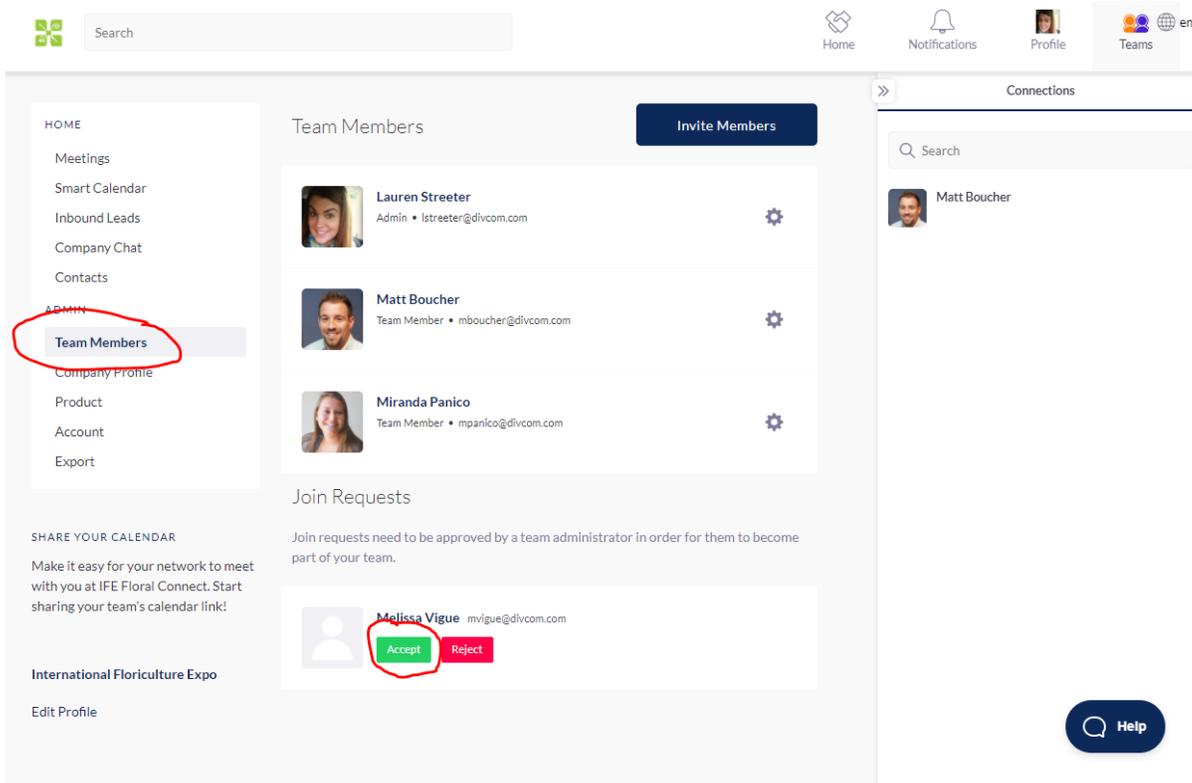
1. **Click the Teams icon in the top right corner**



2. **Click the Get Started with Teams button-** you will be asked to give your team a name, we suggest using your company name.
3. **Click the Create Your Team button**

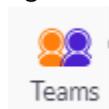
Note: You may receive a pop-up asking you to invite team members, you can ignore this step and close out that pop-up. We have set up the platform so that everyone who is registered with your Company will automatically be added to your Team.

4. **Accept your Team Members-** once you have created your team, click the Teams icon in the top right corner and then select “Team Members from right side menu (circled in red below). At the bottom of this page you will see join requests from all your team members that are registered. Click the green Accept button (circled in red below) to add all of these members to your team.

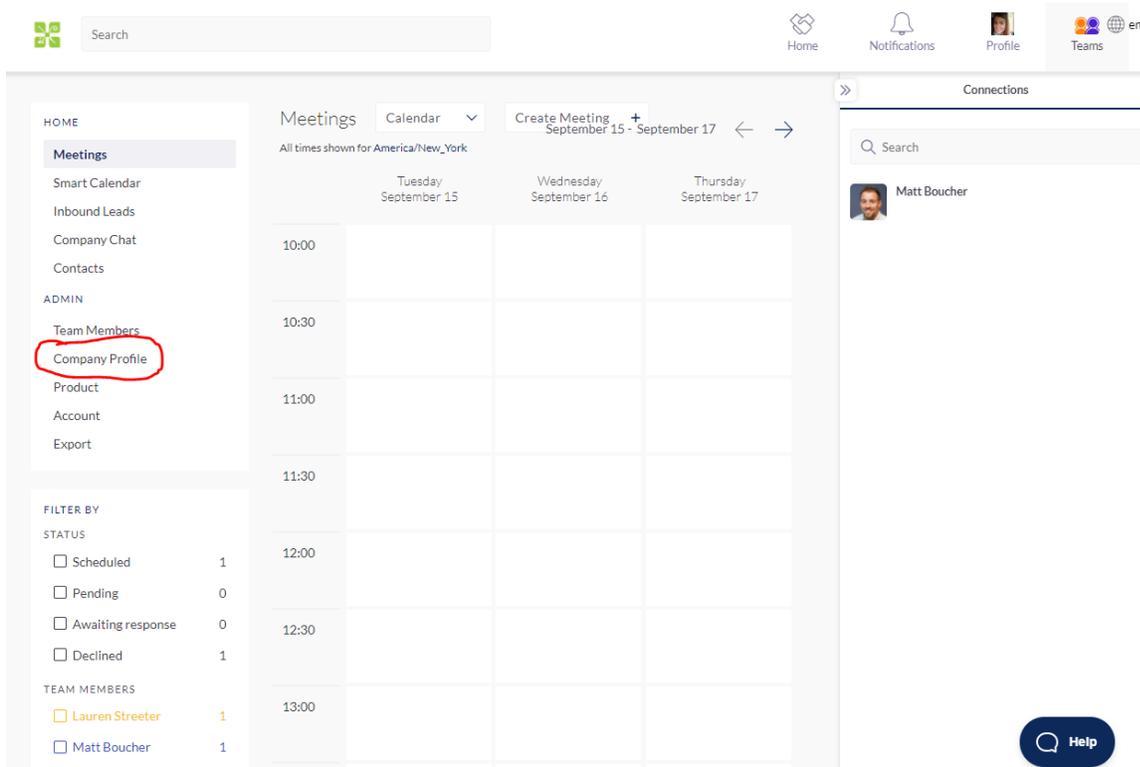


Now that you have created your personal profile and set up your Team, it is time to fill out your Company Profile and create you Product Catalogue.

1. You can access all the information and features for your Company by navigating to Teams via the icon in top right corner.



2. Below is an image of what your Team dashboard looks like.



3. To update your Company Profile, click “Company Profile” in the left-hand menu (circled in red above). Below is an image of what your Company Profile page looks like. Here you can fill out your company information. This information can be edited or updated at any time by anyone on your team.

HOME

- Meetings
- Smart Calendar
- Inbound Leads
- Company Chat
- Contacts

ADMIN

- Team Members
- Company Profile**
- Product
- Account
- Export

SHARE YOUR CALENDAR

Make it easy for your network to meet with you at IFE Floral Connect. Start sharing your team's calendar link!

[International Floriculture Expo](#)

Company Profile

Save

Name
International Floriculture Expo

Headline

Video Uri (Embedded On The Profile)
Click to update 0

Documents Uri
Click to update 0

Products And Services Provided
Click to update 0

Location

Summary
Write here...

- Once you have filled out your Company Profile you will want to navigate to the Product section and start adding your products. You will find the Product section of your profile in the left-hand menu (circled below in red).

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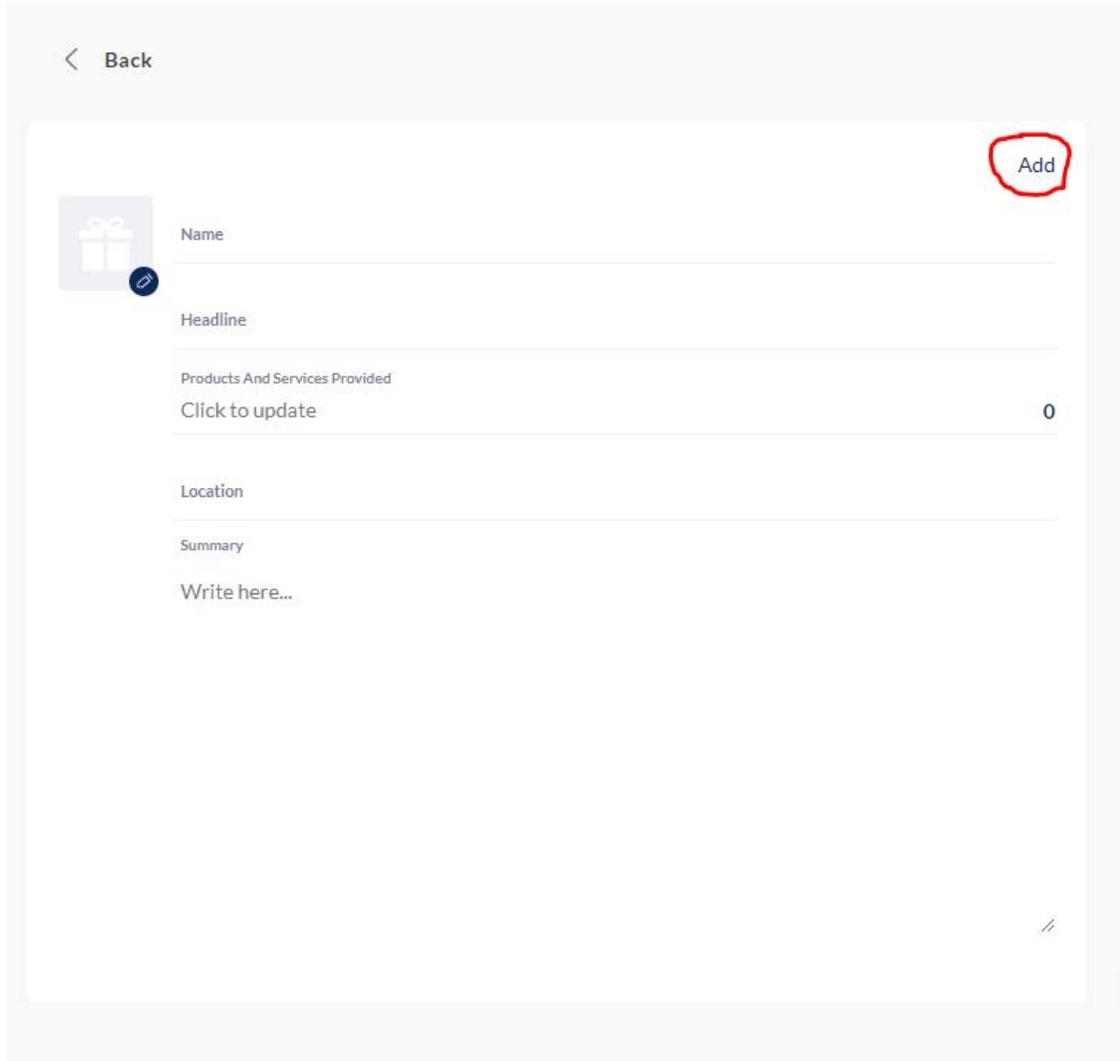
Products And Services Provided
Click to update 0

Location

Summary
Write here...

5. Once you navigate to the Products section click the Add Product button. You will be brought to a page that looks like the below image. Once you have completed the information click “Add” located in the top right corner (circled below in red). That product is now a part of your catalogue. You can continue to add as many products as you like.

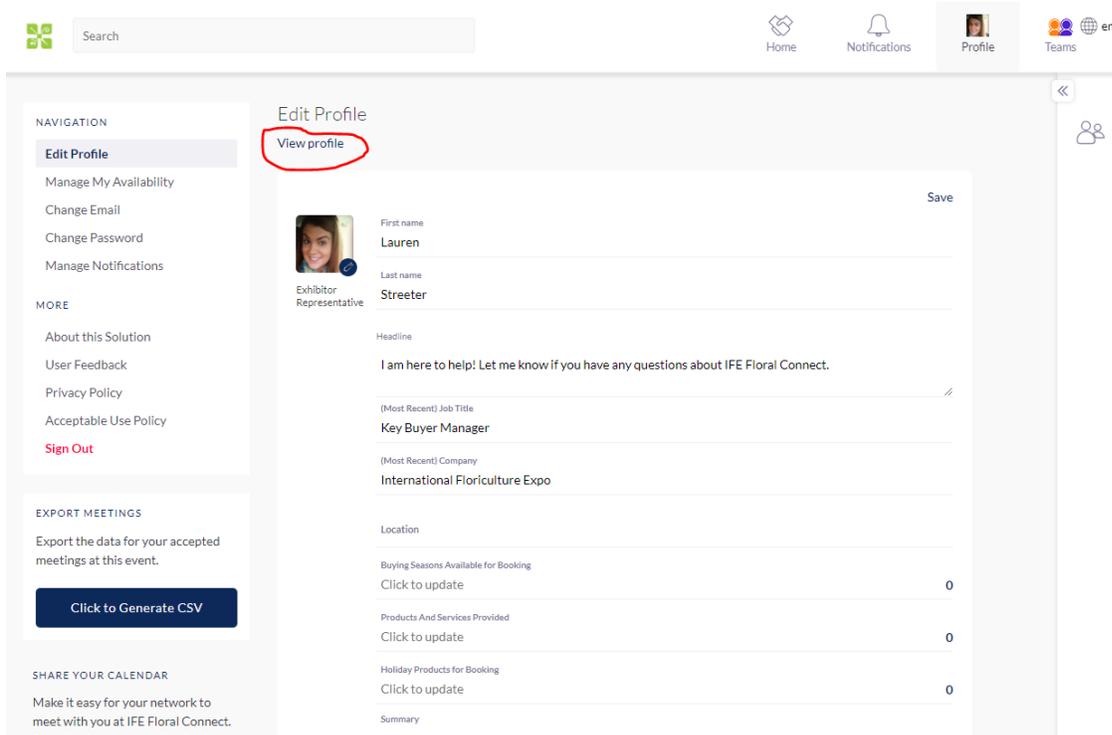
Note: You do not need to fill out every field. Fields that you do not fill out will not show up as blank in the product listings, they will just not be visible at all. For example, we have included the field “Location” in the event your product is only available in certain areas, if there are no location restrictions you can leave this area blank.



The image shows a mobile application interface for adding a product. At the top left, there is a back arrow and the text "Back". In the top right corner, there is a button labeled "Add" which is circled in red. Below the header, there is a form with several input fields: "Name", "Headline", "Products And Services Provided" (with a sub-label "Click to update" and a "0" next to it), "Location", and "Summary" (with a sub-label "Write here..."). On the left side of the form, there is a placeholder icon of a gift box with a blue circular edit icon. At the bottom right corner of the form, there is a small pencil icon.

Now that you have filled out your Personal Profile, Company Profile, and added products to your Product Catalogue you can use the steps below to view your profiles as a buyer would see them.

1. Click your Profile icon in the top right corner (next to Teams Icon)- this will bring you to the page where you can edit your personal profile. To see what your profile looks like to buyers click "View Profile" (circled in red below).



2. When you are viewing your personal profile, you will see your company at the bottom (circled in red below)- Click on your company name and you will be brought to your Company Profile. This is the view buyers will see.

