



NETWORKR EVENT SETUP

Before Your Event

- Print off Table Numbers and the Networkr Check-In sign on our [event kit page](#). We recommend a sign that is 11 x 17 or 24x36 and is visible to attendees as they arrive at your event.
- Make sure you have a [Networkr Beacon](#) to save time and eliminate lines. Members using Networkr will automatically receive a welcome text and seat assignment when they arrive at the event.
- Check out our "[Help Hub](#)". Here you will find information and tutorials to help you run your event like a pro.

During Your Event

- If this is your first Networkr event you will likely have several attendees arrive who do not have the app. These attendees will need to be manually checked in using their cell phone number. [Instructions are found here.](#)
- We recommend that you take just a couple of minutes, preferably at the beginning of your event, to share information about Networkr and the benefits it provides your members. You can share our Power Point presentation which can be downloaded from the "[Event Kit](#)" page of our website, or you can read the following:

"Networkr is an app to help us create more opportunities for all members. It helps you track and build relationships with people you meet here. Networkr will help you meet new people each time you attend one of our events by assigning you a seat next to people you haven't met yet. It's free for all members to download for Android and iOS."

- Make sure to help others connect by giving all attendees 2 mins each at their table to introduce themselves and any needs they might have to the others at their table.

After Your Event

- Congratulations on completing your first event. Now that your members know about Networkr you can expect fewer "manual check-ins" at upcoming events which will give you more time to focus on guests and new members.
- Make sure you schedule your next event so your members, and other Networkr users, will know what you're doing and when you're doing it.