



Registration with Tavata's service and events

Events
Social
Recruiting

Tavata is a new, modern and easy-to-use networking tool. It allows you to make the most of events and networks by letting you to learn about other attendees in advance. Remember to register with Tavata well before the event. That way you will have enough time to arrange meetings with the most suitable people. Tavata is available in Finnish, Swedish and English.

How it works:

1. Log in and create a personal profile in the Tavata service

Go to <https://app.tavata.events/signup> or <https://tavata.events/>, and click Register at the top of the screen. After you log in, enter your basic information on the **Edit user profile** page.

2. Register for an event in the Tavata service

Select **My events** at the top of the page and register for an event by entering the event code. **NOTE!** You will find the code at the bottom of this page and you can also obtain it from the event organiser's website or from the email sent to you by the event organiser. Select the event you added from the list by clicking on the **Open event** button. This will show the event details.

3. Create your personal profile for the event

On the event page, select the Profile tab, and enter your event-specific details in the appropriate fields.

- 3.1. Select the company you are representing at the event.
- 3.2. Select your role at the event.
- 3.3. Type the introduction text you want to use for the event, or use the pitch in your personal profile. **NOTE!** Profiles with an introduction usually get many more contact requests from other attendees than those without one.
- 3.4. Select the keywords that suit you best under Offering and Seeking. The Tavata service uses keywords to find the most suitable people for you to connect with at the event.
- 3.5. Add tags to your profile card that describe your company or the products, services or ideas you offer. You can add tags directly in the Tag field.

NOTE! As you enter the information you can see how it looks on the card on the left. Click the arrow at the bottom to see what is on the opposite side. Remember to save your changes!

If you need help creating your profile, contact our customer service team on tel.: +358 50 525 0073.

4. Find new contacts and arrange meetings

On the Event page, the Attendees tab lets you find out about other people attending the event. Take your time to view the information, and do not forget to check the opposite side of the card by clicking on the arrow at the bottom. On that side, you can click the button to suggest a meeting. You can attach a message to the person you selected in the email, along with your suggestion to meet. You can accept or reject the suggestion by using the buttons in the email message.

5. Manage your meetings

You can view and cancel your meetings in the event's **Schedule** tab.

<https://tavata.events/>

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