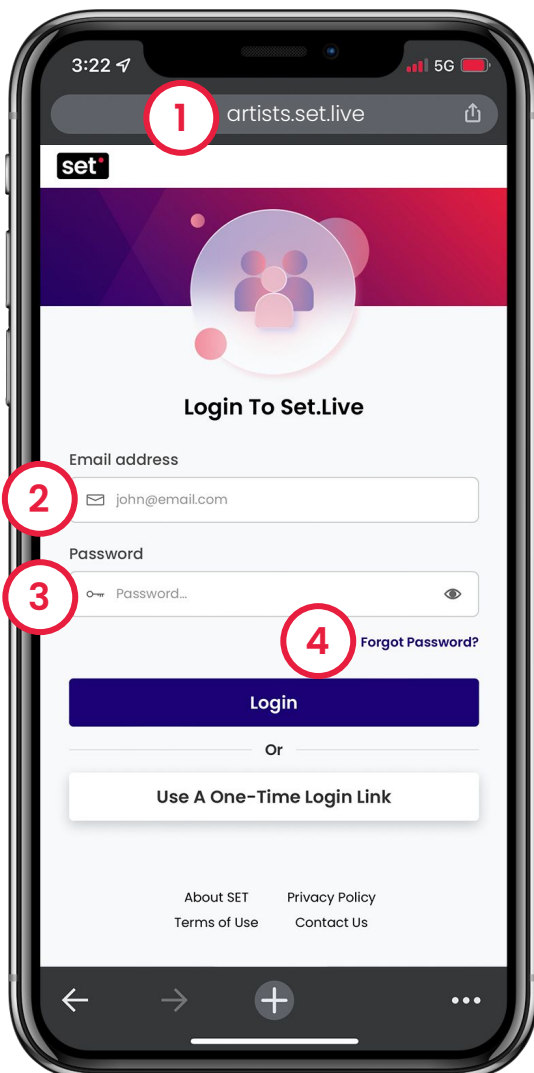
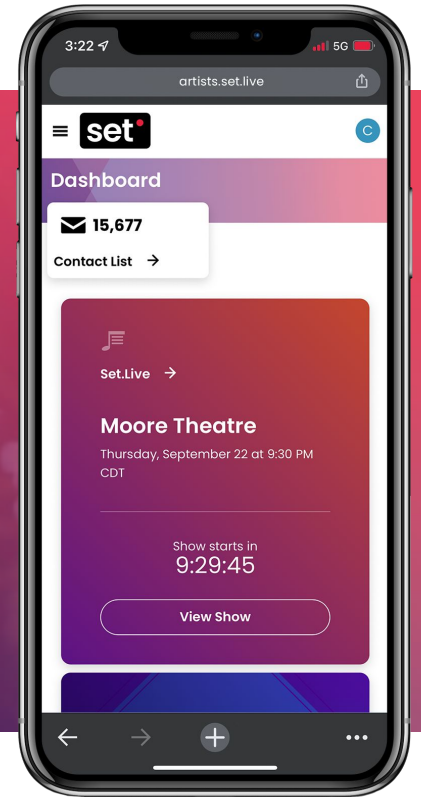




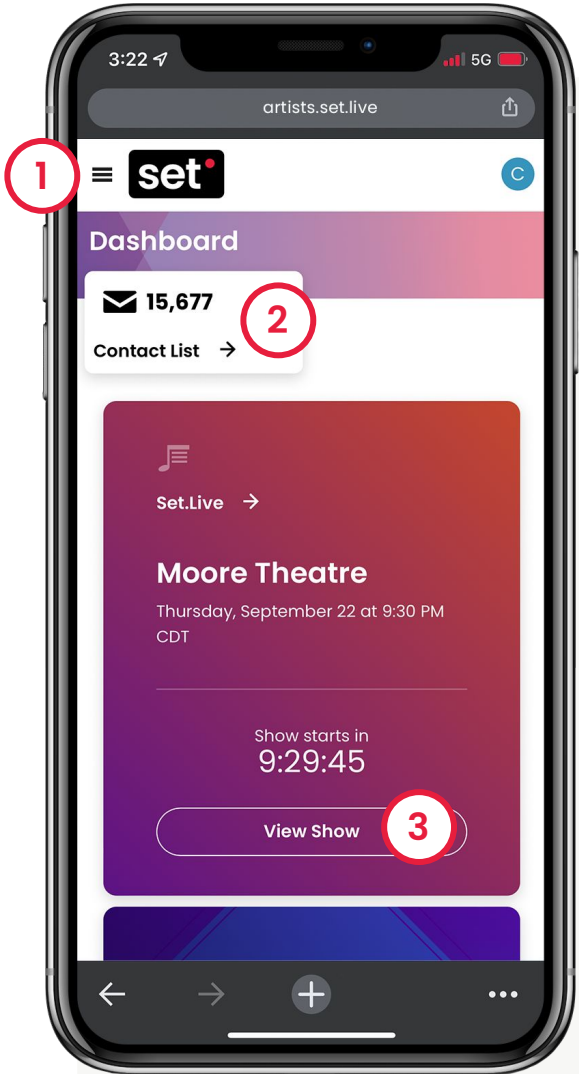
How To Navigate Your SET Artist Portal



Logging Into Your Artist Portal

1. Go to artists.set.live
(you can also go to <https://auth.set.live>)
2. Enter your email address
3. Enter your password
(provided in your welcome email)
4. To recover your password if forgotten select **Forgot Password** to verify ownership

Need More Help?
Send your request to set@max.live

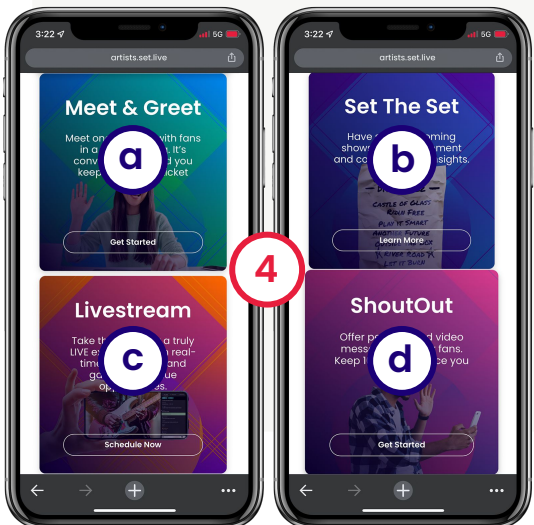


Navigating the Artist Dashboard

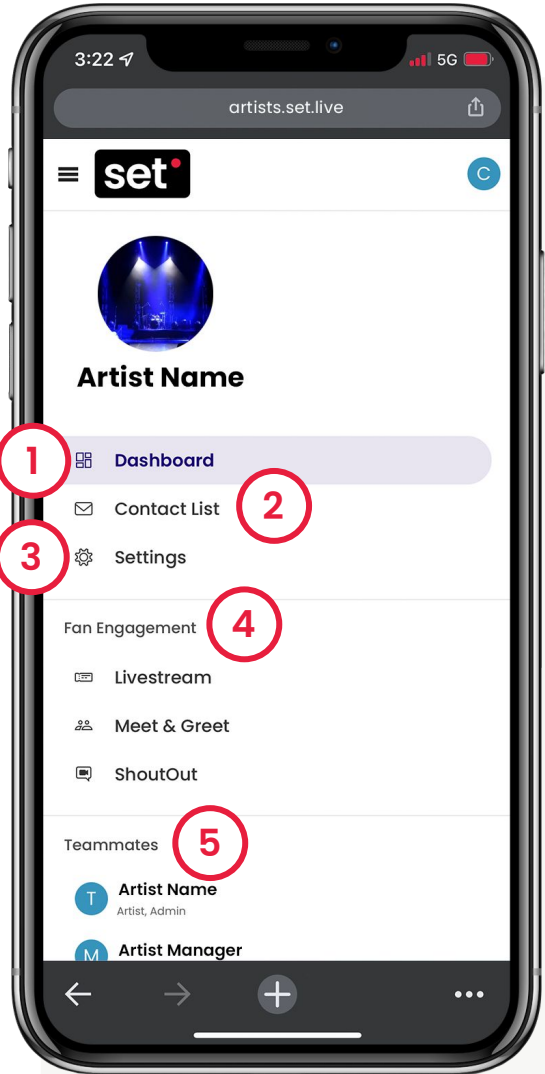
From your artist dashboard you'll see quick links to your full contact list, upcoming SET.Live events, and access to other SET fan engagement tools.

1. **Portal Navigation Menu**
The hamburger menu (3 horizontal lines) in the upper left will drop down to show all available pages.
2. **Quick Link: Contact List**
Quick access to all of the contacts you've collected through SET.Live and the other engagement tools.
3. **Quick Link: Upcoming Event**
Quick access to view your next upcoming event.
4. **SET Engagement Tools**
View and learn about all the fan engagement tools in the SET Suite:

- a. **SET Meet & Greet**
Virtual meet & greet tool
- b. **SET the Set**
Collect key fan insights
- c. **SET Livestream**
Interactive livestreaming platform
- d. **SET ShoutOut**
Personalized video messaging



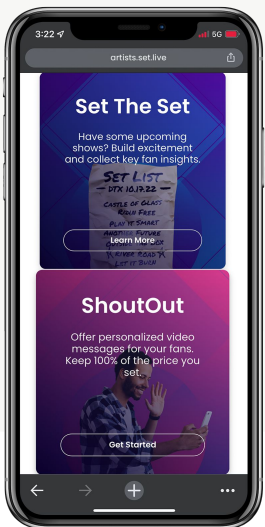
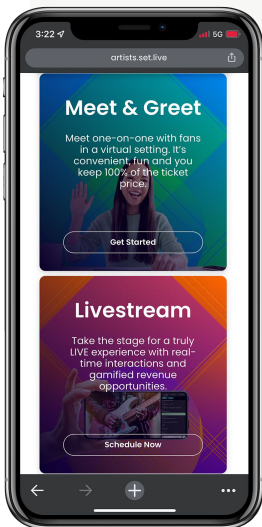
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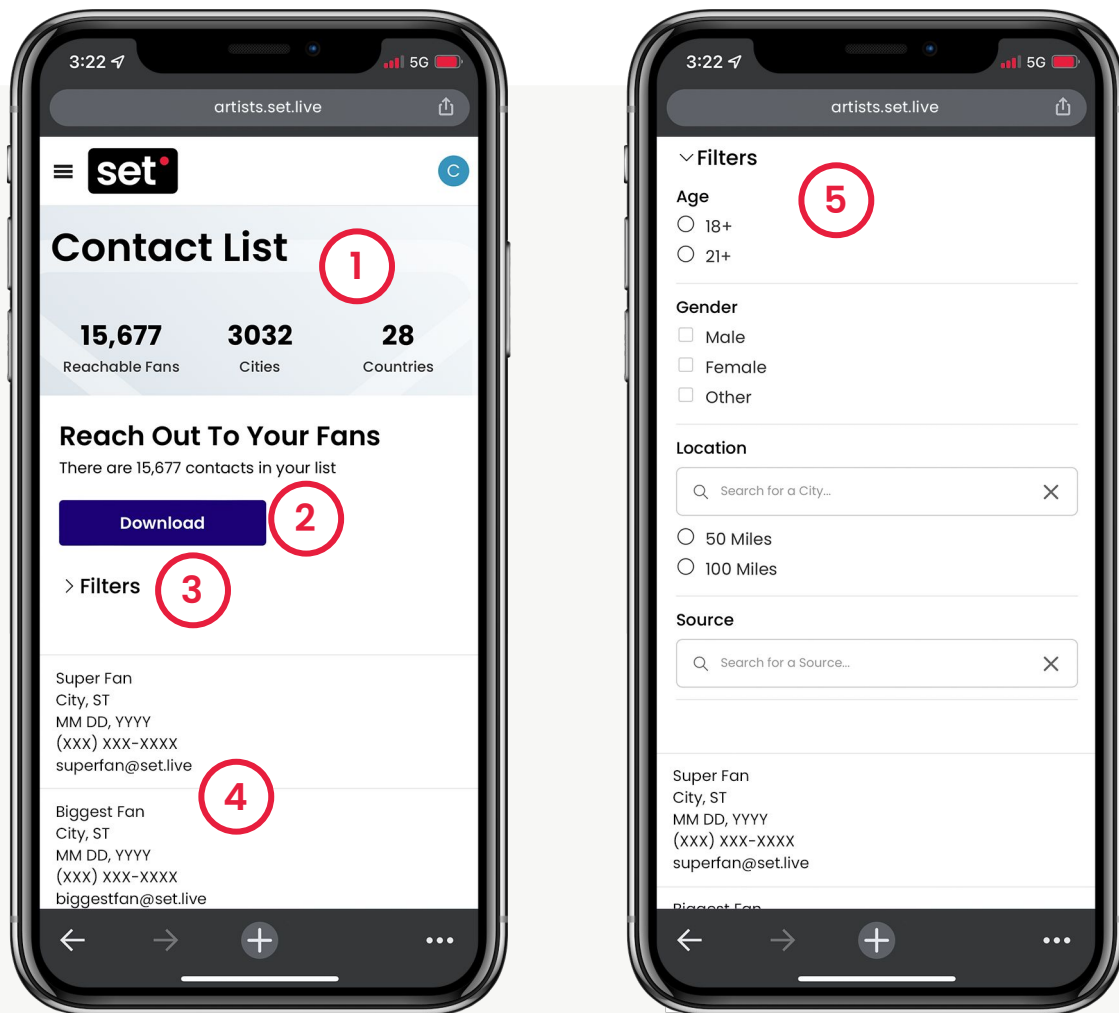
Navigating the Artist Portal Menu

Click the hamburger menu (3 horizontal lines) to open your navigation menu and view all available pages.

- 1. Dashboard**
 Go back to your artist dashboard.
- 2. Contact List**
 View the contact information you've collected from fans who have engaged with your SET.Live page, and all other SET Engagement Tools.
- 3. Settings**
 Make edits to your name, image, and teammates.
- 4. Fan Engagement**
 Access your different SET Fan Engagement tool dashboards: SET Livestream, SET Meet & Greet, and SET ShoutOut.
- 5. Teammates**
 See everyone who has access to your dashboard and contact list.



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Navigating the Contact List

Click the hamburger menu (3 horizontal lines) to open your navigation menu

1. **Contact Overview**
See total contact count collected.
2. **Download**
Export the full list, by **event or location**, or by a filtered list.
3. **Filters**
Access contact filters.
4. **Contacts**
View fan information and scroll through contact list.
5. **Filter contacts by:**
 - a. Age
 - b. Gender
 - c. Location
 - d. Source (venue/event)

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