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Platform Guide



**FIRE &
RESCUE** GROUP

[FDIC.com](https://www.fdic.com)
[JEMSCON.com](https://www.jemskon.com)

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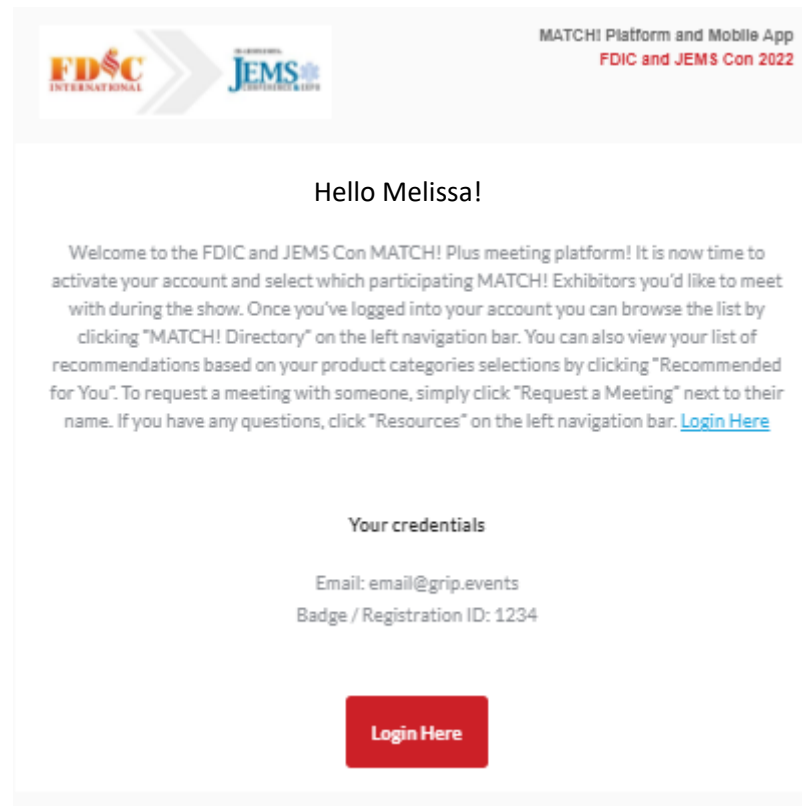
Manage Calendar Availability, page 7

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LOGIN

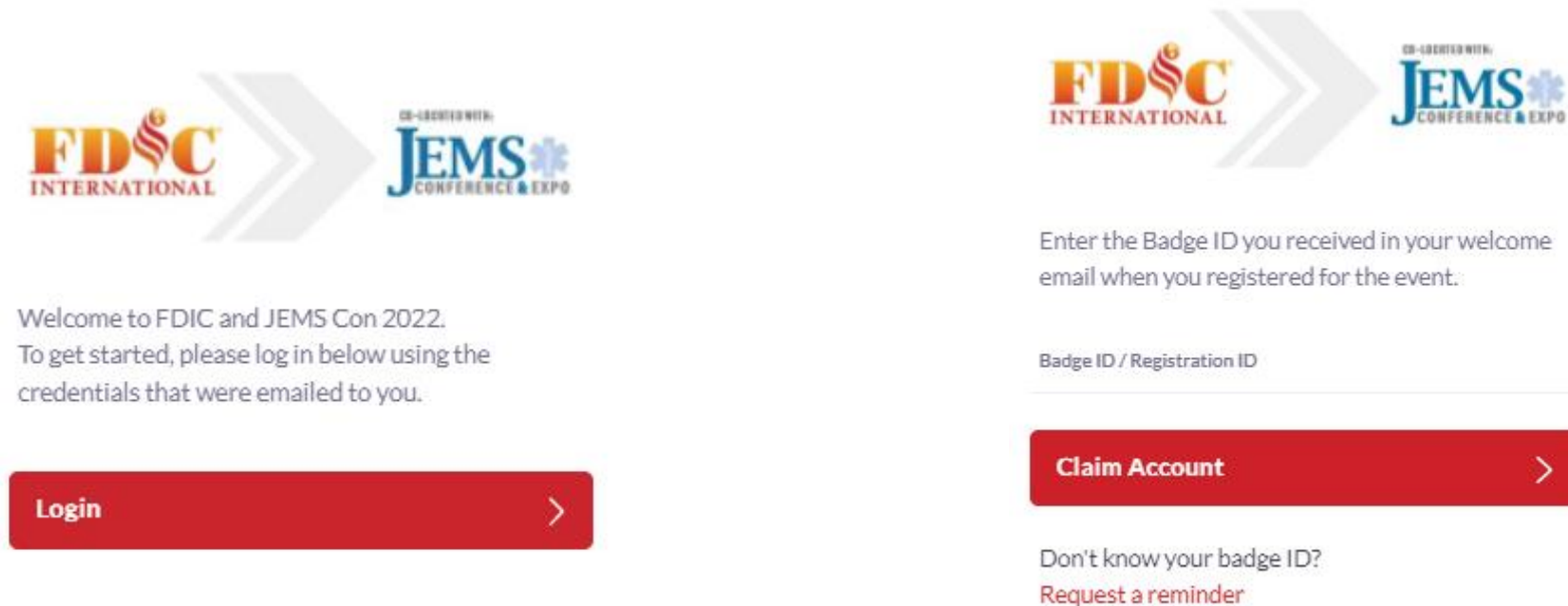
- You'll start by creating your profile via an email sent from FDIC MATCH! team (noreply@meetingportal.clarionevents.com) with the subject:
Welcome to the MATCH! Plus Meeting Portal



If you don't see this email in your inbox, please check your spam or contact the MATCH! team.

LOGIN, *from your computer*

- Navigate to the event platform and click “**Login**” to claim your account by using your Email Address that you registered with and Badge/Registration ID.



Welcome to FDIC and JEMS Con 2022.
To get started, please log in below using the credentials that were emailed to you.

Login >

Enter the Badge ID you received in your welcome email when you registered for the event:

Badge ID / Registration ID

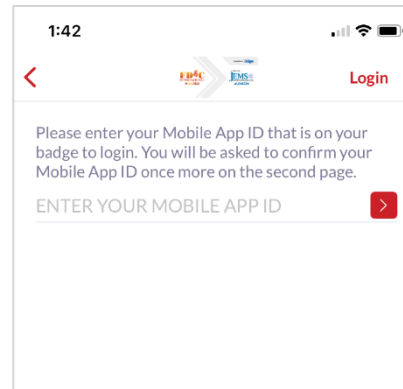
Claim Account >

Don't know your badge ID?
[Request a reminder](#)

Once you claim your account, you will be able to create a password to use every time you login to the platform.

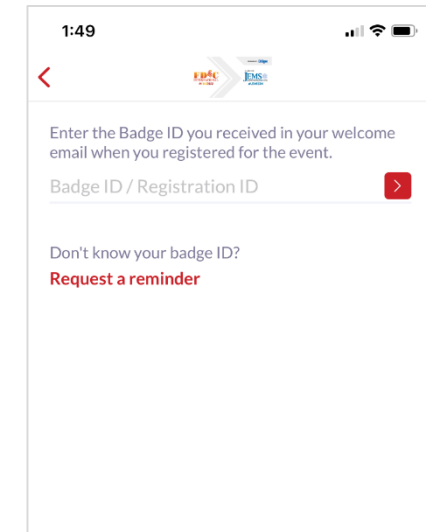
LOGIN, *from your mobile*

- Navigate to the mobile app and click “**Login**” to access the mobile app.



NOTE:

As a MATCH! Exhibitor, your login experience to the mobile app will be different. When first logging in via the your mobile, do not enter your Mobile App ID on this first login page, instead add your email address you registered with.



On second page, add your **Mobile App ID** (if you haven't already claimed your account via your computer) or your **password** (that you created when you first logged in via your computer).

For questions on logging into the Mobile App, please contact Melissa at Melissa.Gallagher@clarionevents.com.

UPDATE YOUR PROFILE

- Once you're logged in, confirm your registration details for you and your company, or access it later by clicking "**Edit Profile**" at the top right.

The screenshot displays the 'Edit Profile' interface. On the left, a navigation menu includes 'Edit Profile' (highlighted), 'Manage My Availability', 'Account Settings', and a 'MORE' section with links to 'User Feedback', 'Help Center', 'Privacy Policy', 'Terms & Conditions', and 'About Grip'. Below this is an 'EXPORT MEETINGS' section with buttons for 'Export .xlsx' and 'Export .csv'. The main profile area, titled 'Edit Profile', shows a user profile for 'Melissa Gallagher', a 'MATCH!/Metro Attendee'. Fields include 'First name' (Melissa), 'Last name' (Gallagher), 'Headline' (Manager, Audience Engagement at Clarion Events), '(Most Recent) Job Title' (Manager, Audience Engagement), '(Most Recent) Company' (Clarion), 'Location' (Danbury, CT), and 'Job Function' (Communication, Public Education, Rescue, Suppression, Maintenance, Management, Prevention, EMS, HazMat, Investigation, Traini12). A red circle in the top right corner highlights the user's profile picture, which is a placeholder image.

To add a headshot to your profile, click "Profile" after first logging in.

MANAGE CALENDAR AVAILIBILITY

- Click “**Profile**”, then “**Manage My Availability**” on the left navigation bar to update the times you’re available to meet.
 - **Range of Daily Availability:** Easily set up a single range of times for all show days.
 - **Event Days:** Change the times you are available for each day.
- Don’t forget to hit “**Save**” when finished.

The screenshot shows a web application interface for managing availability. At the top, there is a search bar with the placeholder text "Search for people, products or other items" and navigation icons for home, notifications, and a user profile. The left sidebar contains a "NAVIGATION" menu with options: "Edit Profile", "Manage My Availability" (highlighted), and "Account Settings". Below this is a "MORE" section with links to "About this Solution", "Report a Problem", "User Feedback", "Privacy Policy", and "Acceptable Use Policy", followed by a "Sign Out" button. At the bottom of the sidebar is an "EXPORT MEETINGS" section with the text "Export the data for your accepted meetings at this event." The main content area is titled "Manage My Availability" and contains the following elements: a descriptive paragraph about meeting requests, instructions on how to set availability, a "Learn more" link, a "Range of daily availability" section with a time range selector (12:00am to Midnight) and a "Reset availability" link, an "Event Days" table, and a "Save Changes" button at the bottom. The "Event Days" table has two rows: "Thursday - April 28" and "Friday - April 29", both with checked checkboxes and edit icons. A "Support" button is located in the bottom right corner.

Manage My Availability

During this event, other users can request meetings with you at times set by the organiser. On this page, you can further personalise your availability so that other users can only send meeting requests for times which are convenient for you.

To start, pick the earliest and latest times at which you'd be available for a meeting during this event. If needed, you can then further customise your availability for each day.
[Learn more](#)

Range of daily availability ⓘ
All times shown for **America/Indiana/Indianapolis**

12:00am to Midnight [Reset availability](#)

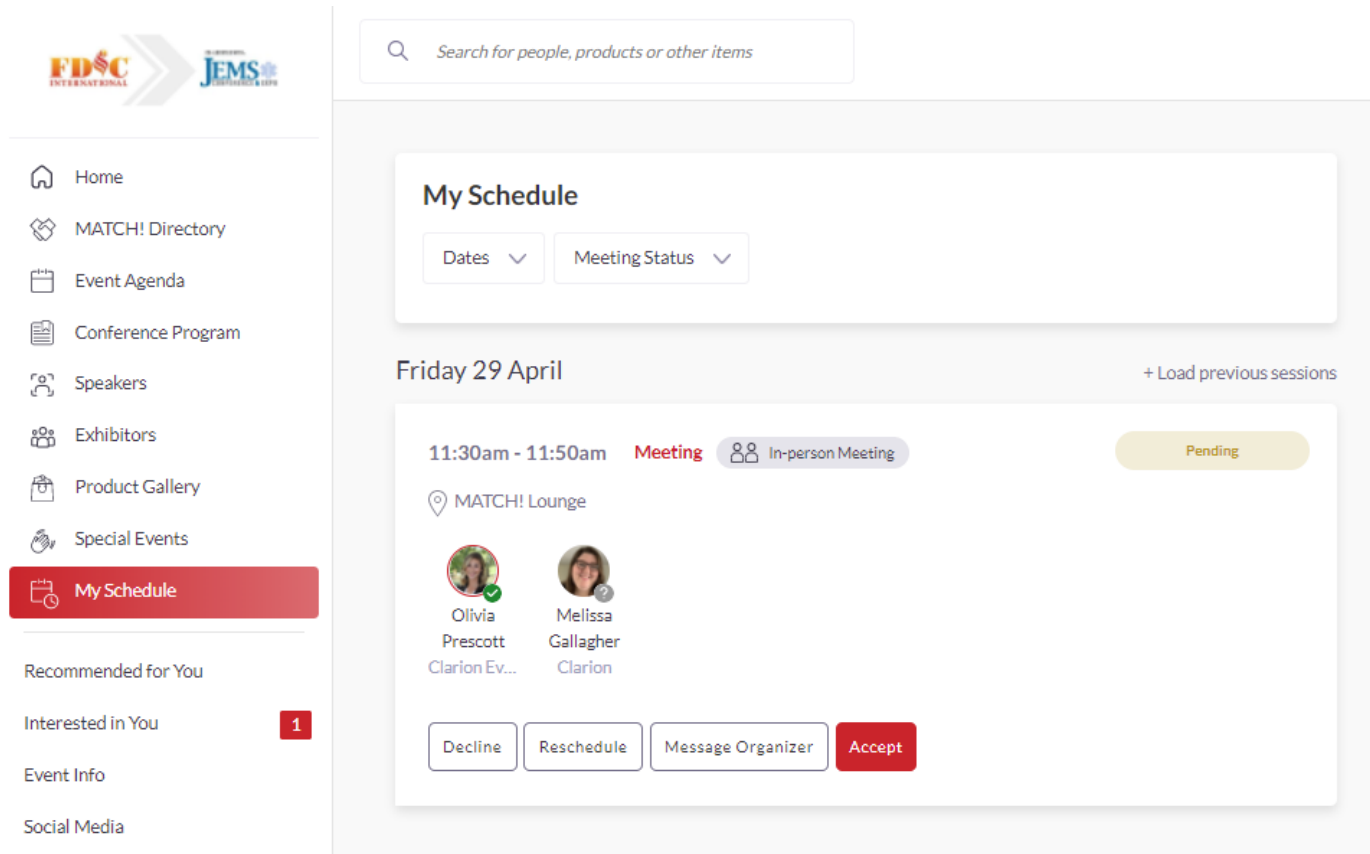
Event Days	Edit Availability
<input checked="" type="checkbox"/> Thursday - April 28	
<input checked="" type="checkbox"/> Friday - April 29	

[Save Changes](#)

[Support](#)

ACCEPT A MEETING REQUEST

- To accept the meeting request via email, simply click “**Accept**” in the email notification.
- To accept via the platform, click “**My Schedule**” on the left navigation panel. Then filter by “**Meeting Status**” to view all meeting requests still awaiting a response.



DIFFERENT MEETING STATUSES:

Scheduled: The meeting has been confirmed by both parties.

Pending: Someone has requested a meeting with you and you need to approve it, decline it or reschedule it.

Declined: The meeting has been declined by you.

MOBILE APP

- **Great News!** You'll be able to access your MATCH! Meeting Schedule via the FDIC and JEMS Con Show App!
- We won't be printing schedules on site, so it will be important to download the app to access your personal show agenda and MATCH! meetings under "Schedule", then "My Schedule".

NOTE:

As a MATCH! participant, your login experience to the mobile app will be different. When first logging in via the your mobile, do not enter your Mobile App ID on this first login page, instead add your email address you registered with.

