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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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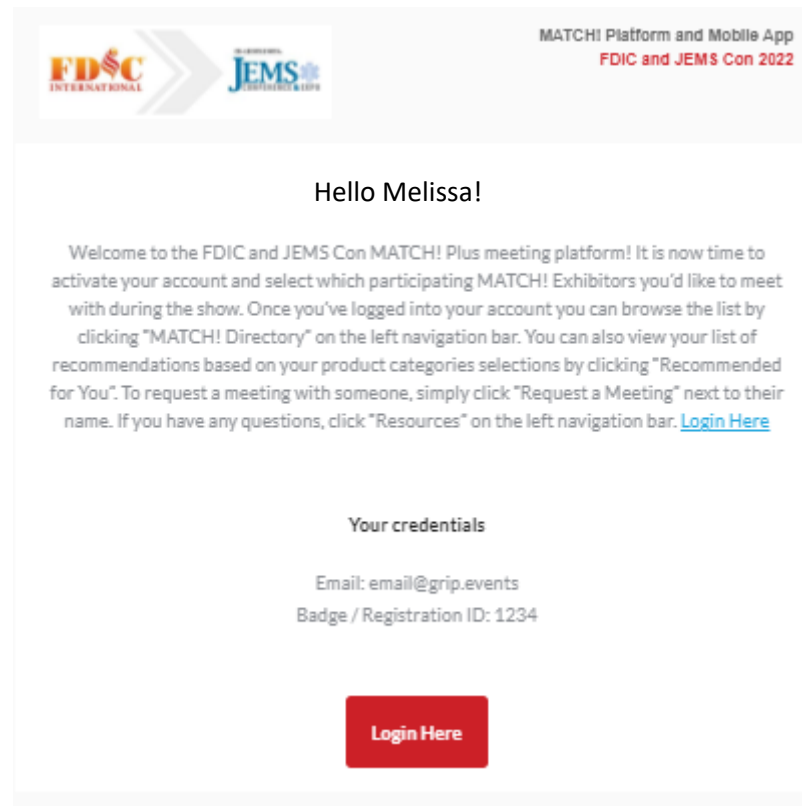
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# LOGIN

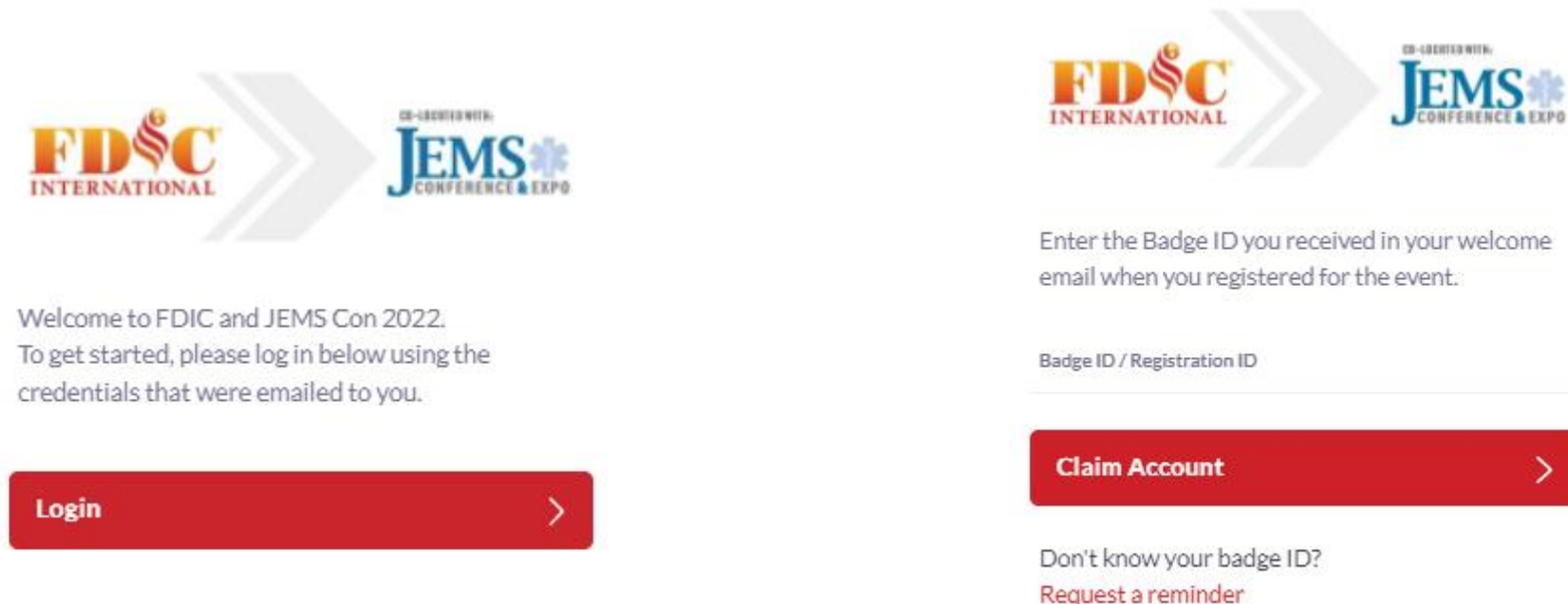
- You'll start by creating your profile via an email sent from FDIC MATCH! team ([noreply@meetingportal.clarionevents.com](mailto:noreply@meetingportal.clarionevents.com)) with the subject:  
**Welcome to the MATCH! Plus Meeting Portal**



*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

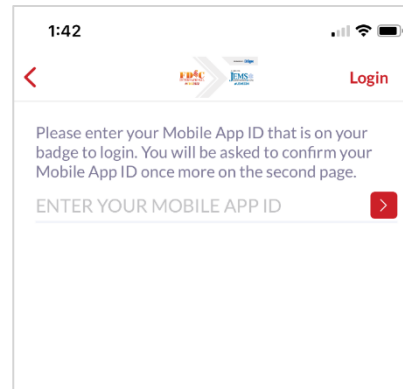
**Claim Account** >

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.*

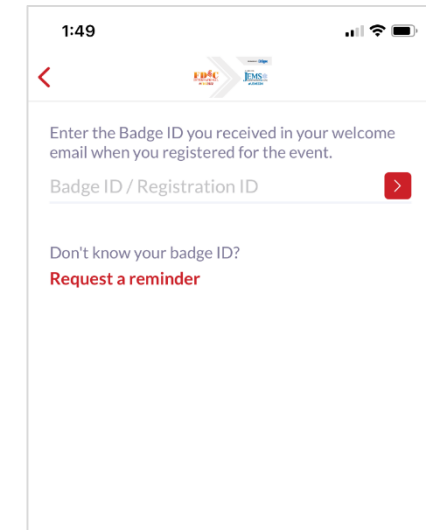
# LOGIN, *from your mobile*

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



## **NOTE:**

As a MATCH! Attendee, 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](mailto:Melissa.Gallagher@clarionevents.com).

# UPDATE YOUR PROFILE

- Once you're logged in, confirm your registration details for you and your department, 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 section, titled 'Edit Profile', shows a user profile for Melissa Gallagher, a MATCH!/Metro Attendee. Her headline is 'Manager, Audience Engagement at Clarion Events'. Below this, her most recent job title is 'Manager, Audience Engagement' at 'Clarion' in 'Danbury, CT'. Her job function is listed as '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: "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". It contains an introductory paragraph, a "Learn more" link, and a "Range of daily availability" section with a help icon. Below this, it specifies "All times shown for America/Indiana/Indianapolis" and shows a time range from "12:00am" to "Midnight" with dropdown menus. A "Reset availability" link is to the right. The "Event Days" section lists "Thursday - April 28" and "Friday - April 29", both with checked checkboxes and edit icons. An "Edit Availability" link is at the top right of this section. At the bottom of the main area is a "Save Changes" button. A red "Support" button with a question mark icon is located in the bottom right corner of the interface.

Search for people, products or other items

NAVIGATION

- Edit Profile
- Manage My Availability**
- Account Settings

MORE

- About this Solution
- Report a Problem
- User Feedback
- Privacy Policy
- Acceptable Use Policy
- Sign Out

EXPORT MEETINGS

Export the data for your accepted meetings at this event.

## 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](#)

# METRO OFFICERS INNOVATION BRIEFING SELECTIONS

- Navigate to the Event Agenda by clicking “**Metro Officers Innovation Briefing**”.
- Click into each session to learn more about the briefing. Click “**Add to Schedule**” to indicate you would like to participate in the session.  
**Please select 8 sessions and the FDIC/.JEMS Con team will build out your schedule.**

The screenshot displays the 'Event Agenda' section of a website. On the left is a navigation menu with links: Home, Metro Officers Innovation Briefing (highlighted in red), MATCH! Directory, Event Agenda, Conference Program, Speakers, Exhibitors, Product Gallery, Special Events, and My Schedule. The top header includes the FDIC and JEMS logos, a search bar, and user account icons. The main content area is titled 'Event Agenda' and features filter buttons for Tracks, Dates, and Location, along with a search bar and a 'Clear Filters' link. Below the filters, the date 'Wednesday 27 April' is shown. A session card for '10:15am - 5:15pm' is displayed, sponsored by 'Vector Solutions'. The session title is 'How to Maximize Vector Solutions' Early Intervention System (Guardian Tracking) to Help Improve Your Crew's Performance'. The location is 'JW Marriott Indianapolis' and the event is 'Metro Officers Innovation Briefing'. At the bottom of the session card are two buttons: 'Send to calendar' and 'Add to Schedule'.

FDIC INTERNATIONAL JEMS

Home

Metro Officers Innovation Briefing

MATCH! Directory

Event Agenda

Conference Program

Speakers

Exhibitors

Product Gallery

Special Events

My Schedule

Search for people, products or other items

Clear Filters

Tracks Dates Location Search

Wednesday 27 April

10:15am - 5:15pm

Session Sponsor  
Vector Solutions

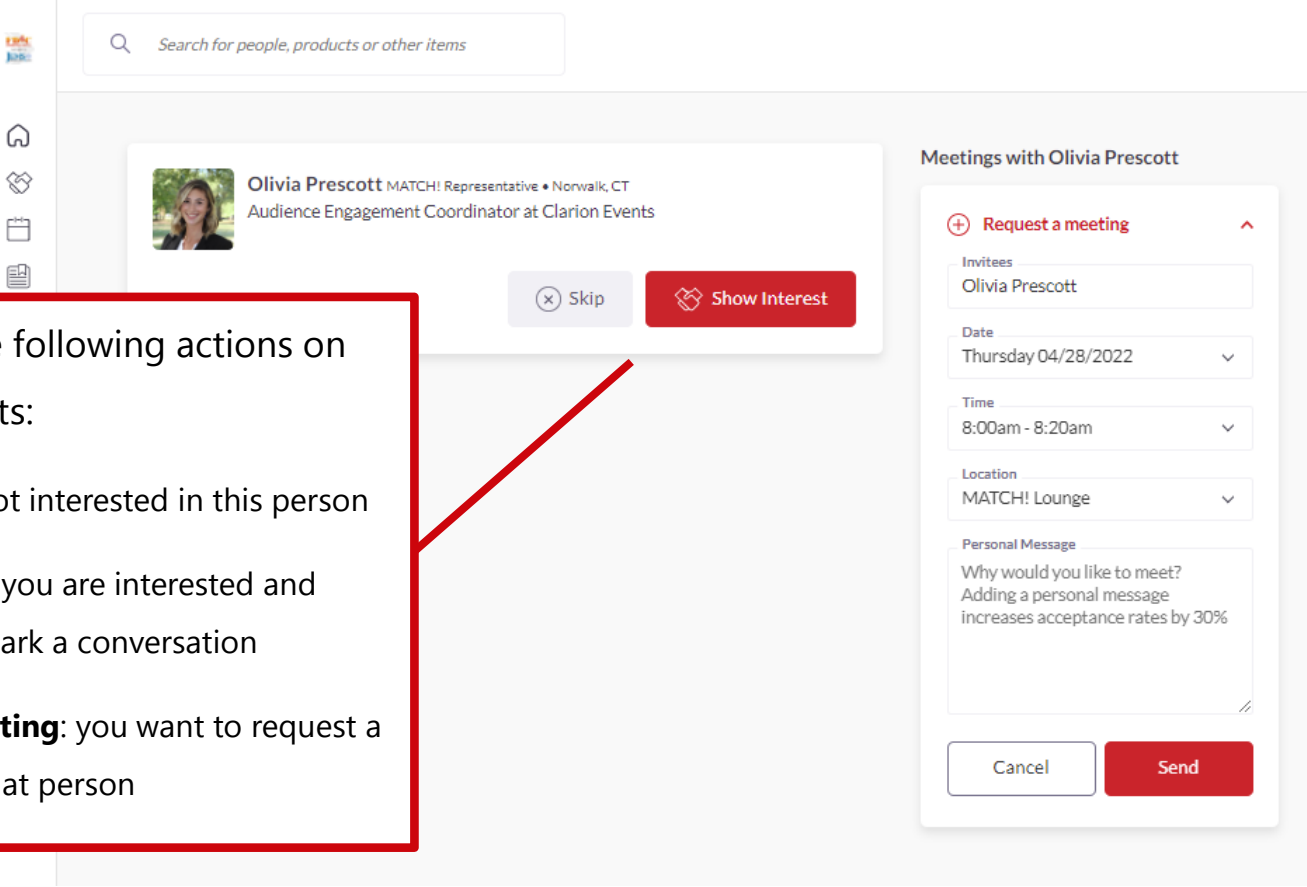
How to Maximize Vector Solutions' Early Intervention System (Guardian Tracking) to Help Improve Your Crew's Performance

JW Marriott Indianapolis Metro Officers Innovation Briefing

Send to calendar Add to Schedule

# REQUEST A MEETING

- Click “**MATCH! Directory**” to browse the exhibitors participating in MATCH!. Once you find you’d like to meet with someone, click “**Request a Meeting**” next to their name. From their profile page, you can request a meeting.
- The platform will automatically select a time available to you and the fellow event participant.



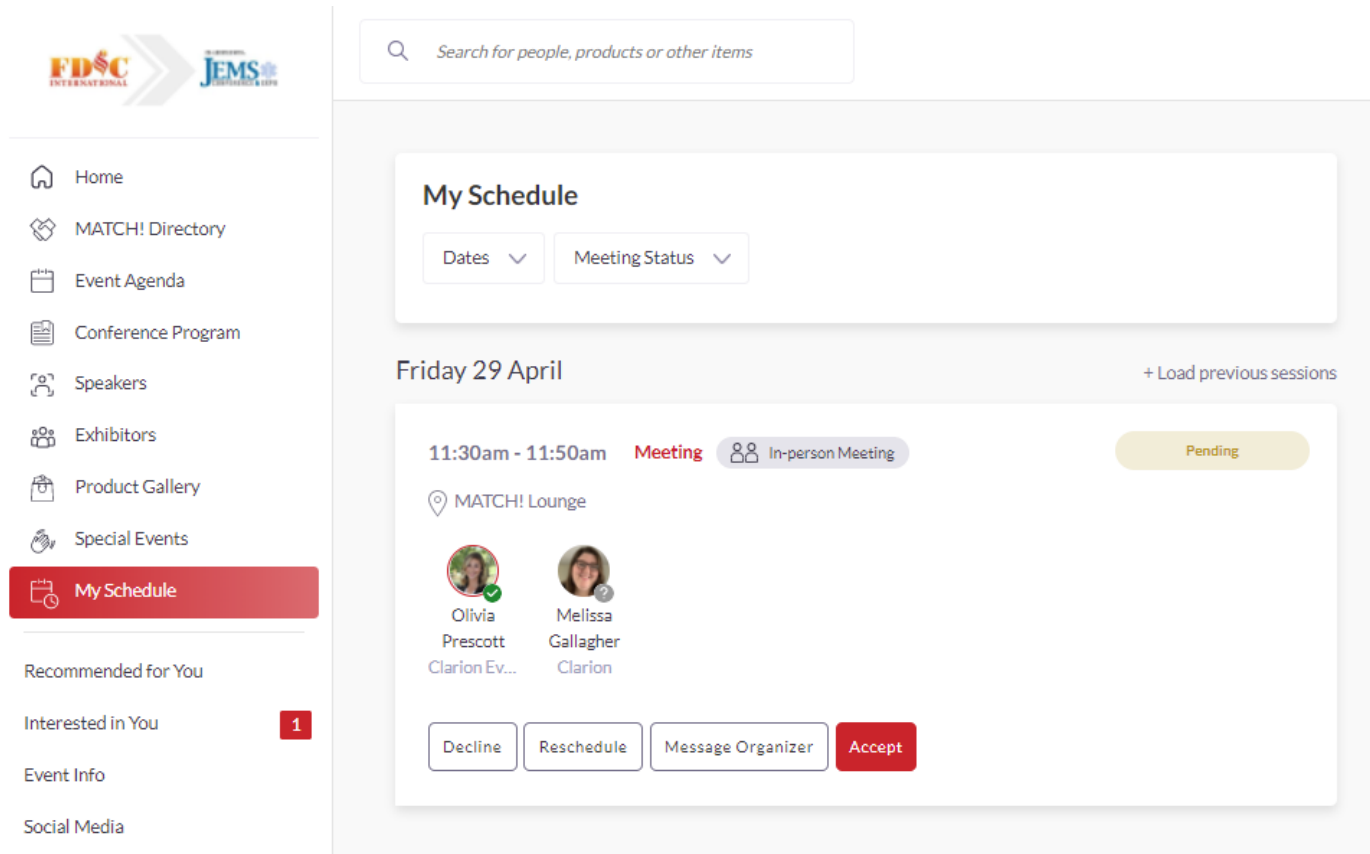
The screenshot displays the MATCH! Directory interface. At the top is a search bar with the placeholder text "Search for people, products or other items". Below the search bar, a user profile for Olivia Prescott is shown. Her profile includes a photo, her name, and her title: "MATCH! Representative • Norwalk, CT" and "Audience Engagement Coordinator at Clarion Events". Below the profile, there are two buttons: "Skip" (with a close icon) and "Show Interest" (with a heart icon). To the right of the profile, a panel titled "Meetings with Olivia Prescott" contains a "Request a meeting" form. This form has fields for "Invitees" (Olivia Prescott), "Date" (Thursday 04/28/2022), "Time" (8:00am - 8:20am), and "Location" (MATCH! Lounge). Below these fields is a "Personal Message" section with a text area and a note: "Why would you like to meet? Adding a personal message increases acceptance rates by 30%". At the bottom of the form are "Cancel" and "Send" buttons. A red box highlights the "Skip" and "Show Interest" buttons, with a red arrow pointing from the text box to the "Show Interest" button.

You can take the following actions on event participants:

- **Skip:** you are not interested in this person
- **Show Interest:** you are interested and would like to spark a conversation
- **Request a Meeting:** you want to request a meeting with that person

# 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.

**Awaiting Response:** You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

**Declined:** The meeting has been declined by you and/or the other person.

# MOBILE APP

- **Great News!** You'll be able to access your Metro Officers Innovation Briefing and 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".
- You can also build out your meeting schedule directly in the app by sending meeting requests to the MATCH! Exhibitors.

## **NOTE:**

As a MATCH! Attendee, 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.

