
# FDIC MATCH! Platform Guide

CLARION EVENTS

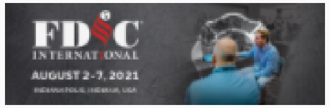
FIRE & RESCUE GROUP

fdic.com

# SUMMARY

# LOGIN

- You’ll start by creating your profile via an email sent from the FDIC team (noreply@meetingportal.clarionevents.com) with the subject: **Activate your FDIC MATCH! account today!**




Official Matchmaking Solution
FDIC MATCH and Metro 2021

Hello Melissa!

Welcome to the FDIC MATCH! 2021 program! It is now time to activate your account and select which exhibitors you are most interested in meeting with! Once you’ve activated your account be sure to update your user profile by clicking “my profile” in the top right hand corner. You can browse the list of participants by clicking “Exhibitors” on the left-hand navigation bar. You can also view your list of recommendations based on your category selections by clicking “Recommended for You”. To request a meeting with someone, simply click “Request a Meeting” next to their name. Be sure to click “Resources” for our step-by-step how-to guide and best practices! Start networking now

Your credentials

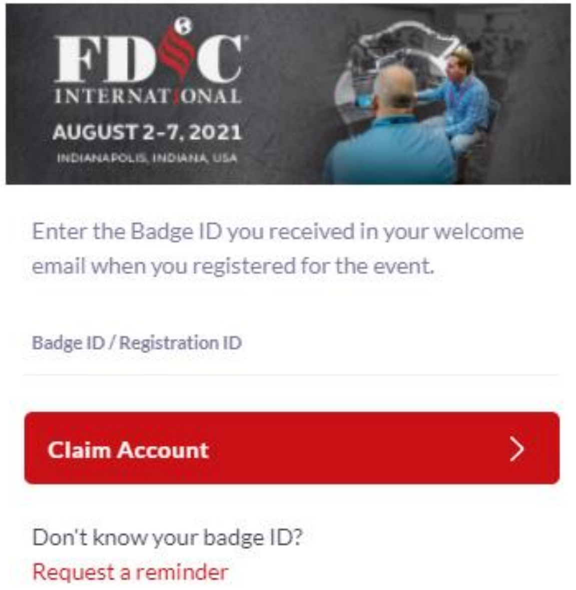
Email: email@intros.at
Badge / Registration ID: 1234

Login Here

*If you don’t see this email in your inbox, please check your spam or contact the FDIC team.*

# LOGIN, *con't*

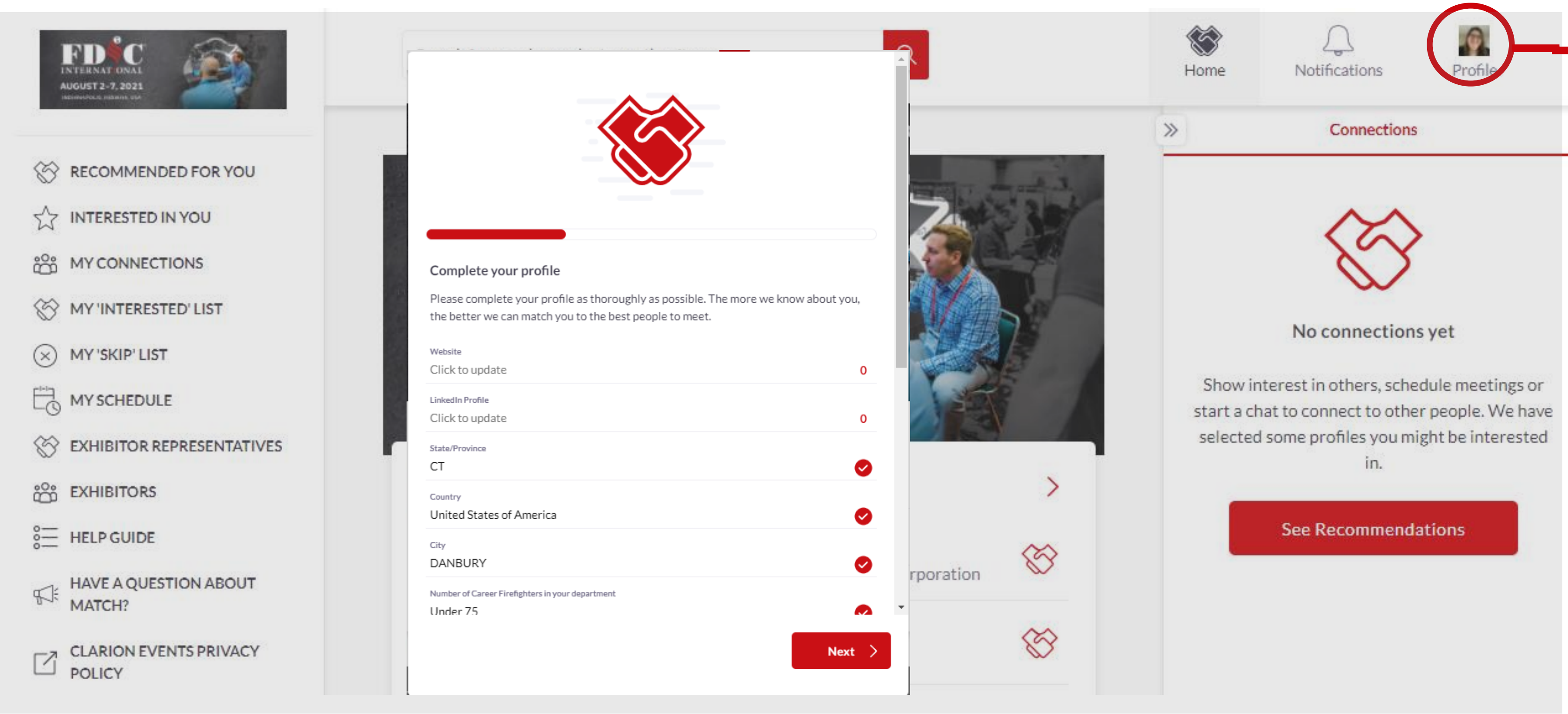
- Navigate to the event platform and click "**Login**" to claim your account by using your Email Address that you registered with and Badge/Registration ID.


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

# UPDATE YOUR PROFILE

- Once you're logged in, complete your profile by answering a few, simple questions about you and your department.
- You can always access this information by clicking "**Profile**".

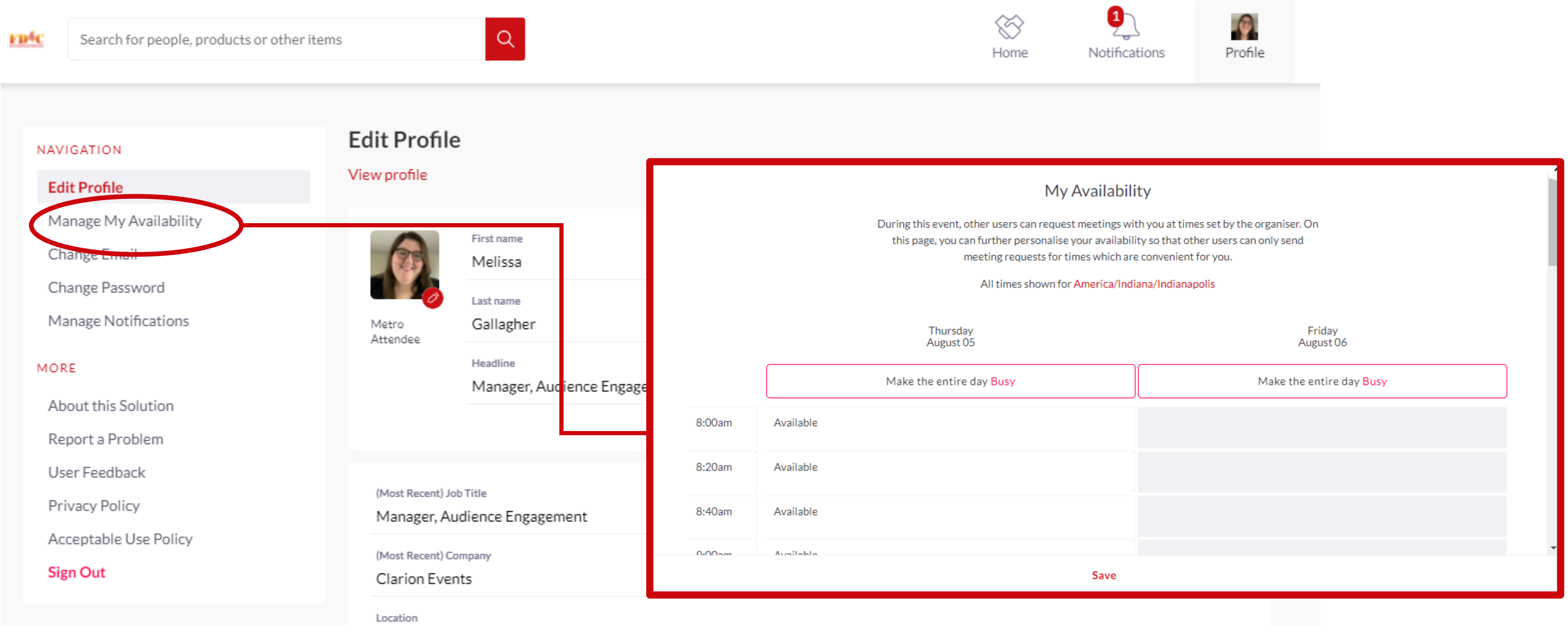




*These first steps are crucial to complete as the answers are used by the matchmaking algorithm to generate recommendations.*

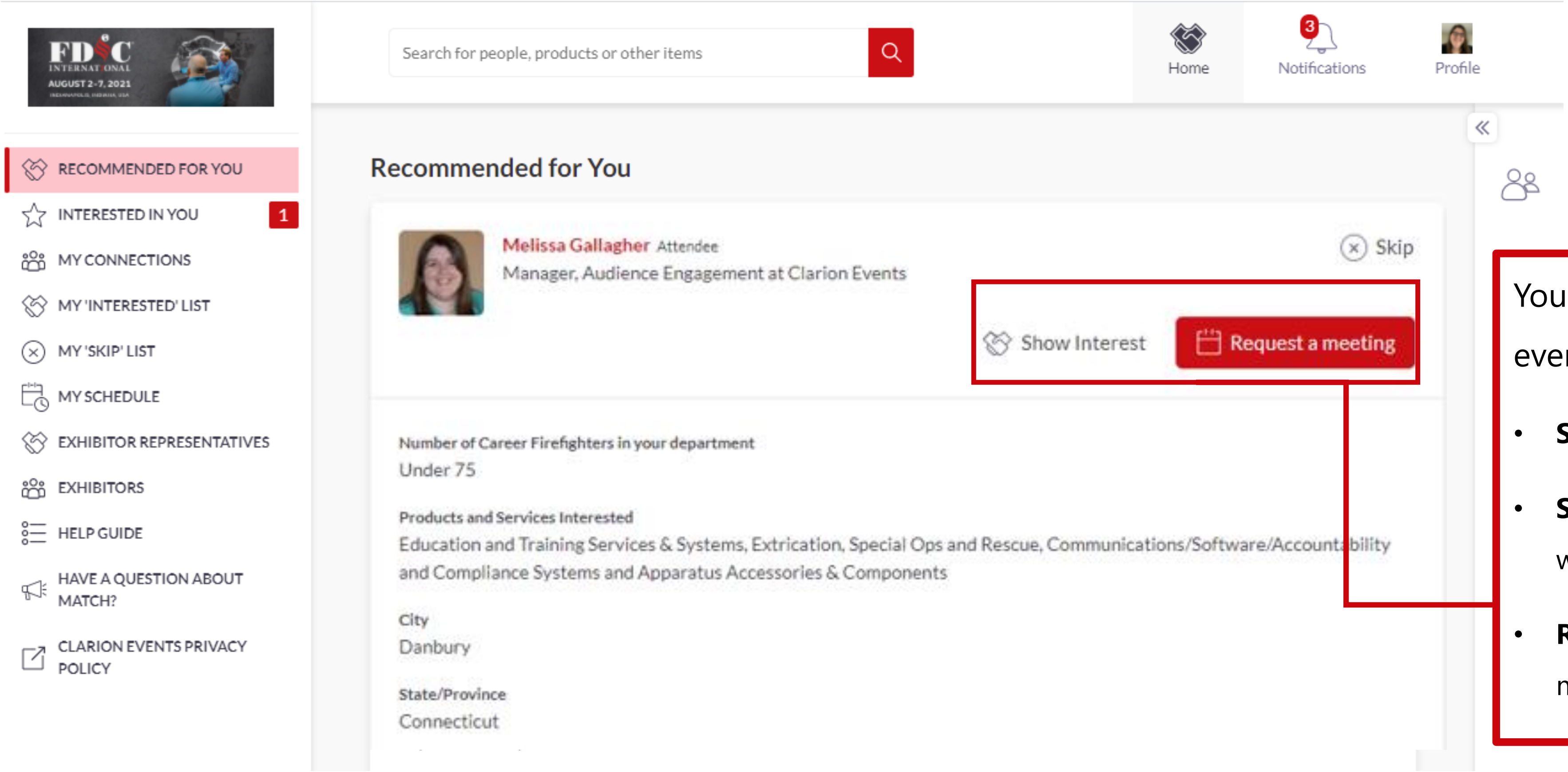
# MANAGE CALENDAR AVAILIBILITY

- Click "**Profile**", then "**Manage My Availability**" on the left navigation bar to keep your calendar up-to-date of days/times you're available to meet.
- A box will pop-up with the event schedule, and you are able to block off days/times so fellow event participants cannot request a meeting with you.  Times will automatically adjust to the time-zone you are in.



# NETWORK

- To begin networking, click "**Recommended For You**". These are the participants the platform has made for you based on your profile.



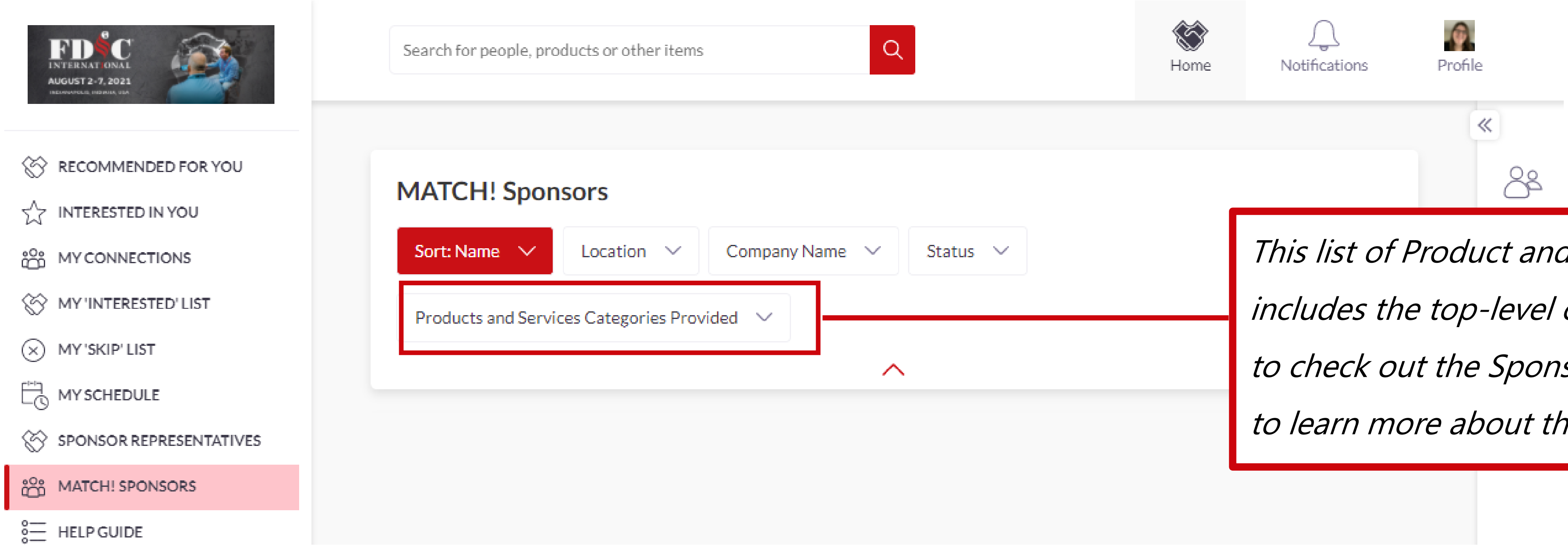

You can take the following actions on event participants:

- **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

*The more actions you take in the platform, the more tailored the recommendations will be.*

# NETWORK, *con't*

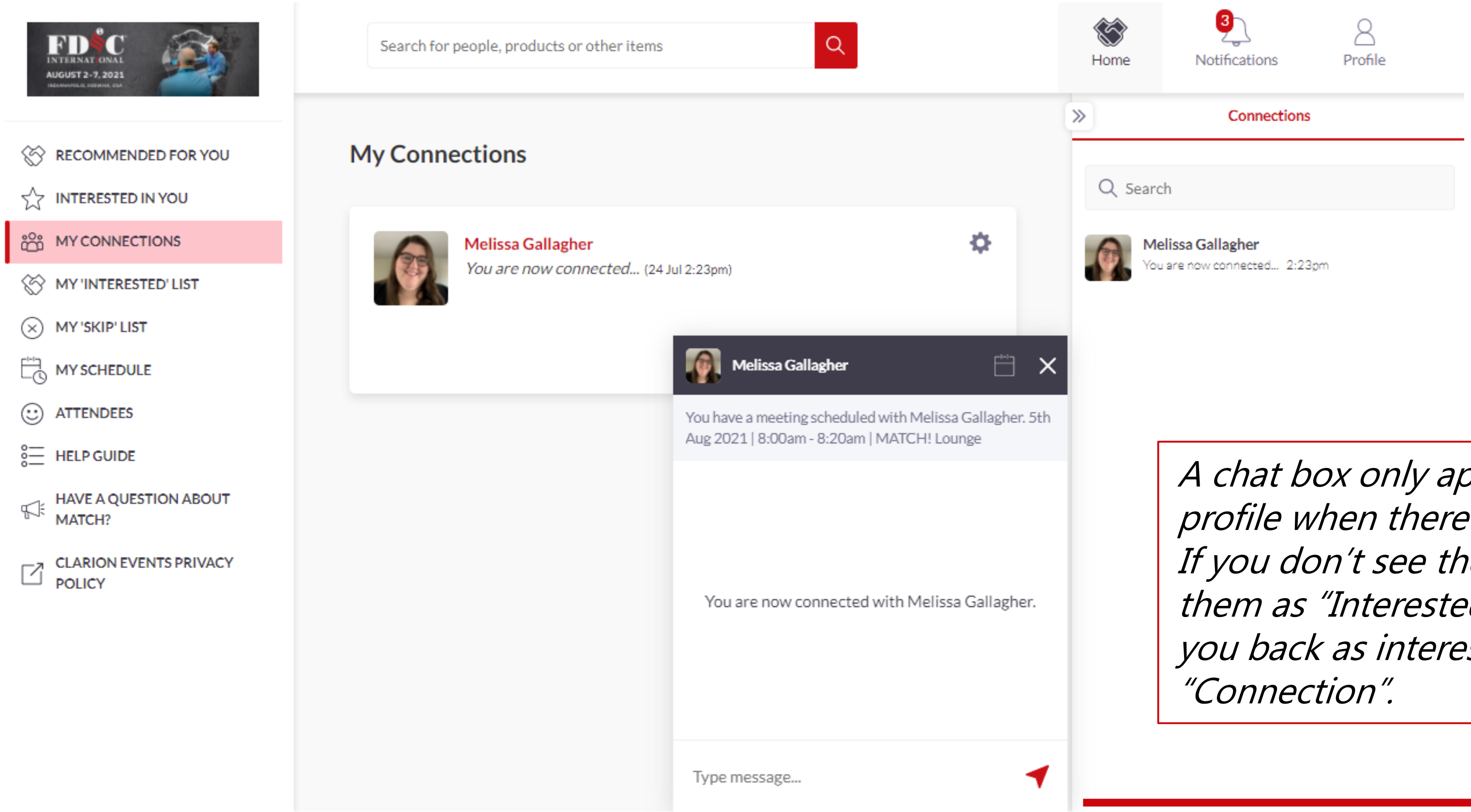
- You can also view the entire list of **MATCH! Sponsors** or **Sponsor Representatives** by clicking on the left navigation bar.
- Filter on a particular product or services by clicking "**Products and Services Categories Provided**"




*This list of Product and Services includes the top-level category. Be sure to check out the Sponsor's showroom to learn more about them!*

# CHAT

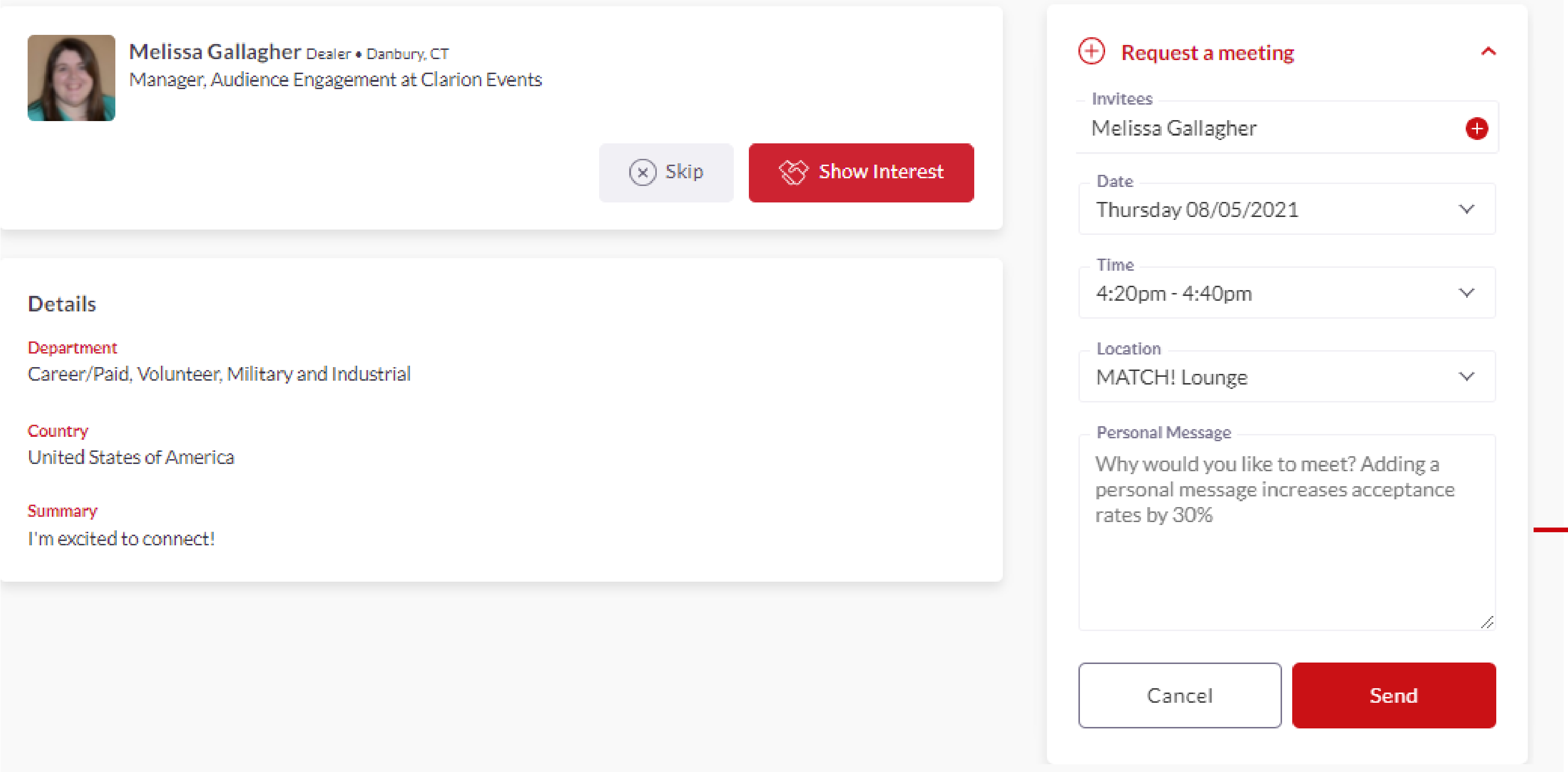
- Click "**My Connections**" to view the people you've connected with to chat with fellow event participants.
- You can also send a message to **MATCH! Sponsor** by visiting their **Showroom** page.




*A chat box only appears on an individual profile when there is a mutual connection. If you don't see the chat box, first mark them as "Interested". They can then mark you back as interested to create the "Connection".*

# REQUEST A MEETING

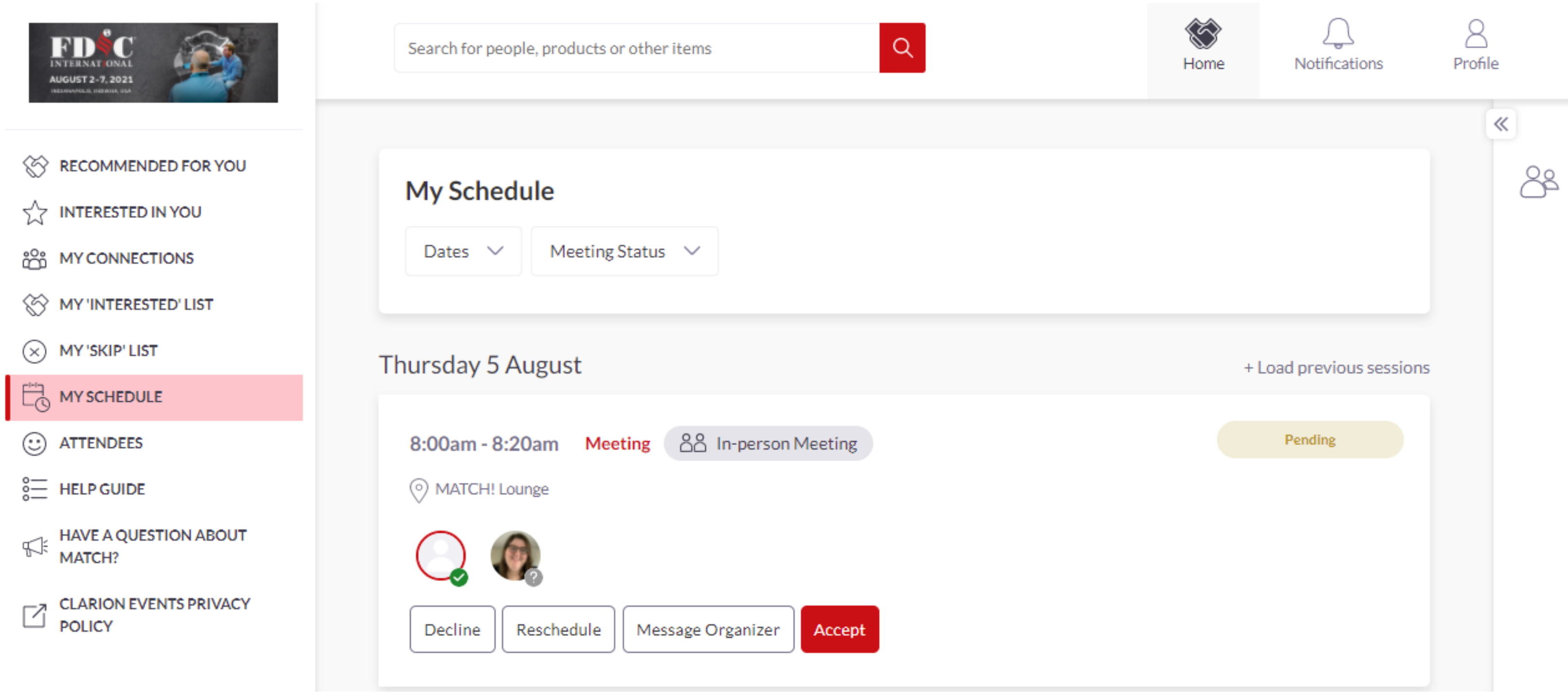
- While browsing the platform, if you find you'd like to meet with someone, click "**Request a Meeting**" next to their name. From their profile page, you can request a meeting.
- The platform will automatically select a time based available to you and the fellow event participant.




*Don't forget to add a Personal Message to your meeting request! It makes it personal, and helps them know who you are!*

# 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.




<u>DIFFERENT MEETING STATUSES:</u>

**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.

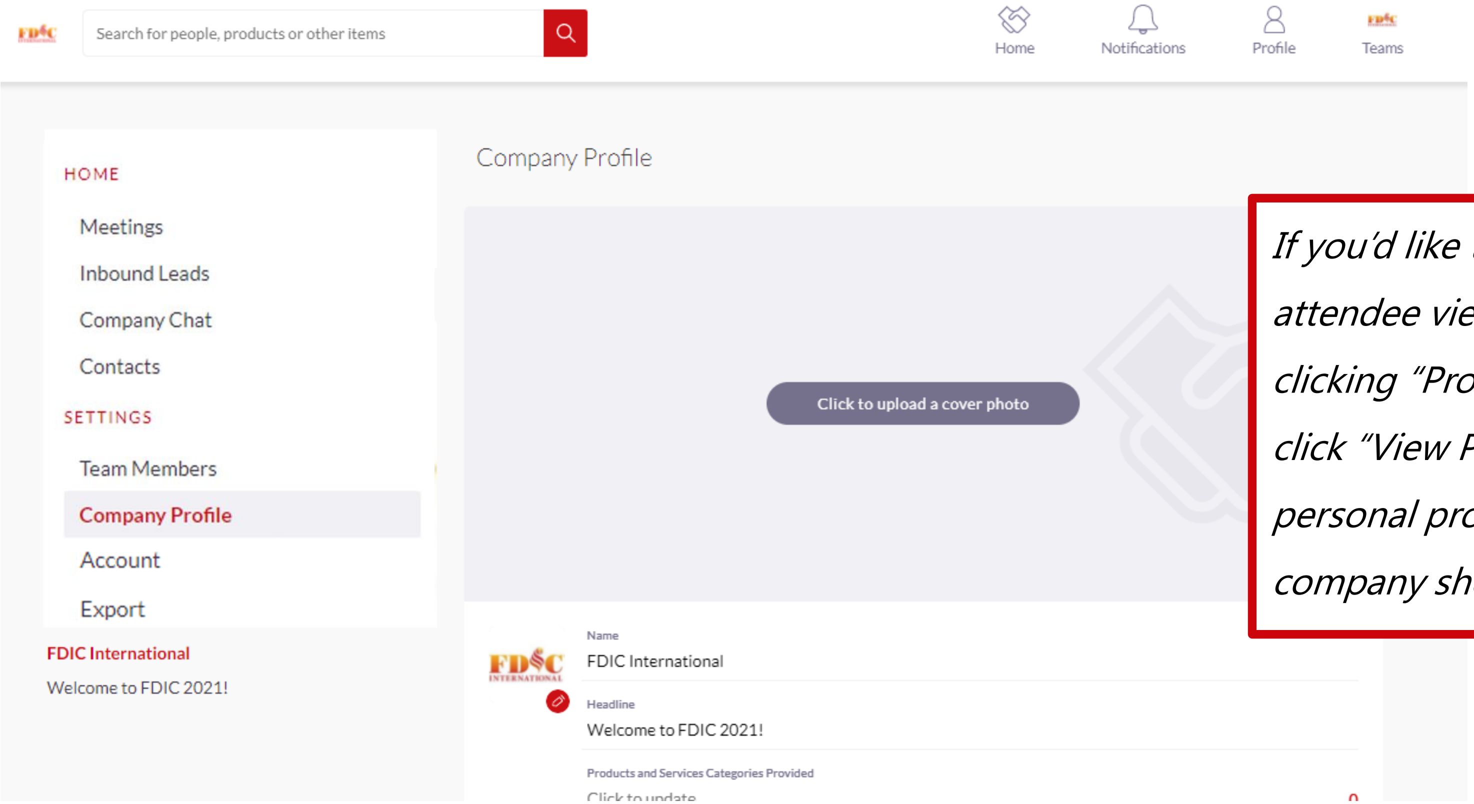
**Awaiting Response**: You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

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

*You can also decline or reschedule within the platform.*

# *Teams* | COMPANY PROFILE

- To edit your Company Profile, click "**Teams**" at the top-right.  Then, click "**Company Profile**" on the left navigation bar.
- Edit each individual field, then click "**Update Profile**" at the bottom of the page.

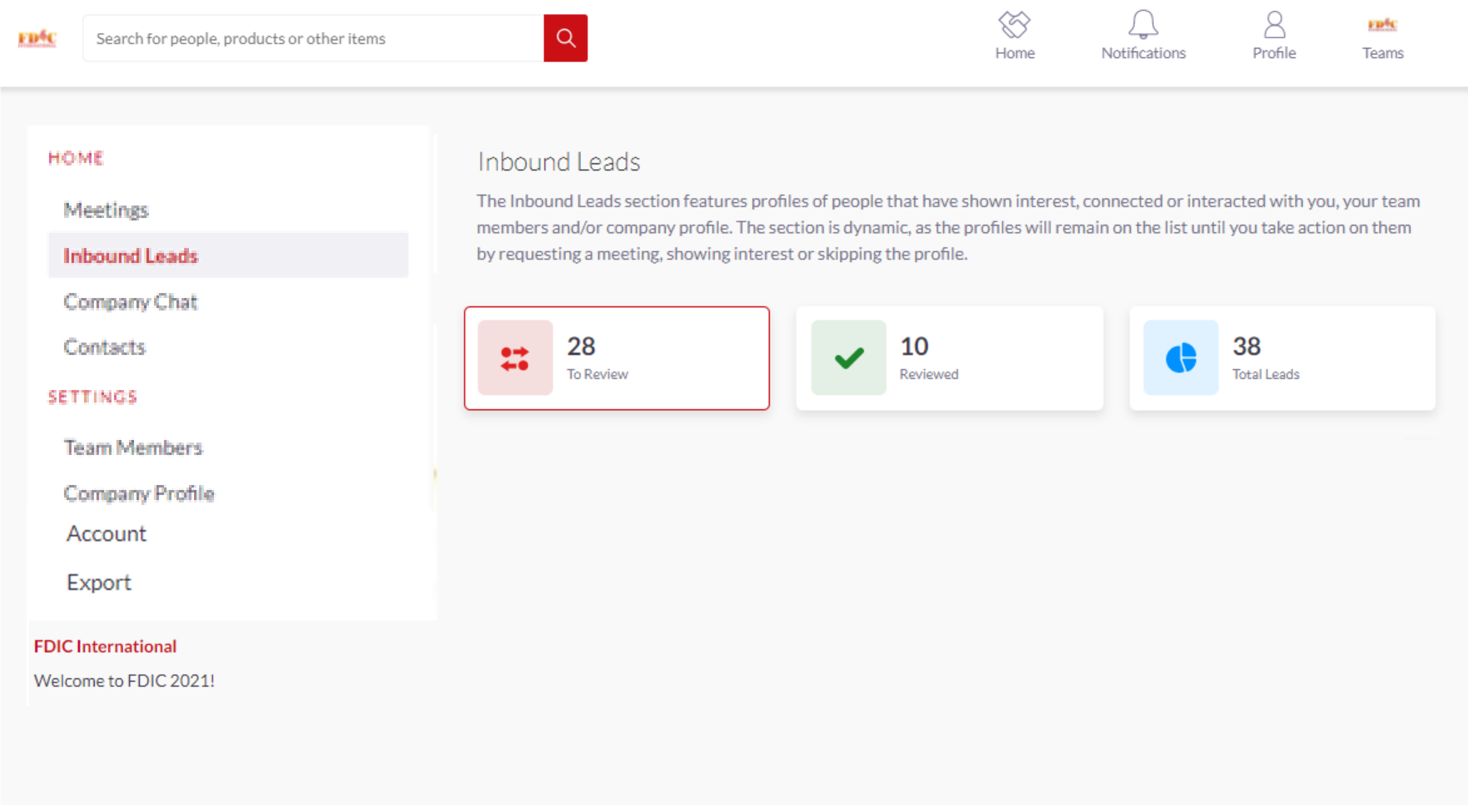



*If you'd like to view your Company Showroom from an attendee view, navigate to your personal profile, by clicking "Profile" to right.  Then, at the top of the page, click "View Profile".  This will bring you to your personal profile, and from there you can click on your company showroom.*

*Your company information would have been pulled from your Exhibitor Profile, but please make sure the information is correct.*

# *Teams* | INBOUND LEADS

- To view your Inbound Leads click "**Teams**" at the top-right.  Then, click "**Inbound Leads**" on the left navigation bar.




*Inbound Leads is your "short-list" of anyone who has view your profile or your company showroom.*