



# FDIC MATCH! Platform Guide



**FIRE &  
RESCUE** GROUP

[fdic.com](https://www.fdic.com)

# SUMMARY

**Login**, page 3

**Update your Profile**, page 5

**Manage Calendar Availability**, page 6

**Network**, page 7

**Chat**, page 9

**Request a Meeting**, page 10

**Accept a Meeting Request**, page 11

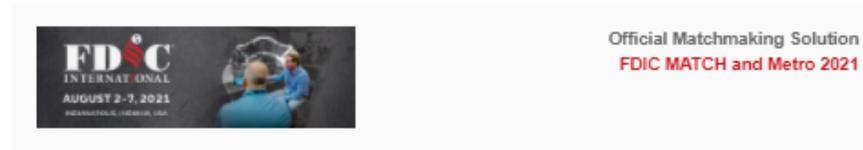
## TEAMS

**Company Profile**, page 12

**Inbound Leads**, page 13

# LOGIN

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



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](mailto: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.



Welcome to FDIC MATCH and Metro 2021. Please log in below to get started.

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.*

# 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**".

The screenshot shows the FDIC website interface. On the left is a navigation menu with options like 'RECOMMENDED FOR YOU', 'INTERESTED IN YOU', 'MY CONNECTIONS', 'MY 'INTERESTED' LIST', 'MY 'SKIP' LIST', 'MY SCHEDULE', 'EXHIBITOR REPRESENTATIVES', 'EXHIBITORS', 'HELP GUIDE', 'HAVE A QUESTION ABOUT MATCH?', and 'CLARION EVENTS PRIVACY POLICY'. The main content area features a 'Complete your profile' modal window with a progress bar and a list of fields: Website (0), LinkedIn Profile (0), State/Province (CT, checked), Country (United States of America, checked), City (DANBURY, checked), and Number of Career Firefighters in your department (Under 75, checked). A 'Next >' button is at the bottom right of the modal. To the right of the modal is a 'Connections' section with a 'No connections yet' message and a 'See Recommendations' button. The top navigation bar includes 'Home', 'Notifications', and 'Profile' (circled in red). A large red circle on the right side of the image contains a profile icon and the word 'Profile', with a red line connecting it to the 'Profile' link in the top navigation bar.

*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.

The screenshot shows a user profile page with a navigation menu on the left. The 'Manage My Availability' option is circled in red. A red box highlights the 'My Availability' modal window, which is open over the profile information. The modal window shows a calendar for Thursday, August 05, and Friday, August 06. The 'Make the entire day Busy' buttons are highlighted in red. The 'Save' button is also visible at the bottom of the modal.

**NAVIGATION**

- Edit Profile
- Manage My Availability**
- Change Email
- Change Password
- Manage Notifications

**MORE**

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

**Edit Profile**

View profile

**First name**  
Melissa

**Last name**  
Gallagher

**Headline**  
Manager, Audience Engage

**(Most Recent) Job Title**  
Manager, Audience Engagement

**(Most Recent) Company**  
Clarion Events

**Location**

**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.

All times shown for **America/Indiana/Indianapolis**

Thursday August 05

Friday August 06

Make the entire day **Busy**

Make the entire day **Busy**

8:00am Available

8:20am Available

8:40am Available

9:00am Available

Save

# NETWORK

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

FDIC INTERNATIONAL AUGUST 2-7, 2021

Search for people, products or other items

Home Notifications Profile

RECOMMENDED FOR YOU

INTERESTED IN YOU 1

MY CONNECTIONS

MY 'INTERESTED' LIST

MY 'SKIP' LIST

MY SCHEDULE

EXHIBITOR REPRESENTATIVES

EXHIBITORS

HELP GUIDE

HAVE A QUESTION ABOUT MATCH?

CLARION EVENTS PRIVACY POLICY

Recommended for You

Melissa Gallagher Attendee  
Manager, Audience Engagement at Clarion Events

Number of Career Firefighters in your department  
Under 75

Products and Services Interested  
Education and Training Services & Systems, Extrication, Special Ops and Rescue, Communications/Software/Accountability and Compliance Systems and Apparatus Accessories & Components

City  
Danbury

State/Province  
Connecticut

Show Interest Request a meeting Skip

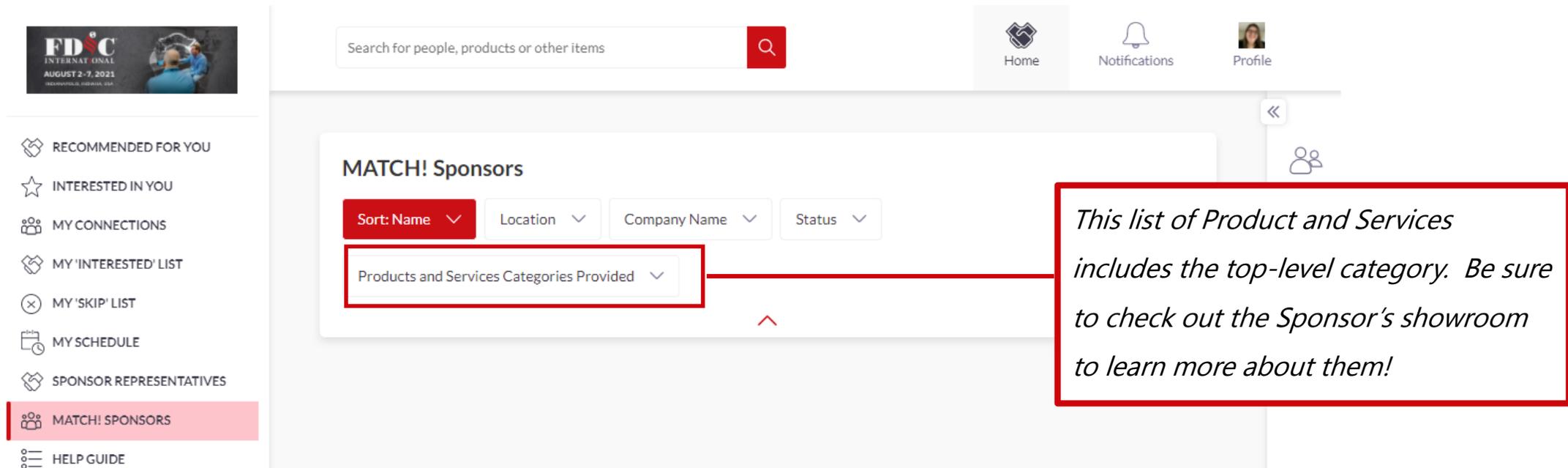
You can take the following actions on event participants:

- 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**"



The screenshot shows the MATCH! Sponsors page. On the left is a navigation bar with the following items: RECOMMENDED FOR YOU, INTERESTED IN YOU, MY CONNECTIONS, MY 'INTERESTED' LIST, MY 'SKIP' LIST, MY SCHEDULE, SPONSOR REPRESENTATIVES, MATCH! SPONSORS (highlighted in pink), and HELP GUIDE. At the top of the main content area is a search bar with the text "Search for people, products or other items" and a red search icon. To the right of the search bar are icons for Home, Notifications, and Profile. Below the search bar is a section titled "MATCH! Sponsors" with several filter dropdowns: "Sort: Name", "Location", "Company Name", "Status", and "Products and Services Categories Provided". The "Products and Services Categories Provided" dropdown is highlighted with a red box. A red line connects this box to a callout box on the right containing the text: "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.

The screenshot displays the event app interface. On the left is a navigation menu with options: RECOMMENDED FOR YOU, INTERESTED IN YOU, MY CONNECTIONS (highlighted), MY 'INTERESTED' LIST, MY 'SKIP' LIST, MY SCHEDULE, ATTENDEES, HELP GUIDE, HAVE A QUESTION ABOUT MATCH?, and CLARION EVENTS PRIVACY POLICY. The main content area shows 'My Connections' with a search bar and a list of connections. A connection for Melissa Gallagher is shown with a status 'You are now connected...' and a timestamp '(24 Jul 2:23pm)'. A chat box for Melissa Gallagher is overlaid, displaying a meeting notification: 'You have a meeting scheduled with Melissa Gallagher. 5th Aug 2021 | 8:00am - 8:20am | MATCH! Lounge'. Below the notification is a message 'You are now connected with Melissa Gallagher.' and a 'Type message...' input field. On the right, a 'Connections' sidebar is visible with a search bar and a list of connections, including Melissa Gallagher with a timestamp '2:23pm'. The top navigation bar includes Home, Notifications (with a red badge '3'), and Profile icons.

*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

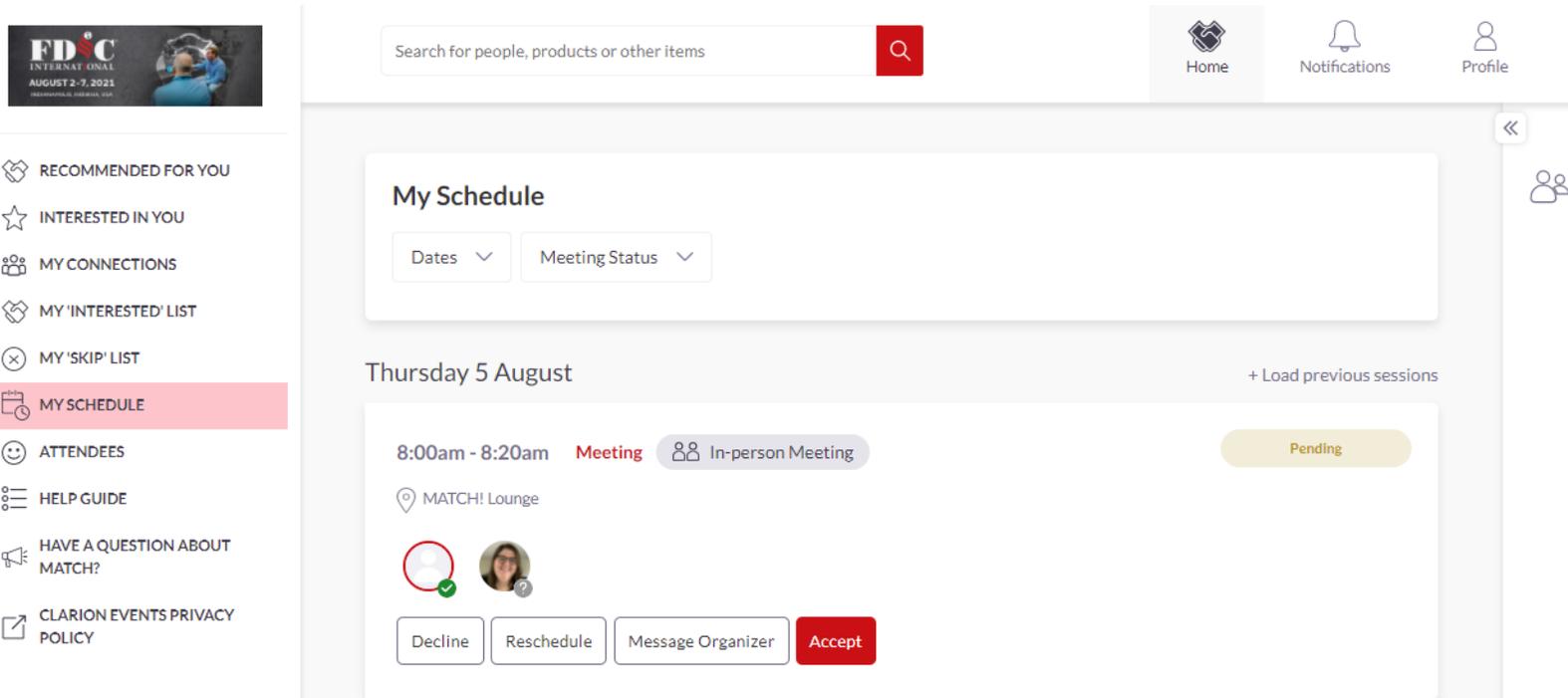
- While browsing the platform, if you find you'd like to meet with someone, click "**Request a Meeting**" next to their name. From their profile page, you can request a meeting.
- The platform will automatically select a time based available to you and the fellow event participant.

The image shows a user profile for Melissa Gallagher, a Dealer in Danbury, CT, with a role as Manager, Audience Engagement at Clarion Events. The profile includes a photo, a 'Skip' button, and a 'Show Interest' button. Below the profile, there are sections for 'Details', 'Department' (Career/Paid, Volunteer, Military and Industrial), 'Country' (United States of America), and 'Summary' (I'm excited to connect!). To the right, a 'Request a meeting' form is open, showing the invitee's name (Melissa Gallagher), a date (Thursday 08/05/2021), a time (4:20pm - 4:40pm), and a location (MATCH! Lounge). A 'Personal Message' field contains the text: '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.

*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.



The screenshot displays the user interface of the platform. On the left is a navigation menu with options: RECOMMENDED FOR YOU, INTERESTED IN YOU, MY CONNECTIONS, MY 'INTERESTED' LIST, MY 'SKIP' LIST, MY SCHEDULE (highlighted in pink), ATTENDEES, HELP GUIDE, HAVE A QUESTION ABOUT MATCH?, and CLARION EVENTS PRIVACY POLICY. The main content area features a search bar at the top, followed by navigation icons for Home, Notifications, and Profile. Below this is the 'My Schedule' section with filters for 'Dates' and 'Meeting Status'. The current view shows a meeting for 'Thursday 5 August' from 8:00am to 8:20am, categorized as a 'Meeting' and 'In-person Meeting' at 'MATCH! Lounge'. The meeting status is 'Pending'. At the bottom of the meeting card are buttons for 'Decline', 'Reschedule', 'Message Organizer', and 'Accept'.

## 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.

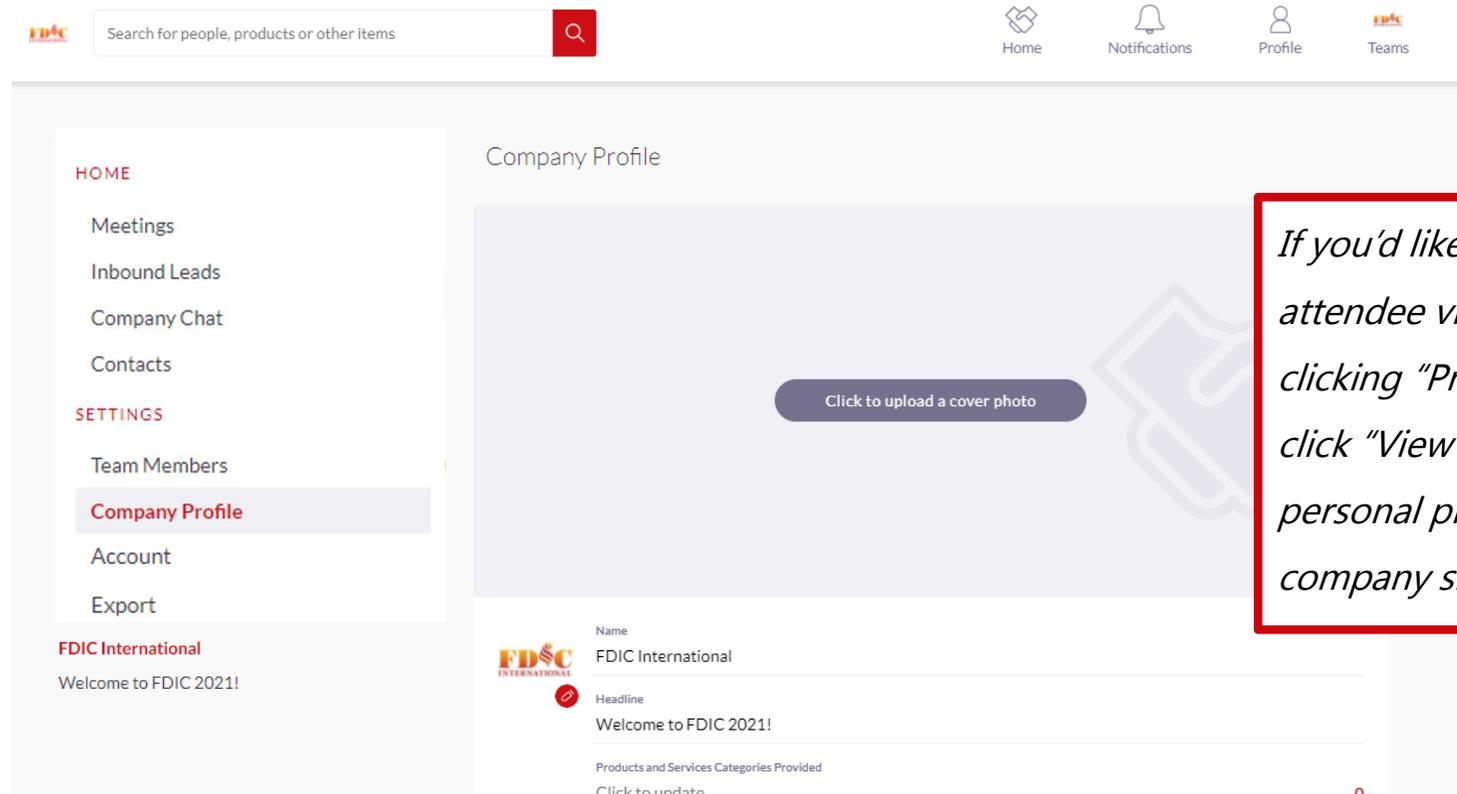
**Awaiting Response:** You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

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

*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.

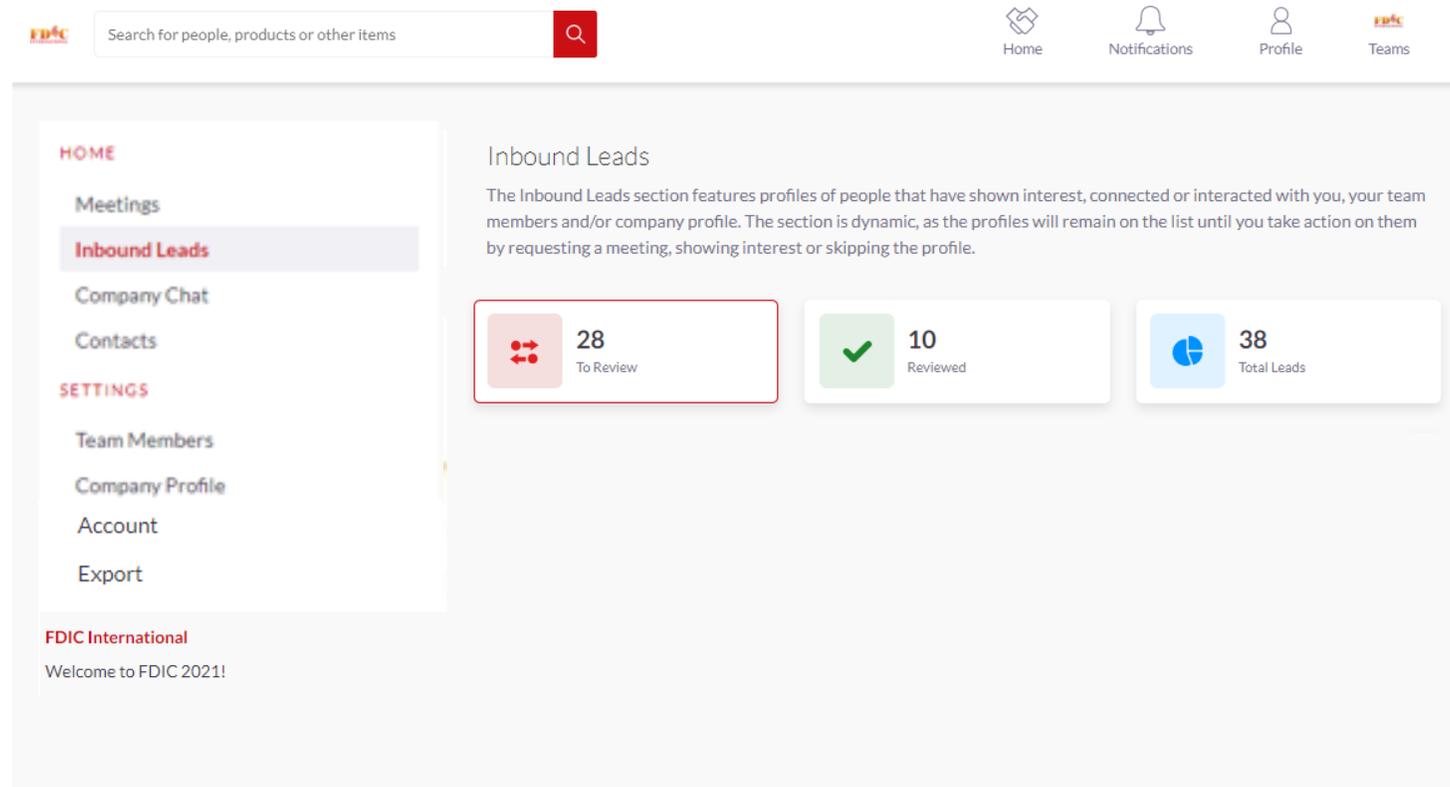


*If you'd like to view your Company Showroom from an attendee view, navigate to your personal profile, by clicking "Profile" to right. Then, at the top of the page, click "View Profile". This will bring you to your personal profile, and from there you can click on your company showroom.*

*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.*