



# FDIC MATCH! Platform Guide



**FIRE &  
RESCUE** GROUP

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

# SUMMARY

**Login**, page 3

**Update your Profile**, page 5

**Manage Calendar Availability**, page 6

**Network**, page 7

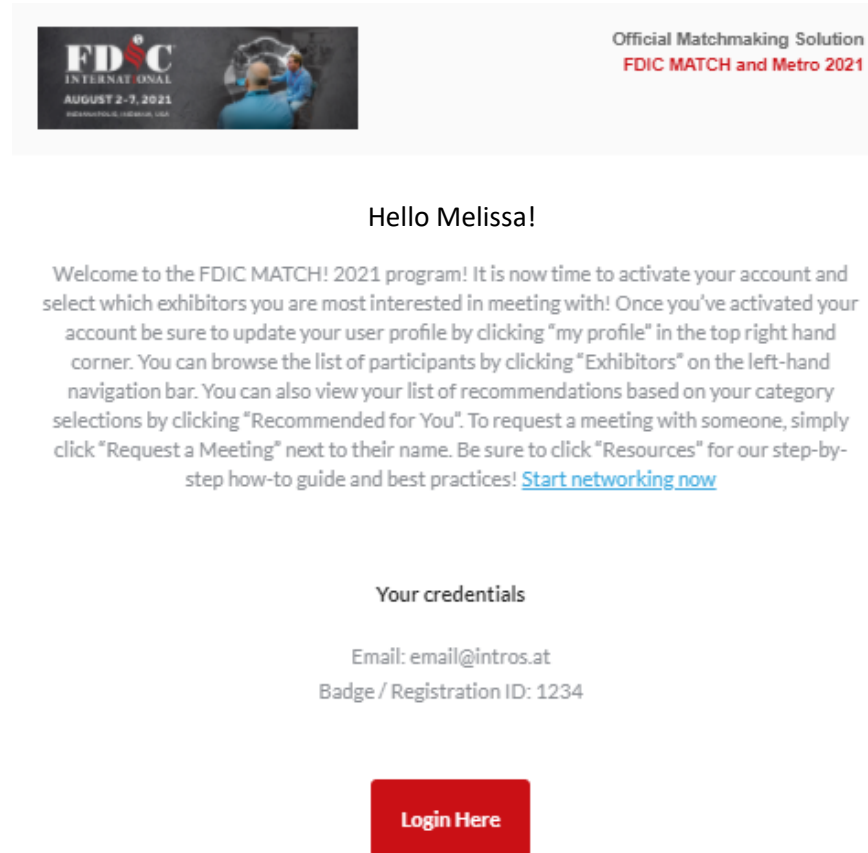
**Chat**, page 9

**Request a Meeting**, page 10

**Accept a Meeting Request**, page 11

# 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!**



*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



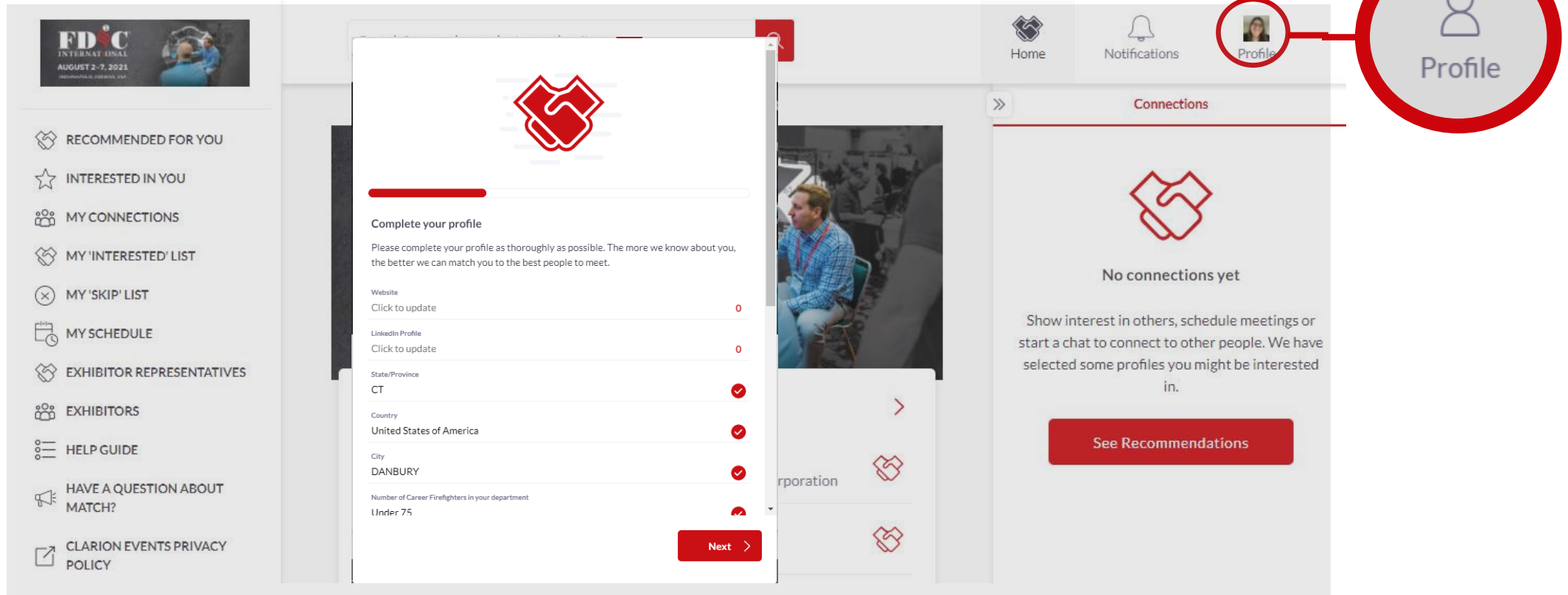
Don't know your badge ID?

[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**".



*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 interface for managing availability. At the top, there's a search bar and navigation links for Home, Notifications (with a red badge), and Profile. The left navigation bar includes 'Edit Profile' and 'Manage My Availability' (circled in red). The main content area shows the 'Edit Profile' section with a user profile card for Melissa Gallagher, Metro Attendee, Manager, Audience Engagement. Below this, there's a section for '(Most Recent) Job Title' and '(Most Recent) Company'. The 'My Availability' modal is open, showing a calendar for Thursday, August 05, and Friday, August 06. The modal includes a 'Save' button at the bottom right.

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 Engagement

Metro Attendee

(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

Skip

Show Interest Request a meeting

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

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. The main content area has a search bar at the top with the text "Search for people, products or other items". Below the search bar are filters: Sort: Name, Location, Company Name, Status, and Products and Services Categories Provided (highlighted with a red box). A red line connects this filter to a callout box on the right. The callout box contains 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!".

FDIC INTERNATIONAL  
AUGUST 2-7, 2021  
WASHINGTON, DC

Search for people, products or other items

Home Notifications Profile

MATCH! Sponsors

Sort: Name Location Company Name Status

Products and Services Categories Provided

«

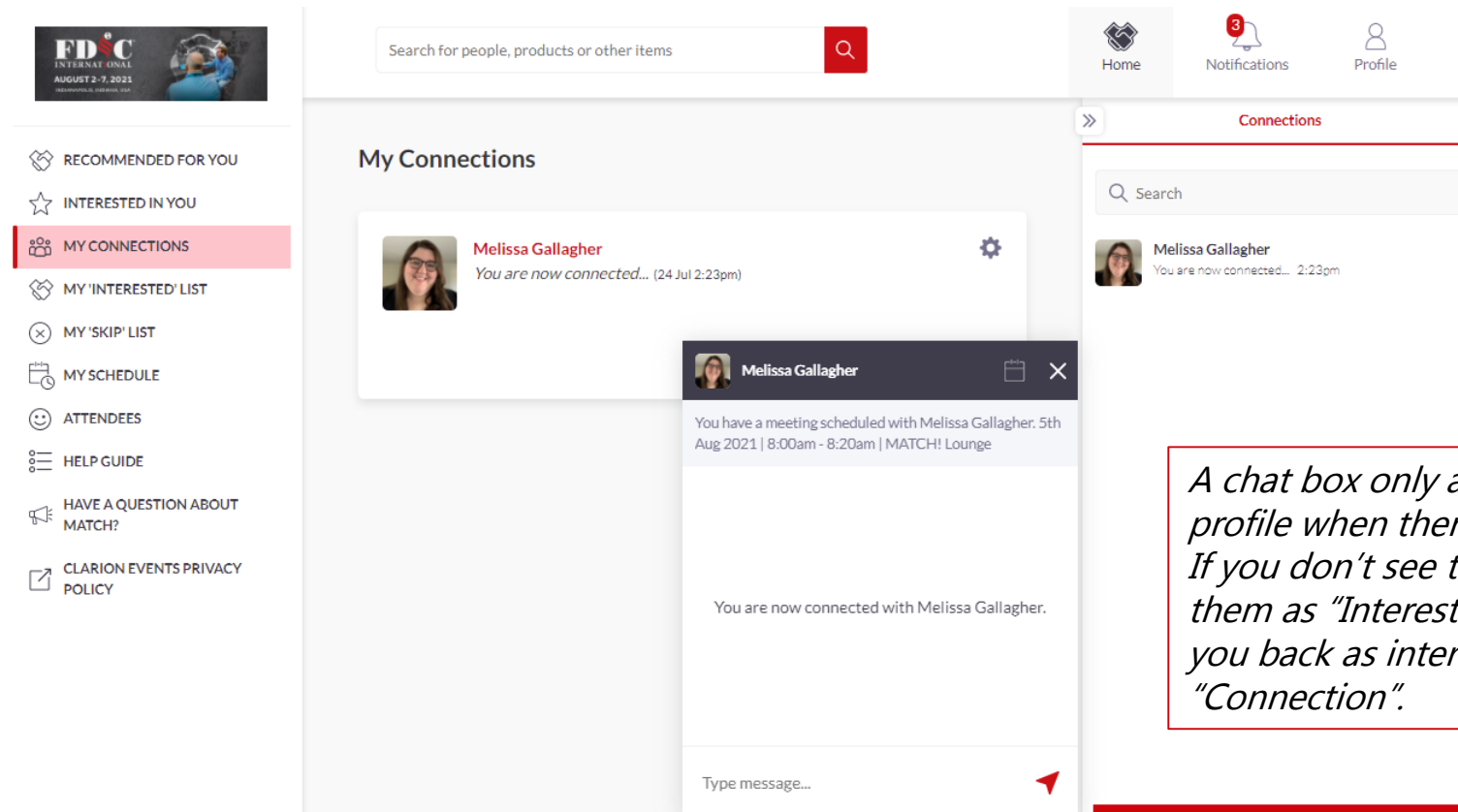
⋮

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

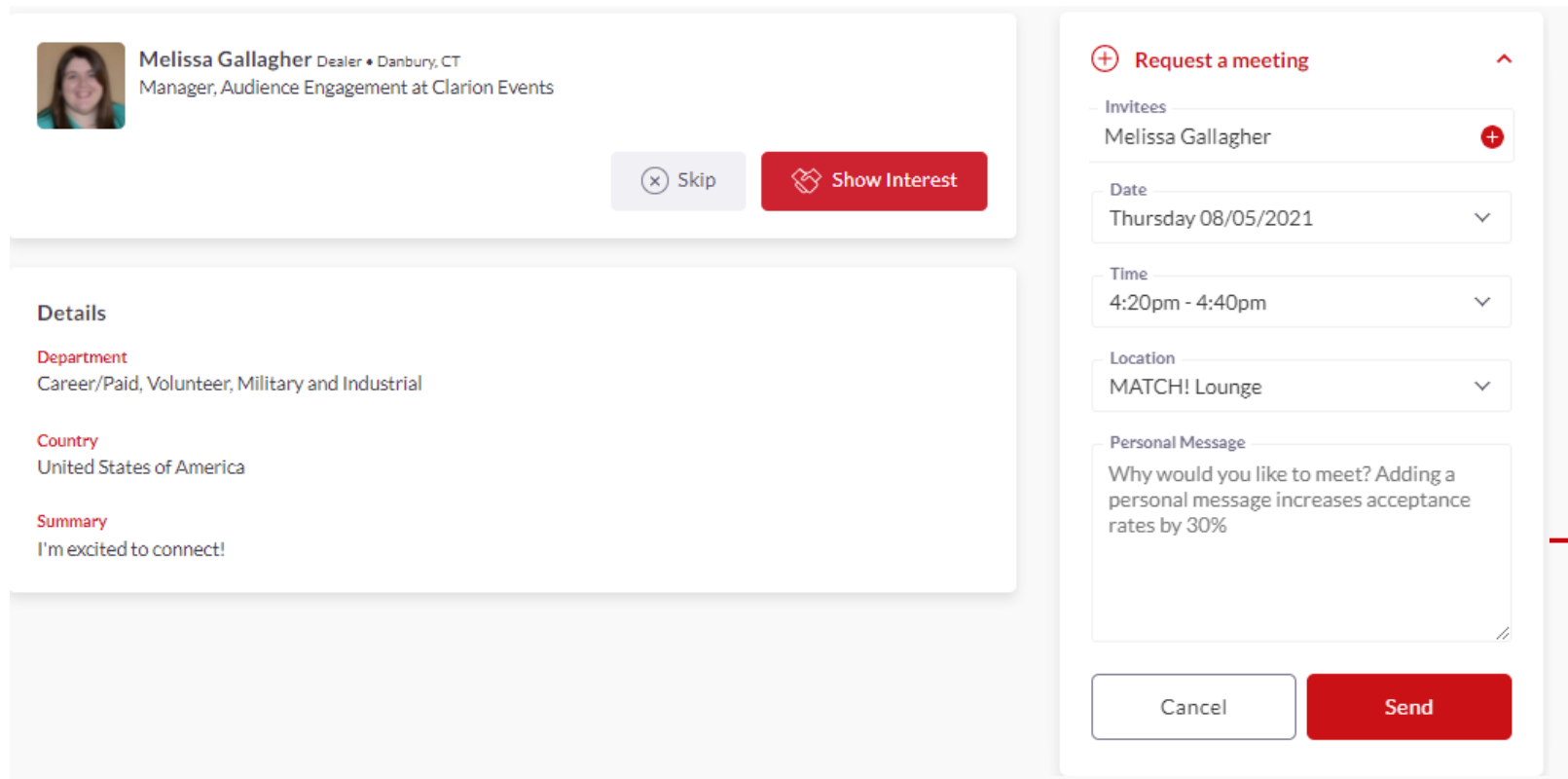
- Click “**My Connections**” to view the people you’ve connected with to chat with fellow event participants.
- You can also send a message to **MATCH! Sponsor** by visiting their **Showroom** page.



*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.



The image shows a user profile for Melissa Gallagher and a 'Request a meeting' form. The profile includes a photo, name, title, and location. The form has fields for invitees, date, time, location, and a personal message, with 'Cancel' and 'Send' buttons at the bottom.

**Profile:**

- Name:** Melissa Gallagher
- Role:** Dealer • Danbury, CT
- Title:** Manager, Audience Engagement at Clarion Events
- Buttons:** Skip, Show Interest

**Details:**

- Department:** Career/Paid, Volunteer, Military and Industrial
- Country:** United States of America
- Summary:** I'm excited to connect!

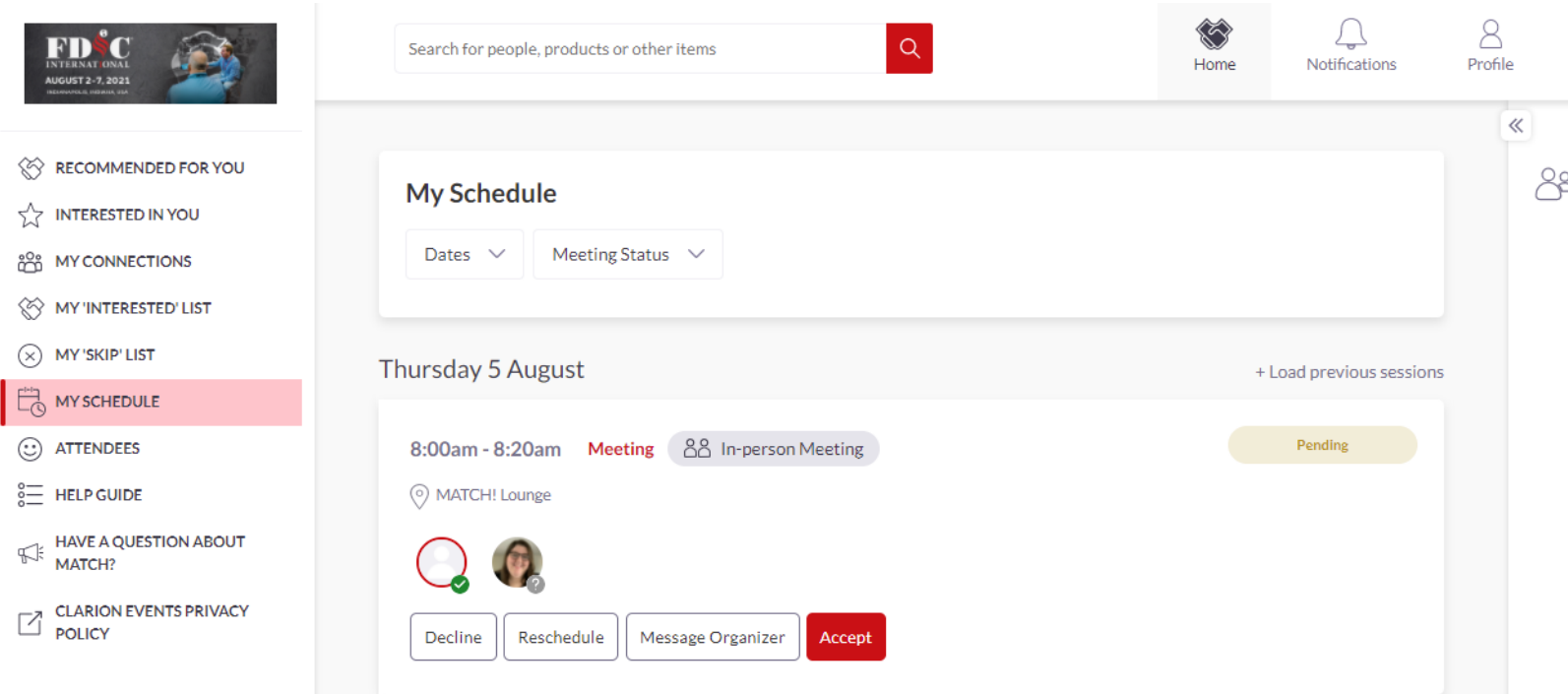
**Request a meeting form:**

- Invitees:** Melissa Gallagher (+)
- Date:** Thursday 08/05/2021 (v)
- Time:** 4:20pm - 4:40pm (v)
- Location:** MATCH! Lounge (v)
- Personal Message:** Why would you like to meet? Adding a personal message increases acceptance rates by 30%
- Buttons:** Cancel, Send

*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.



## 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.*