



FDIC MATCH! Platform Guide



**FIRE &
RESCUE** GROUP

fdic.com

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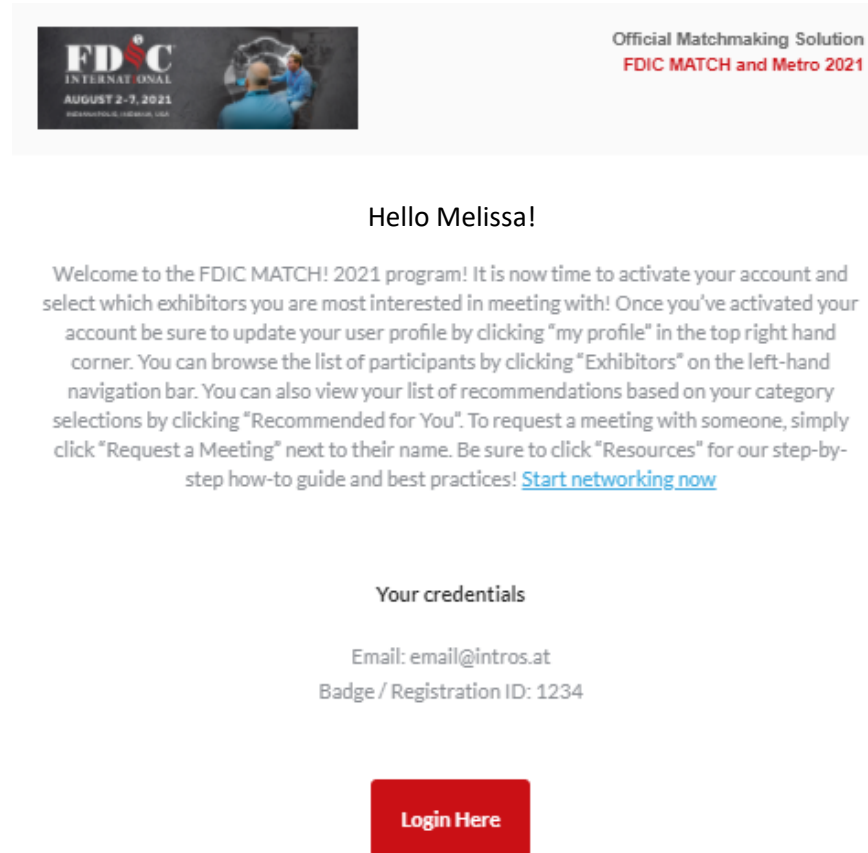
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LOGIN

- 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!



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



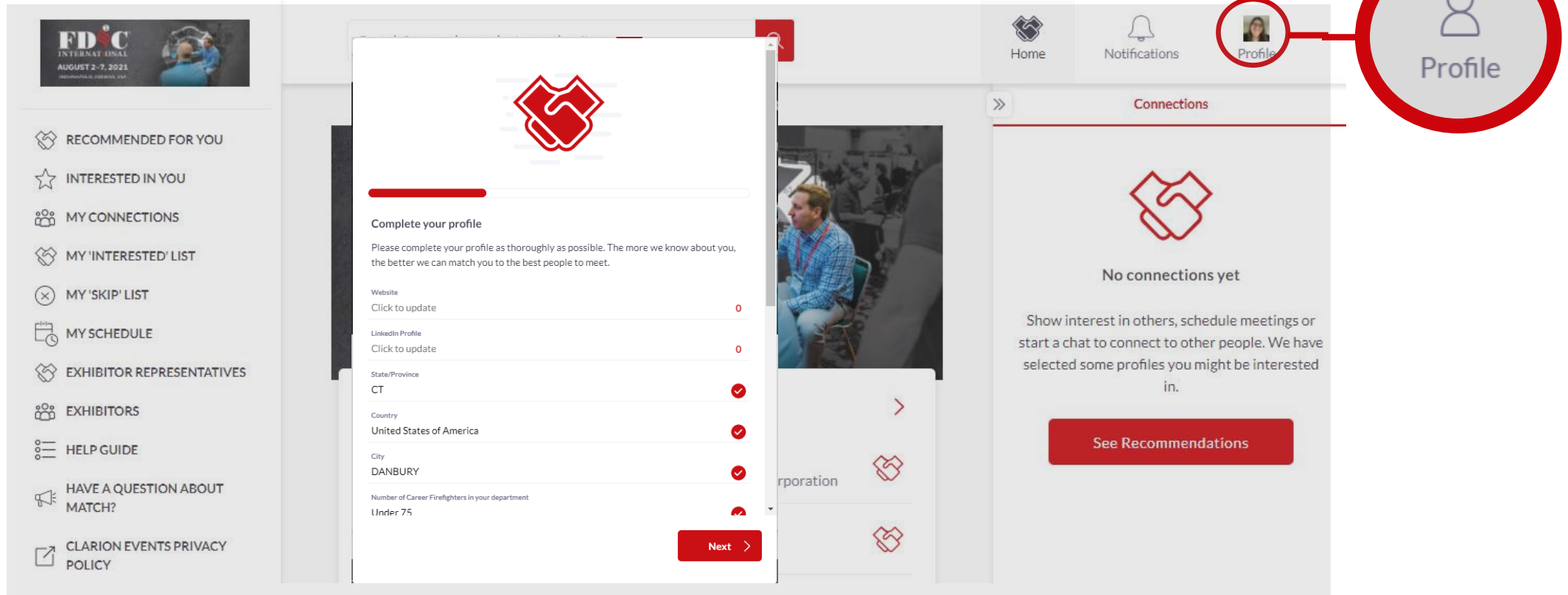
Don't know your badge ID?

[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 is a search bar and navigation links for Home, Notifications (with a red badge), and Profile. The left sidebar contains a 'NAVIGATION' section with 'Edit Profile' and 'Manage My Availability' (circled in red), and a 'MORE' section with links like 'About this Solution' and 'Sign Out'. The main content area is titled 'Edit Profile' and shows a user profile for 'Melissa Gallagher' with a red badge. A red box highlights the profile information. To the right, a 'My Availability' modal is open, showing a table for availability on Thursday, August 05, and Friday, August 06. The table has columns for time slots (8:00am, 8:20am, 8:40am, 9:00am) and availability status (Available). Above the table, there are buttons to 'Make the entire day Busy'. A 'Save' button is at the bottom right of the modal.

Search for people, products or other items

Home Notifications Profile

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 displays the MATCH! Sponsors web application. On the left is a vertical navigation bar with a header banner for 'FDIC INTERNATIONAL AUGUST 2-7, 2021'. The navigation menu includes: RECOMMENDED FOR YOU, INTERESTED IN YOU, MY CONNECTIONS, MY 'INTERESTED' LIST, MY 'SKIP' LIST, MY SCHEDULE, SPONSOR REPRESENTATIVES, MATCH! SPONSORS (highlighted with a red bar), and HELP GUIDE. The main content area features a search bar at the top with the placeholder text 'Search for people, products or other items'. Below the search bar are navigation links for Home, Notifications, and Profile. The central section is titled 'MATCH! Sponsors' and contains a filter bar with four dropdown menus: 'Sort: Name', 'Location', 'Company Name', and 'Status'. A fifth dropdown menu, 'Products and Services Categories Provided', is highlighted with a red box. A red line connects this dropdown to a text box on the right. The text box contains the instruction: '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!'. A red arrow points upwards from the bottom of the filter bar.

FDIC INTERNATIONAL
AUGUST 2-7, 2021
WASHINGTON, DC

Search for people, products or other items

Home Notifications Profile

MATCH! Sponsors

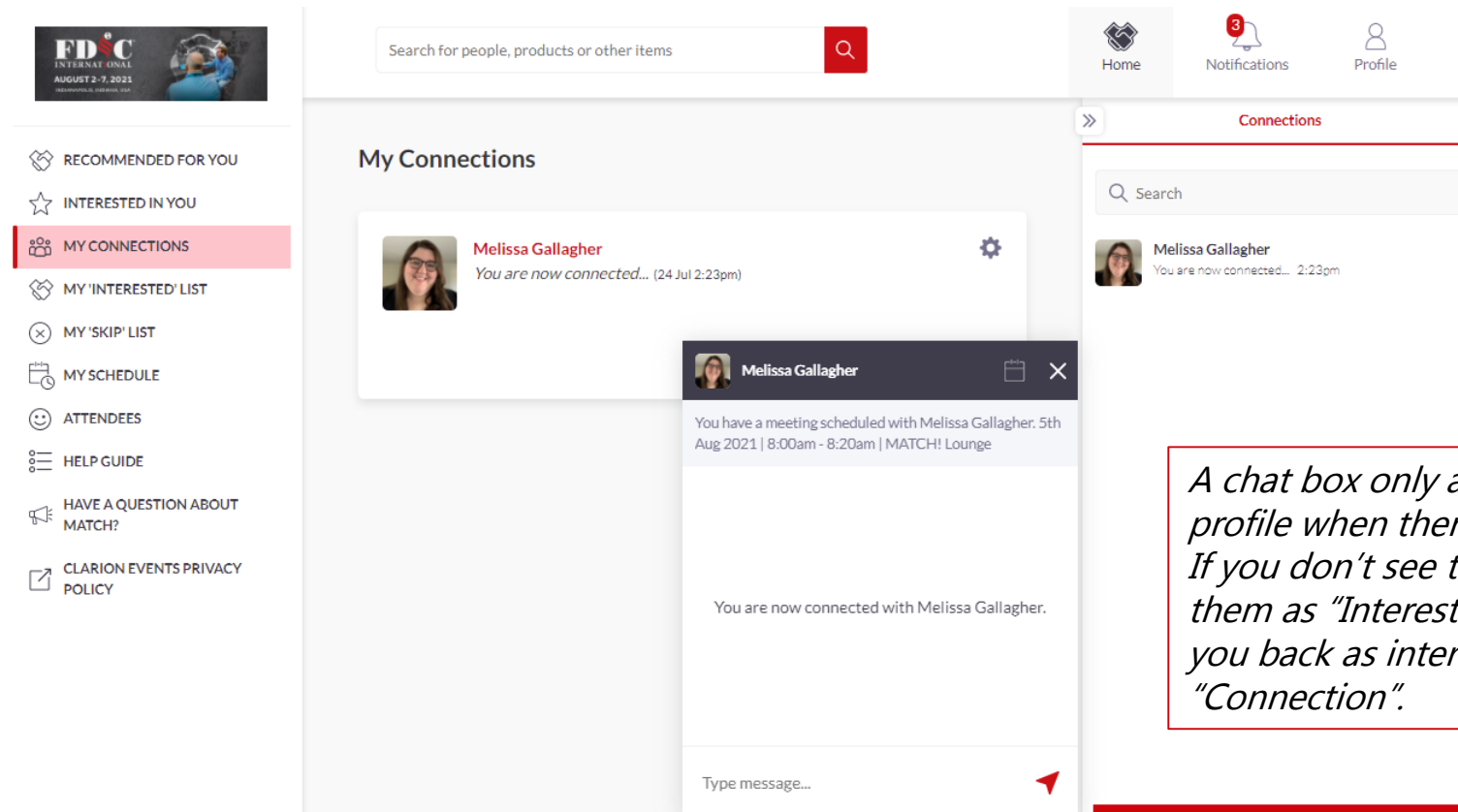
Sort: Name Location Company Name Status

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

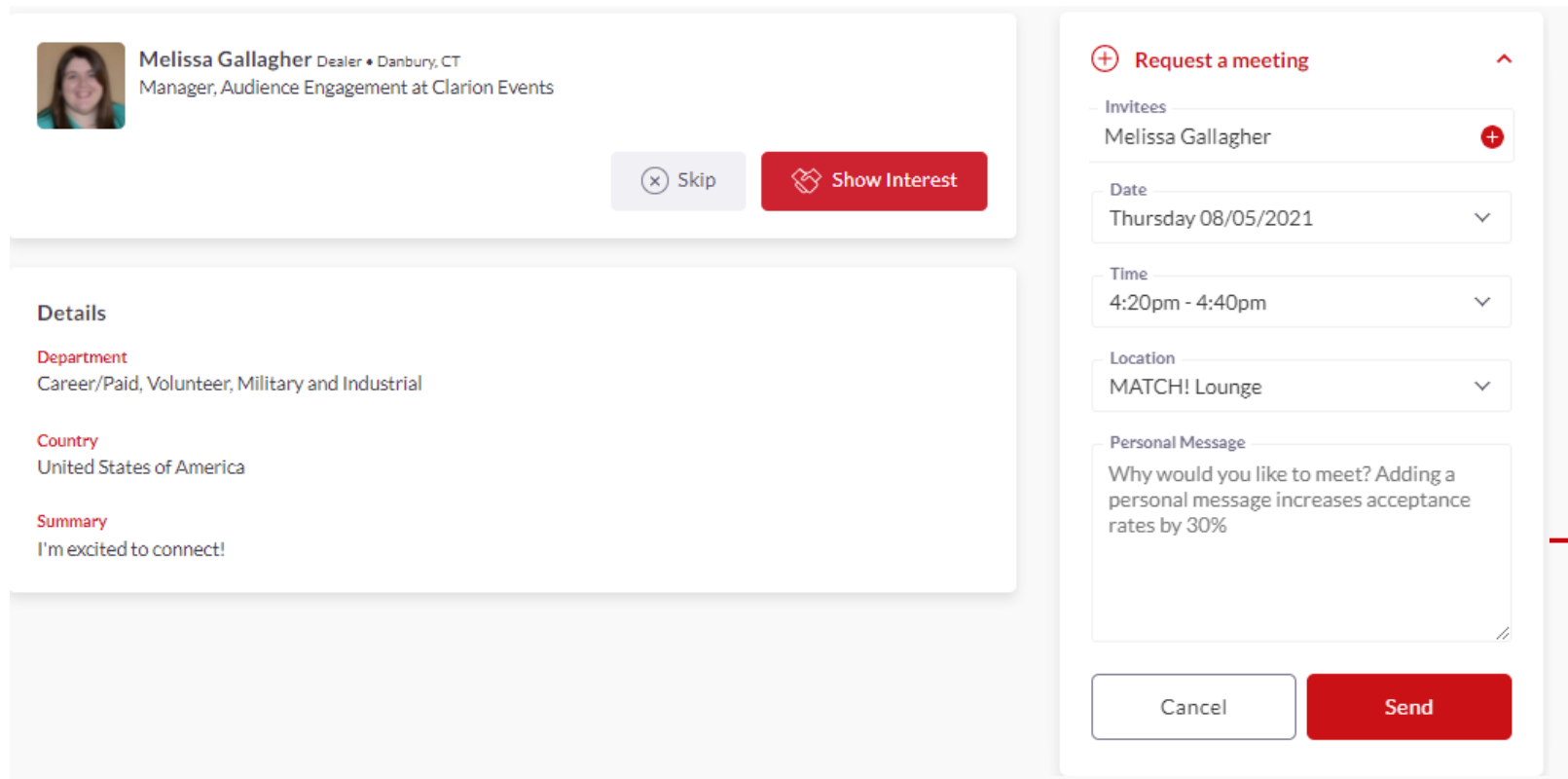
- Click “**My Connections**” to view the people you’ve connected with to chat with fellow event participants.
- You can also send a message to **MATCH! Sponsor** by visiting their **Showroom** page.



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 screenshot shows a user profile for Melissa Gallagher and a 'Request a meeting' form. The profile includes a photo, name, title, and details like department, country, and a summary. 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
- Title:** Dealer • Danbury, CT
- Role:** 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!

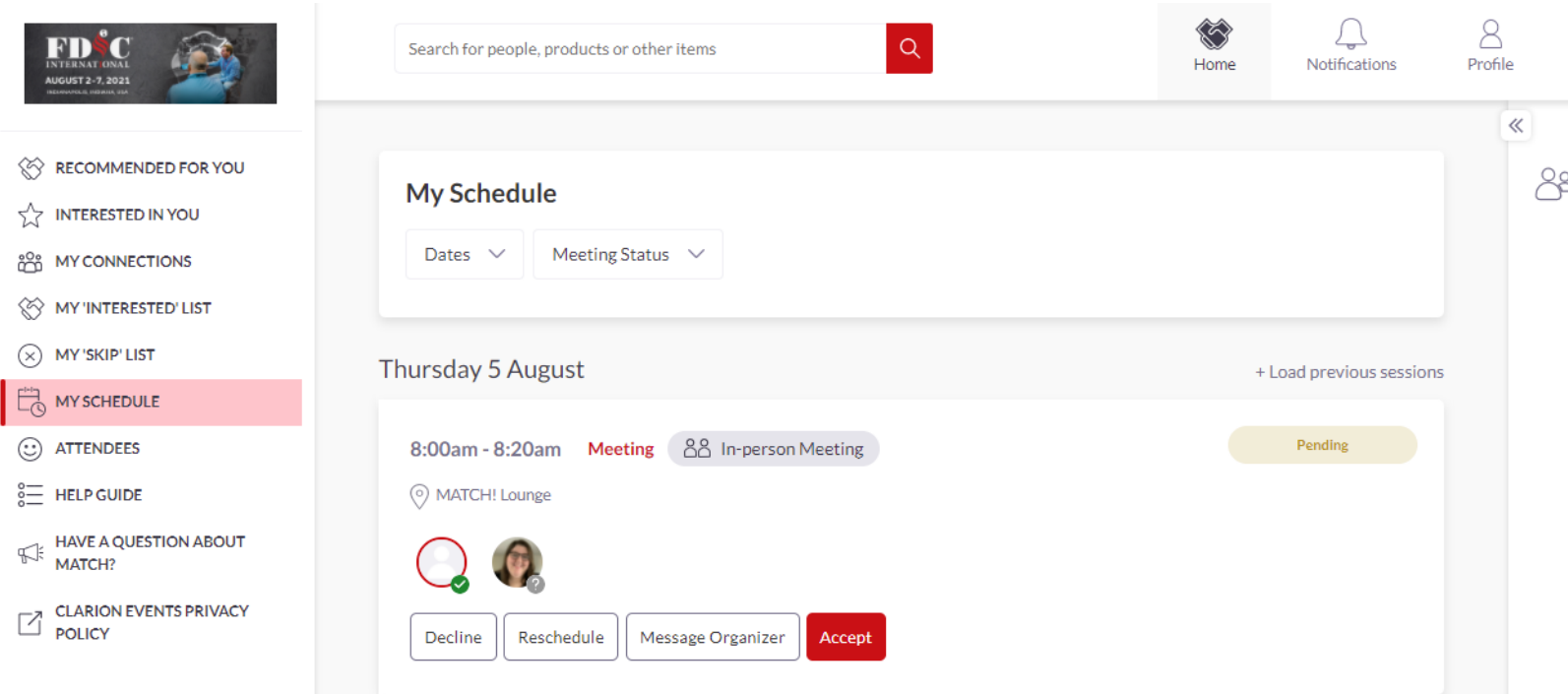
Request a meeting form:

- Invitees:** Melissa Gallagher
- Date:** Thursday 08/05/2021
- Time:** 4:20pm - 4:40pm
- Location:** MATCH! Lounge
- 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.

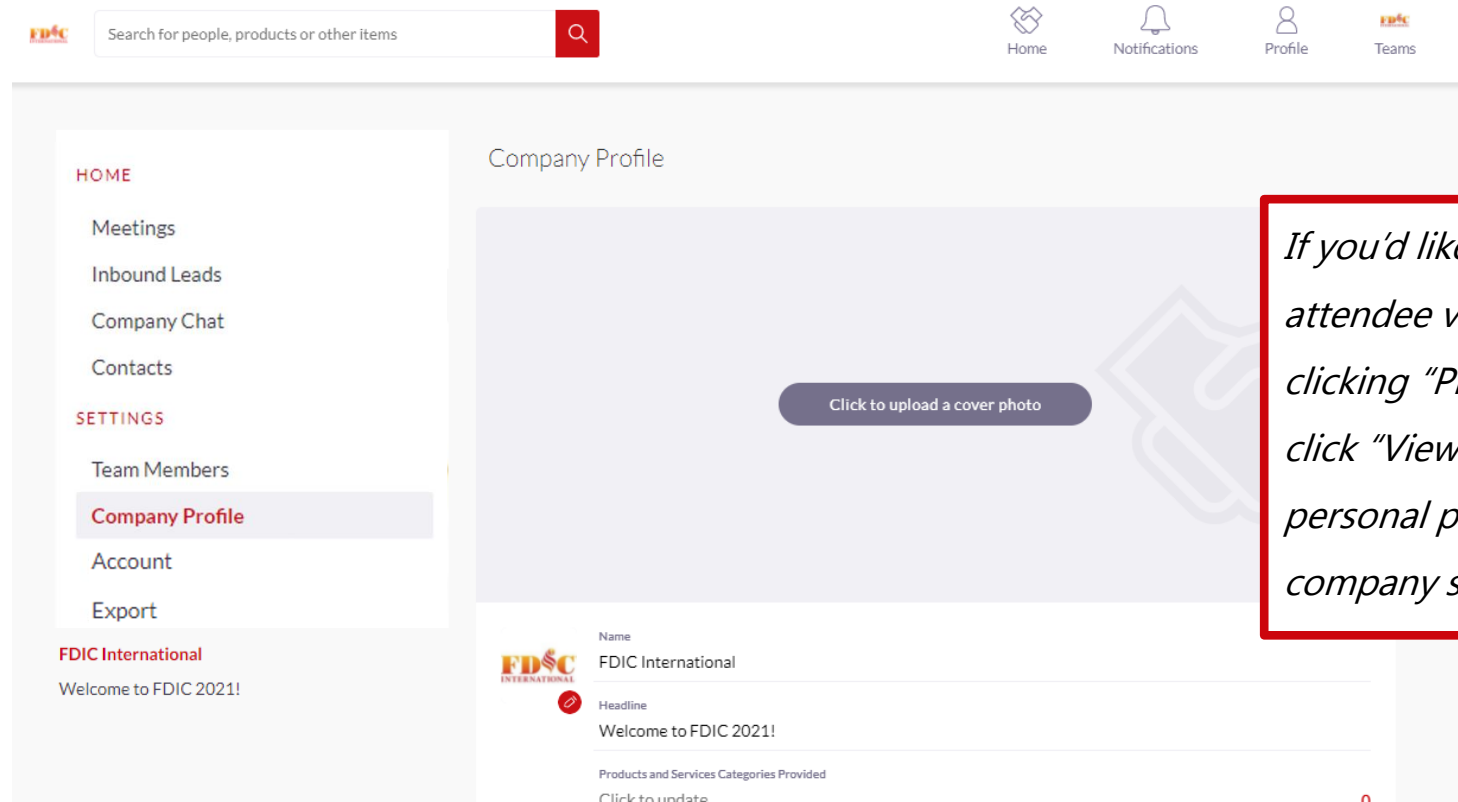
Awaiting Response: You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

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

You can also decline or reschedule within the platform.

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.

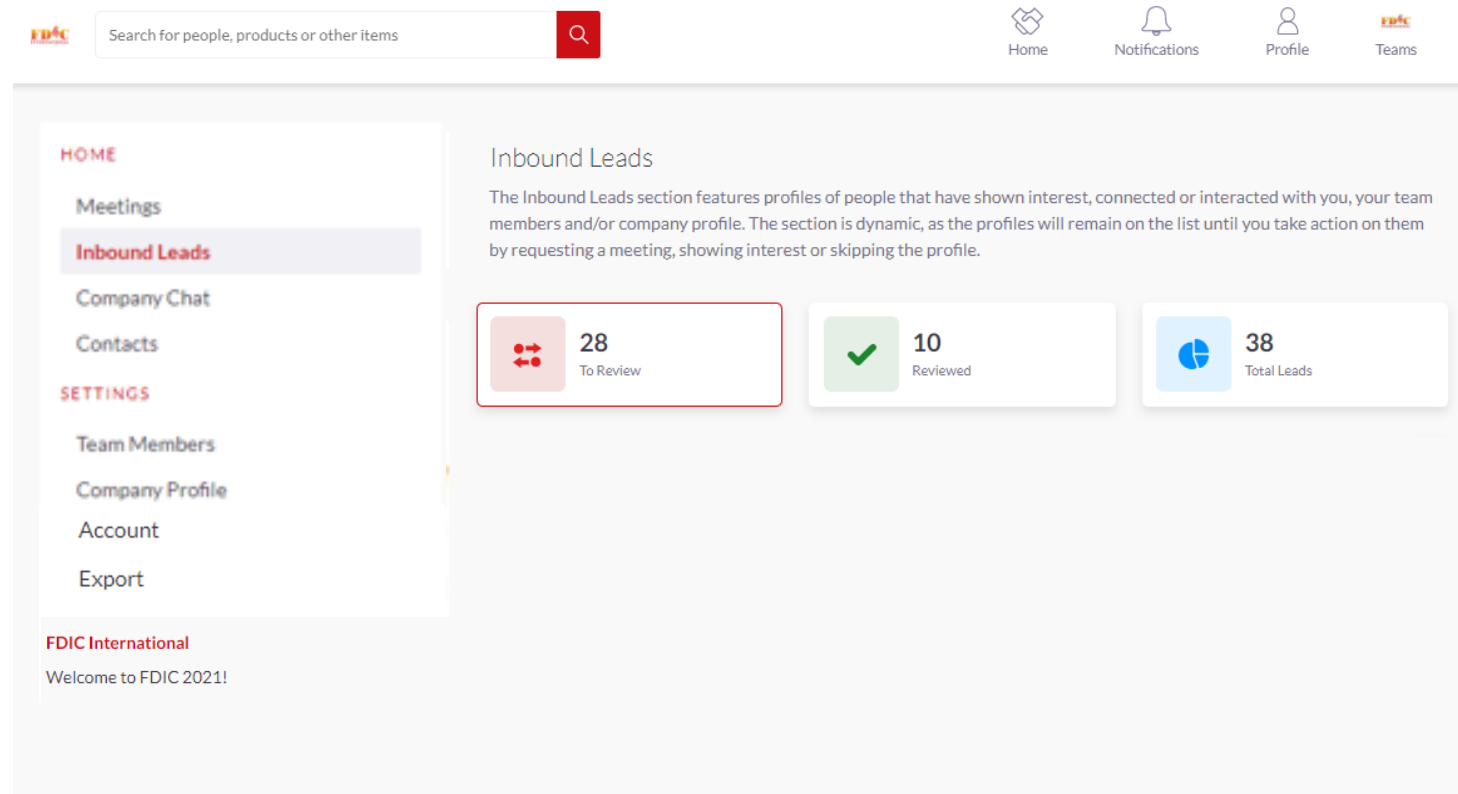


If you'd like to view your Company Showroom from an attendee view, navigate to your personal profile, by clicking "Profile" to right. Then, at the top of the page, click "View Profile". This will bring you to your personal profile, and from there you can click on your company showroom.

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.