


# MATCH! Exhibitor How-to Guide

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



## Smoky Mountain Gift Show

**NOVEMBER 8-11, 2023**  
GATLINBURG CONVENTION CENTER  
GATLINBURG, TENNESSEE

**MATCH!**  
*in the*  
**MOUNTAINS**

# SUMMARY

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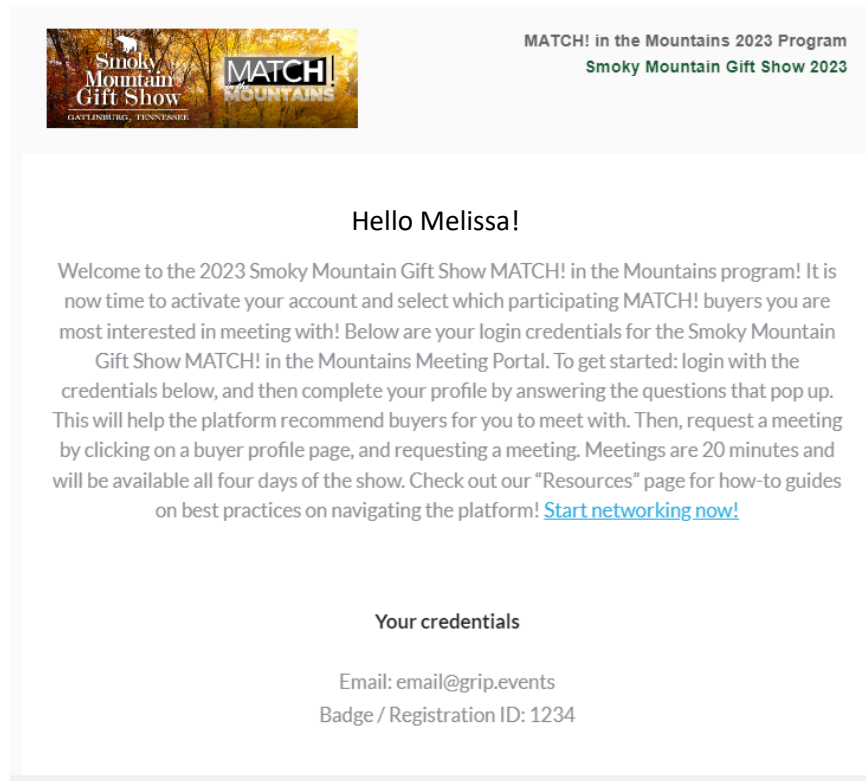
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# LOGIN

- You'll start by creating your profile via an email sent from the Smoky Mountain Gift Show team

([noreply@meetingportal.clarionevents.com](mailto:noreply@meetingportal.clarionevents.com)) with the subject: **NOW LIVE! Smoky Mountain Gift Show MATCH! 2023**





*If you don't see this email in your inbox, please check your spam or contact the MATCH! 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.






**Enter your email**

Enter the email address you provided when you registered for Smoky Mountain Gift Show 2023.

Login



**Enter the Badge ID**

Enter the Badge ID you received in your welcome email when you registered for the event.

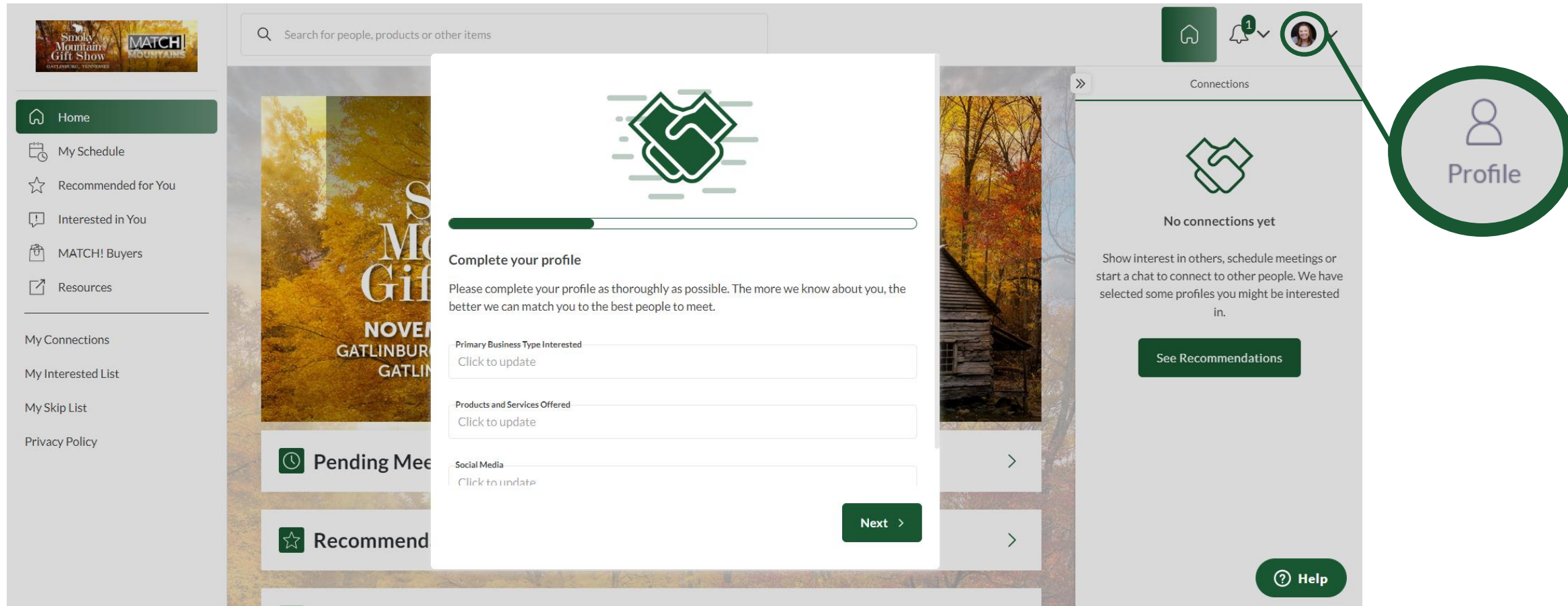
Claim Account

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, confirm your registration details for you by answering the questions that first pop up, or access it later by clicking **"Profile"** at the top right.



*To add a headshot to your profile, click "Profile" after first logging in.*

# MANAGE CALENDAR AVAILIBILITY

- Click "**Profile**" aka the circle headshot in the right corner, 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.

Search for people, products or other items

**MY PROFILE**

- Edit Profile
- Manage My Availability
- Account Settings
- Export
- MORE
  - User Feedback
  - Help Center
  - About Grip
- Sign Out

**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/New\_York


12:00am to Midnight [Reset availability](#)

Event Days	Edit Availability
<b>Wednesday - November 08</b> Add time ranges when you won't be available during the day. from 11:00am to 2:00pm	<b>Done</b>
<input type="checkbox"/> <b>Thursday - November 09</b> Unavailable for the entire day	
<input checked="" type="checkbox"/> <b>Friday - November 10</b>	
<input checked="" type="checkbox"/> <b>Saturday - November 11</b>	

Save Changes

# NETWORK

- To browse the list of **MATCH! Buyers** click the link on the left navigation bar.



Home

My Schedule

Recommended for You

Interested in You

**MATCH! Buyers**

Resources

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My Connections

My Interested List

My Skip List

Privacy Policy

Q

Search for people, products or other items

MATCH! Buyers

Clear Filters

Sort: Name

Company Name

Location

Job Title

Status

Job Title

▼

Amy Bloom

Key Accounts - Clarion Events

ⓧ

Skip

Show Interest

▼

Request a meeting

▼

*Filter the list by selecting the demographics at the top of the page.*

# 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 available to you and the fellow event participant. It will automatically fill in your booth as the location.

You can take the following actions on event participants:

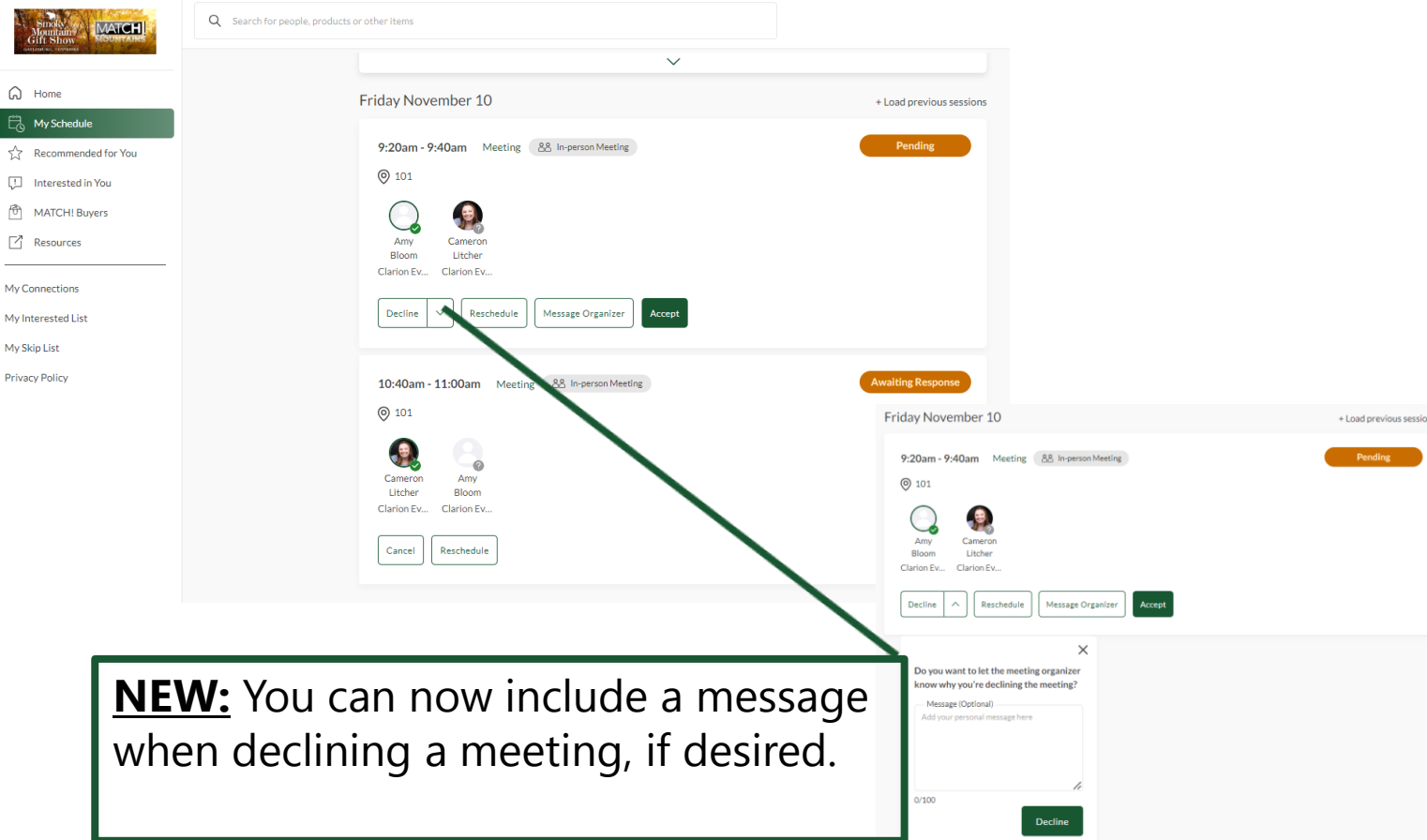
- **Skip**: you are not interested in this person
- **Show Interest**: you are interested and would like to spark a conversation
- **Request a Meeting**: you want to request a meeting with that person

The screenshot shows a user profile for Amy Bloom, a MATCH! Buyer from Shelton, CT, with the title 'Key Accounts - Clarion Events'. The profile includes details such as City (Shelton), State (CT), Primary business (Museum), Number of locations (1 location), and Job Title (Buyer). A green box highlights the 'Skip' and 'Show Interest' buttons. A green line connects this box to a callout box on the left. To the right of the profile is a 'Meetings with Amy Bloom' section with a '+ Request a meeting' button. Below this button are fields for Invitees (Amy Bloom), Date (Friday 11/10/2023), Time (8:00am - 8:20am), and Location (101). There is also a 'Personal Message' field with a placeholder text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. At the bottom of this section are 'Cancel' and 'Send' buttons. A note at the bottom of the 'Meetings' section states: '10 meeting requests left until you reach the pending meeting limit.'



# 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 shows the MATCH! platform interface. On the left is a navigation menu with options: Home, My Schedule (highlighted), Recommended for You, Interested in You, MATCH! Buyers, Resources, My Connections, My Interested List, My Skip List, and Privacy Policy. The main content area displays meeting requests for Friday, November 10. Two cards are visible: one for 9:20am - 9:40am (Pending) and one for 10:40am - 11:00am (Awaiting Response). Each card shows the meeting time, status, location (101), and the names of the participants (Amy Bloom, Cameron Litcher, and Clarion Evans). Below the participant names are buttons for Decline, Reschedule, Message Organizer, and Accept. A green arrow points from a text box to the 'Decline' button in the 10:40am card. A modal dialog is open over the 'Decline' button, asking 'Do you want to let the meeting organizer know why you're declining the meeting?' and providing a text area for an optional message.

**NEW:** You can now include a message when declining a meeting, if desired.

## 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.