

MATCH! Platform Guide

CLARION EVENTS

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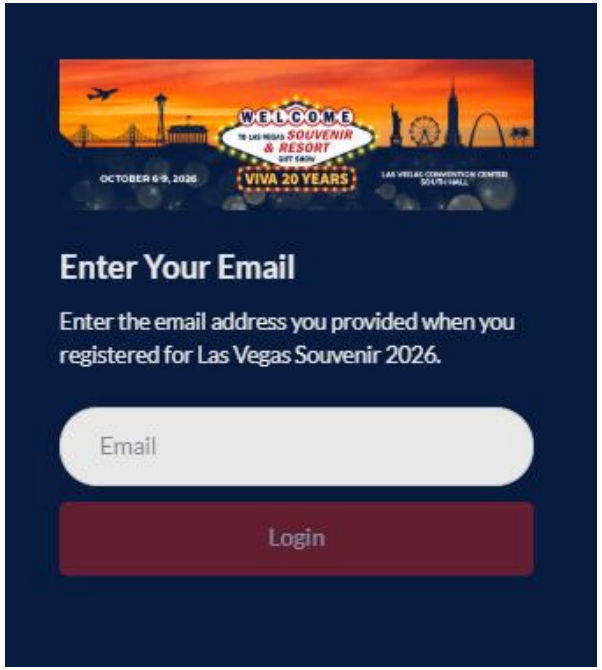
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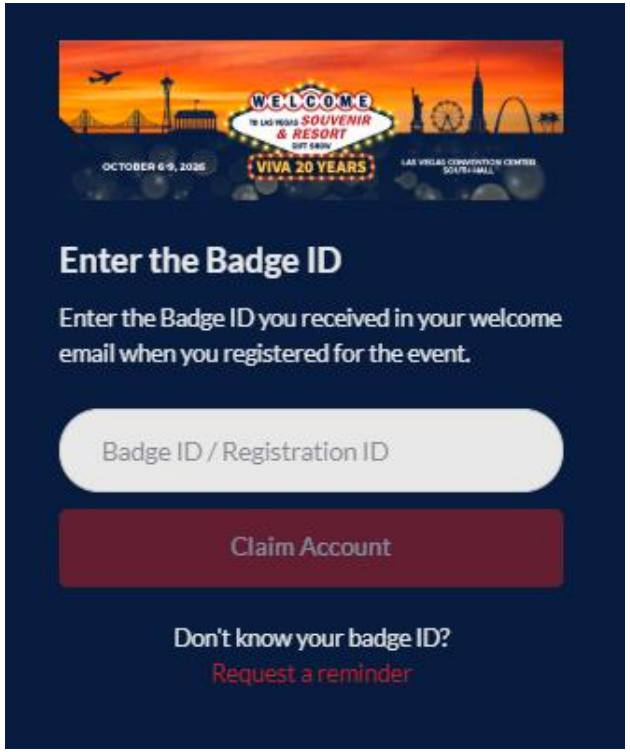
LOGIN | *Web Platform*

- Navigate to the event platform and click "**Login**" to access the web platform.

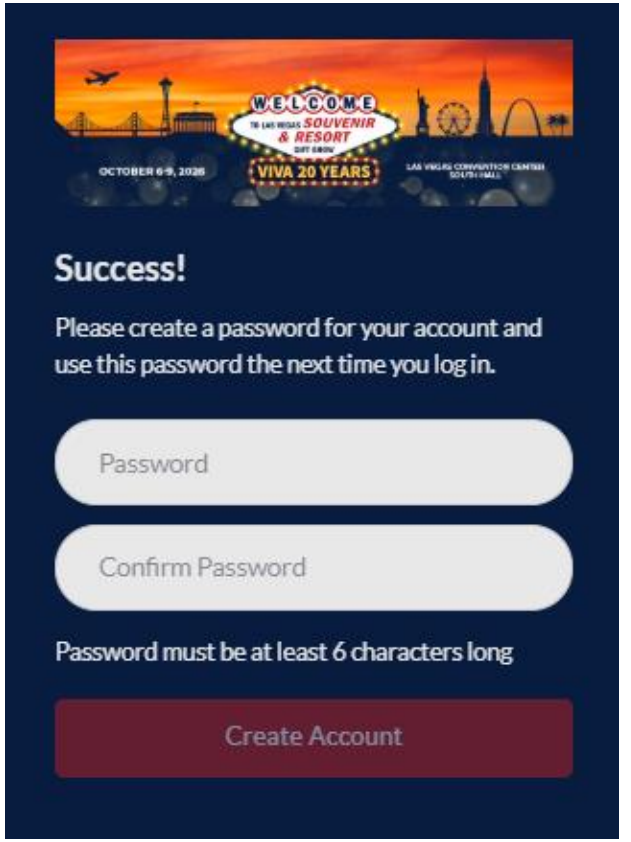
STEP 1
Add your email address



STEP 2
Enter your Registration ID

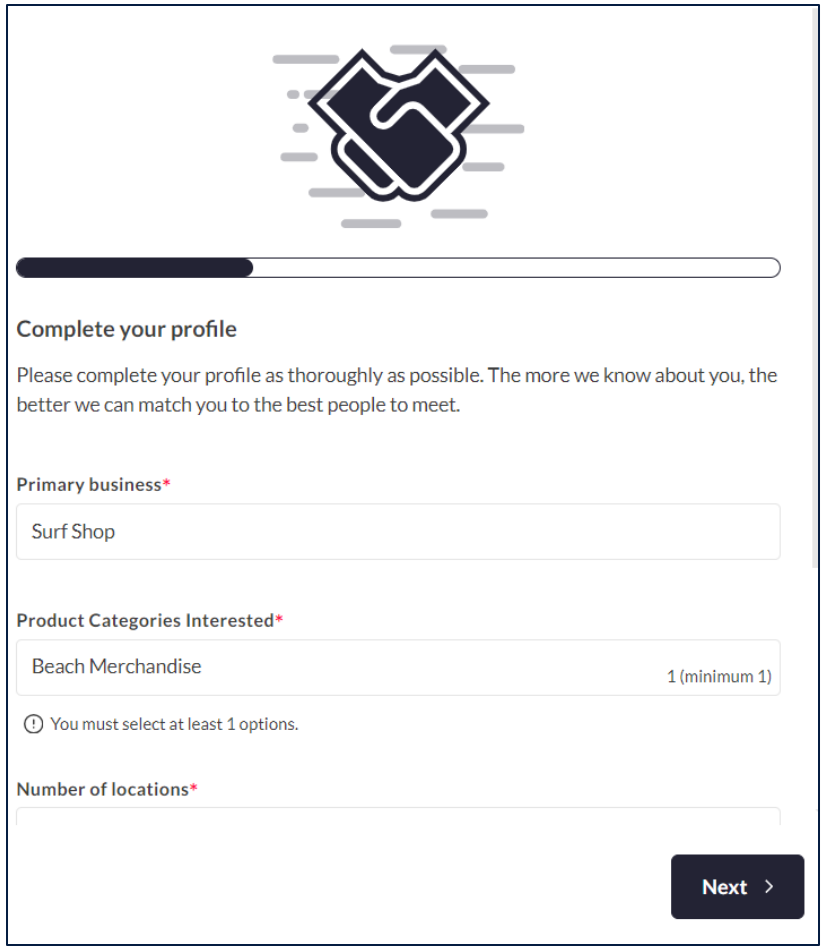


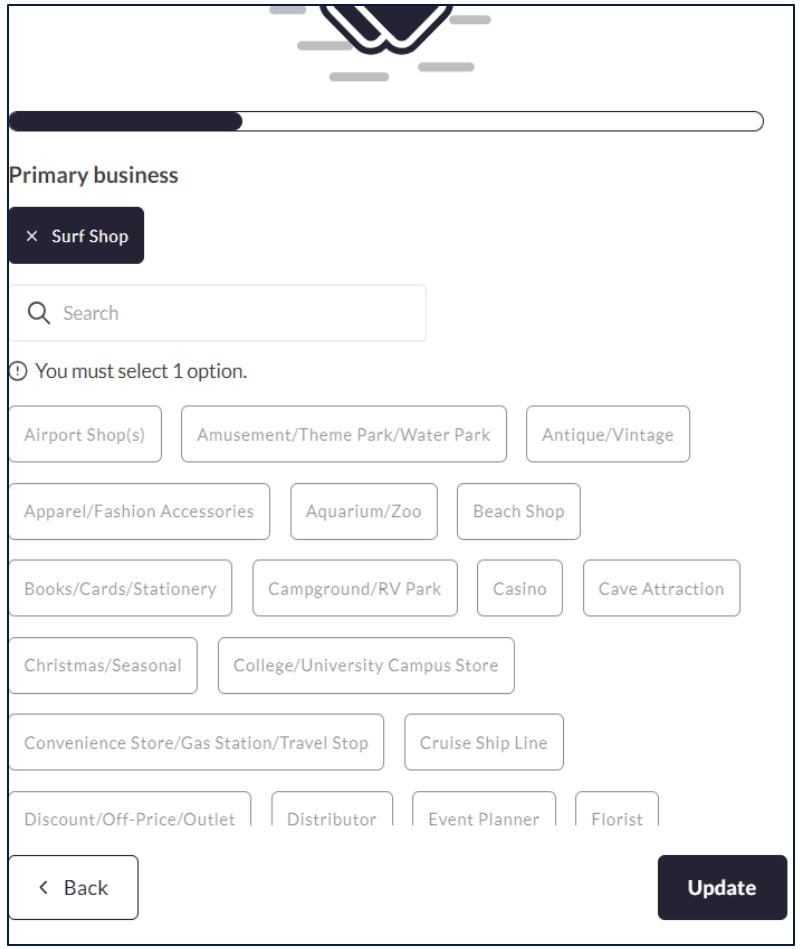
STEP 3
Create a password



CONFIRM your PROFILE

- When you first login, please confirm or adjust your registration by selecting the product categories.





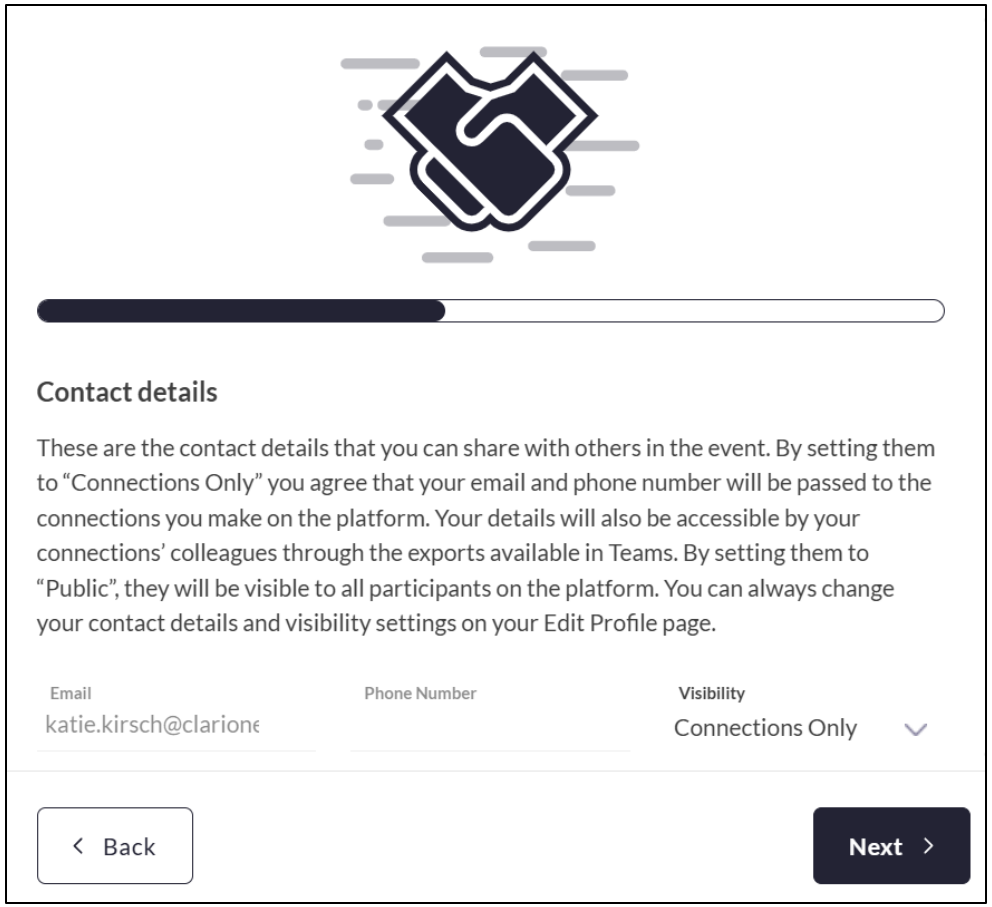
CONTACT SHARING

- Confirm how you would like your contact information to appear in the platform. **The platform will default to "Private"**. You can edit your selection at any time by "editing your profile".

PRIVATE
Users cannot your contact details

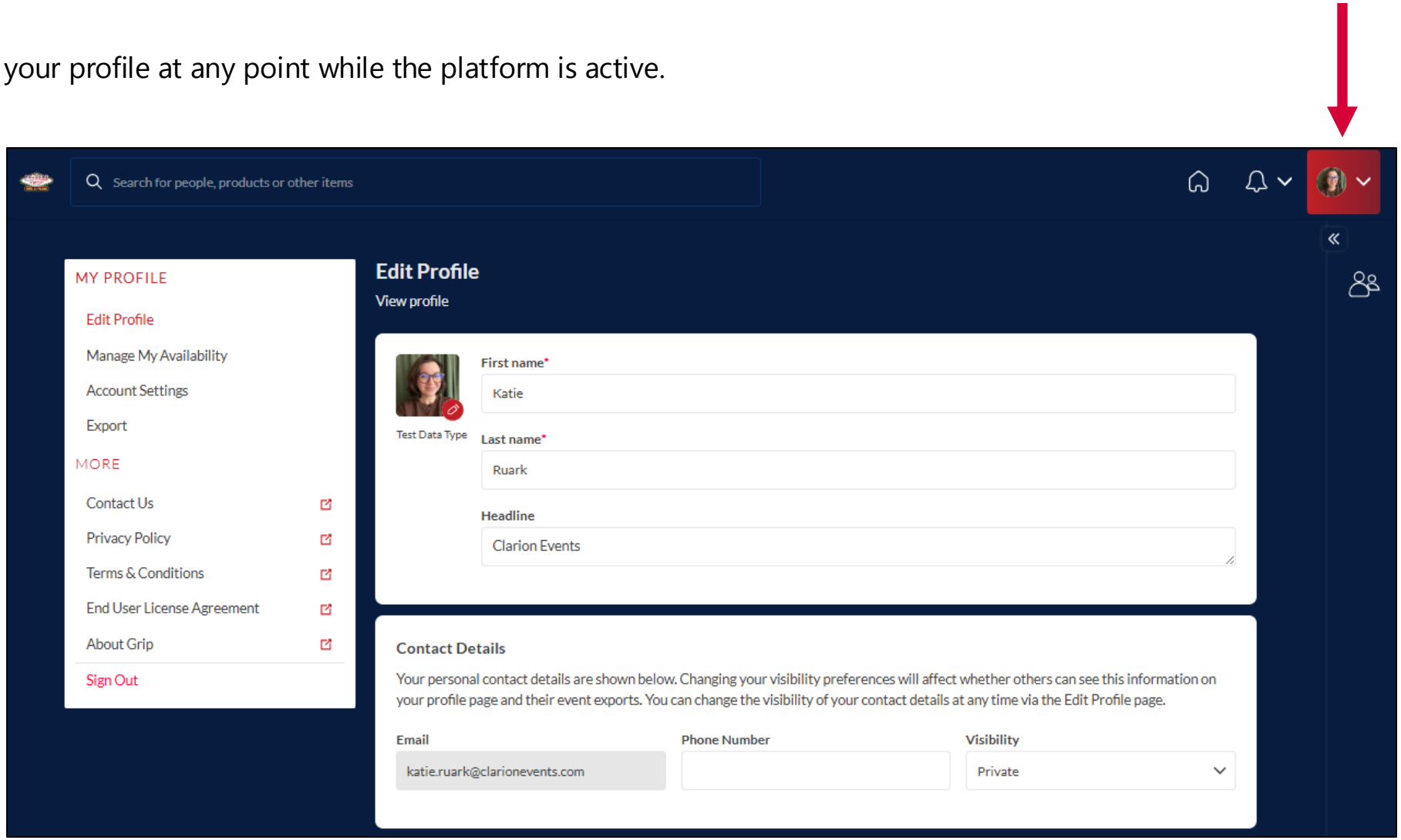
CONNECTIONS ONLY
Users with connections will be able to see your contact details on your profile page, as well as in external exports from the platform

PUBLIC
Contact Details will be displayed on your profile page and available in exports for everyone at the event.



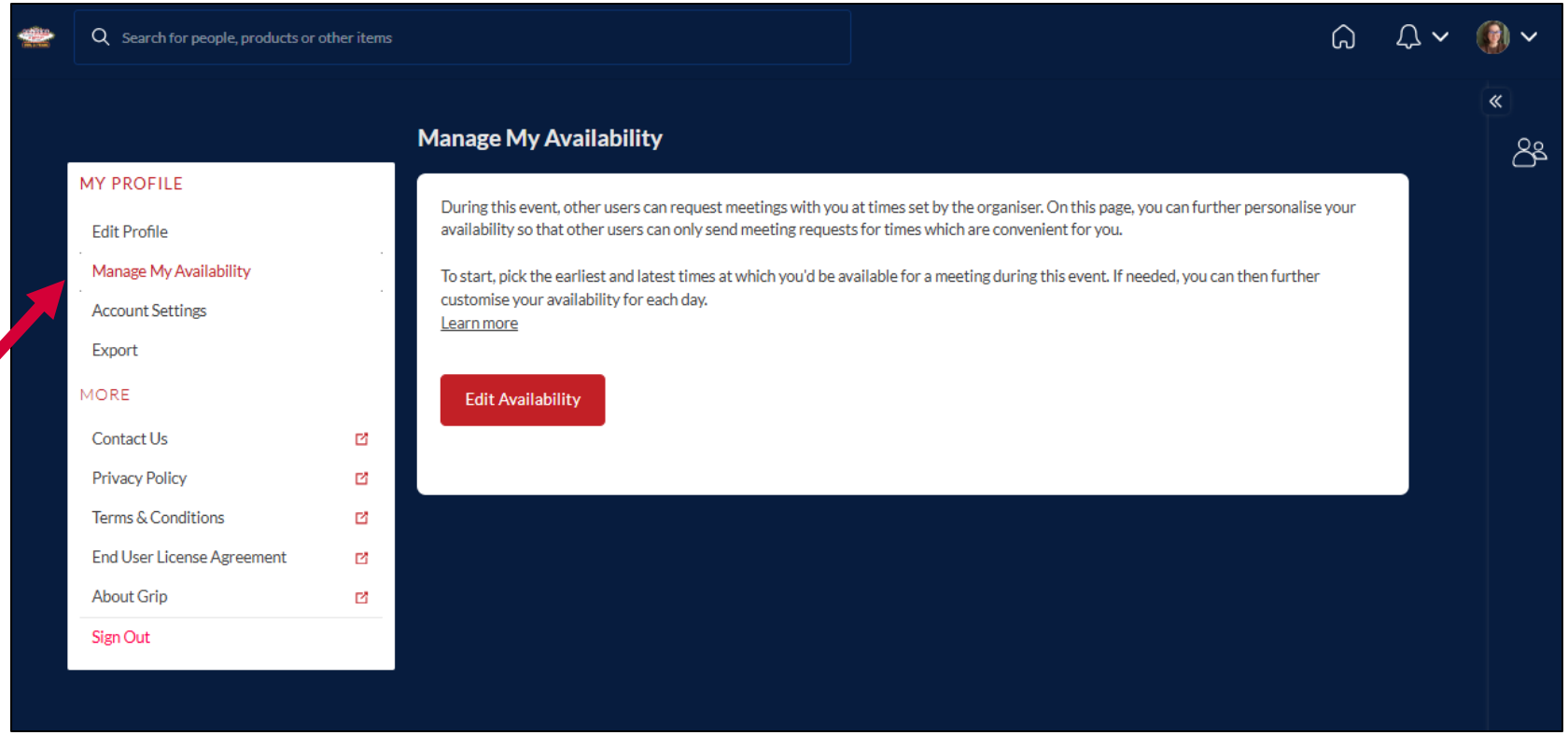
EDIT your PROFILE

- You can edit your profile at any point while the platform is active.



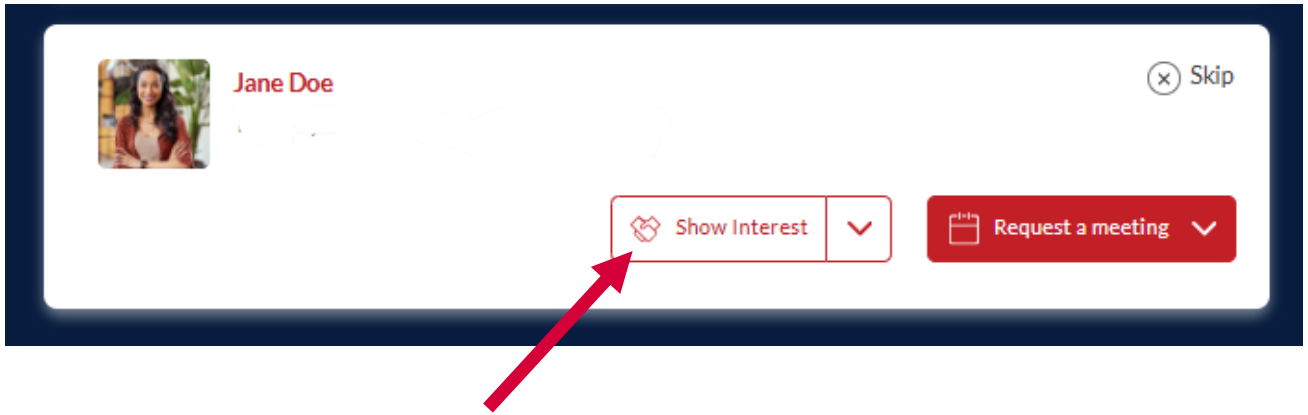
MANAGE CALENDAR AVAILIBILITY | *Web Platform only*

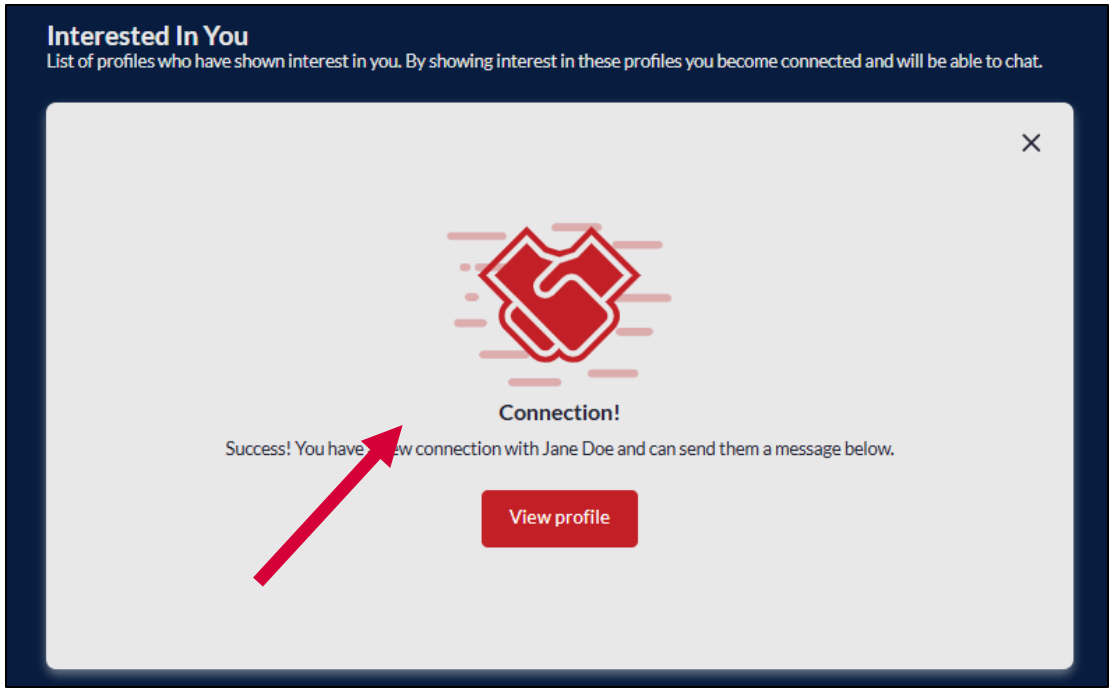
- Click "**Profile**", then "**Manage My Availability**" on the left navigation bar to update the times you're available to meet.
  - **Range of Daily Availability**: Easily set up a single range of times for all show days.
  - **Event Days:** Change the times you are available for each day.



Connections

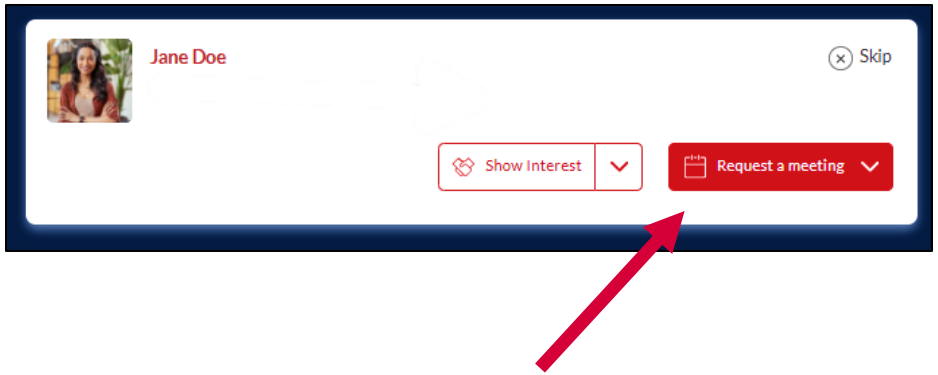
- Once you find someone you would like to meet with, you can show you are interested in them by clicking the “Show Interest” button. Once both parties show interest in each other you will be able to chat!

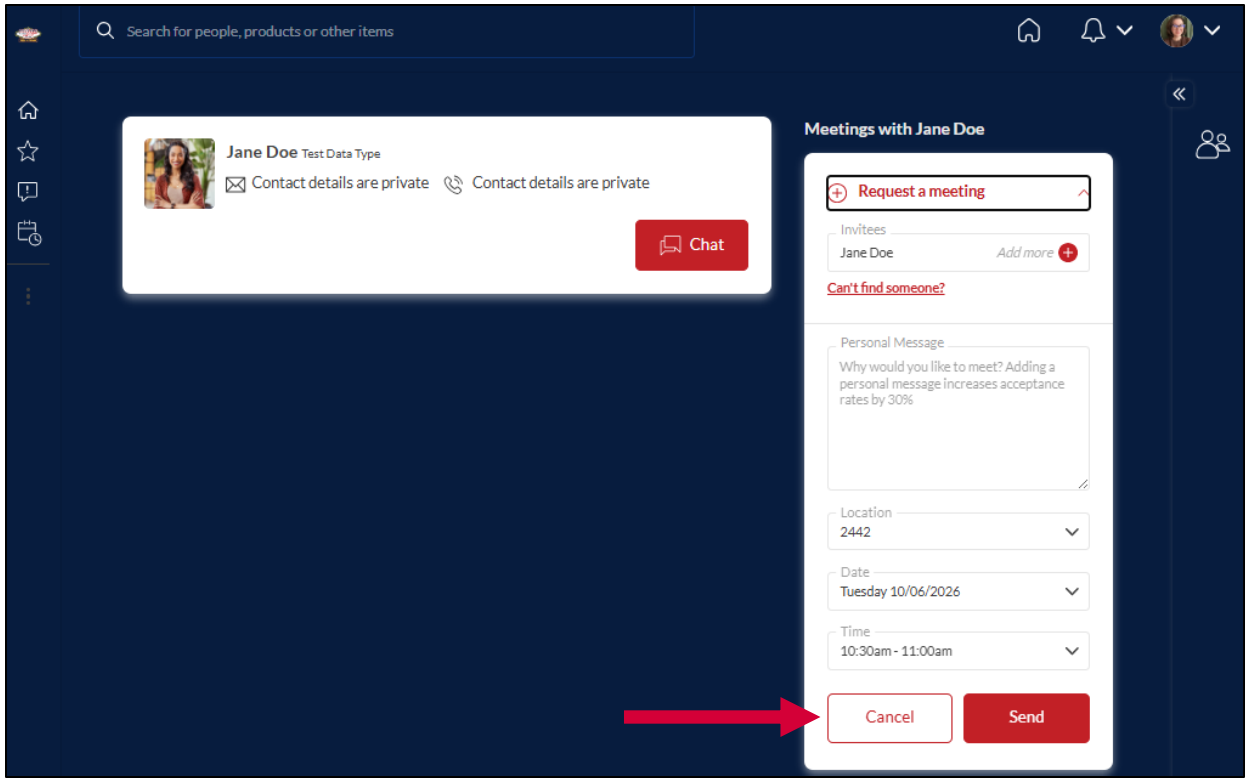




MEETINGS | *Requesting*

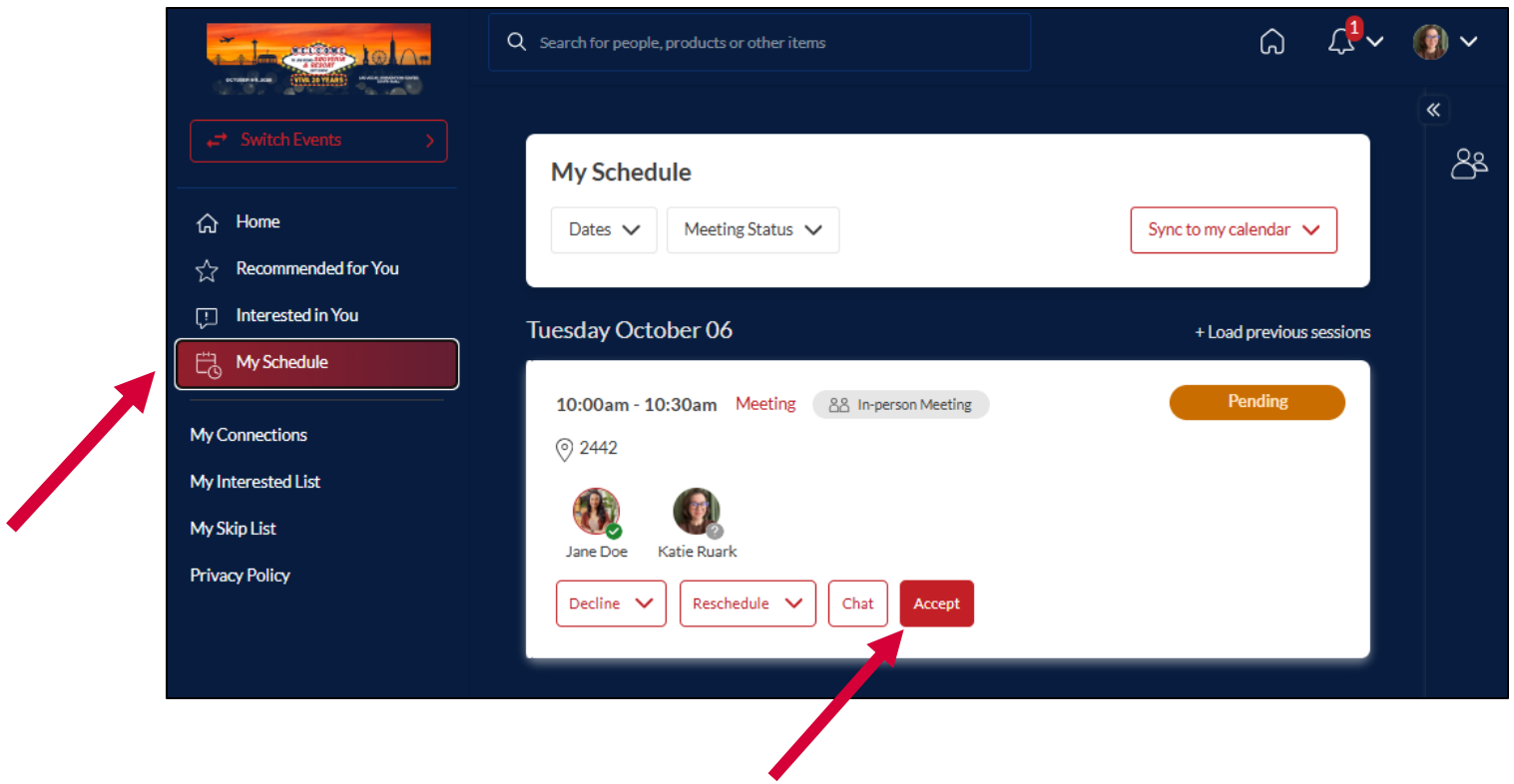
- To request a meeting, click "**Request Meeting**" next to their name. Add the date/time and location, as well as a personal message, then click "Request Meeting". They will receive an email/push notification that they received a meeting request. Once a meeting is confirmed, you will receive a notification.

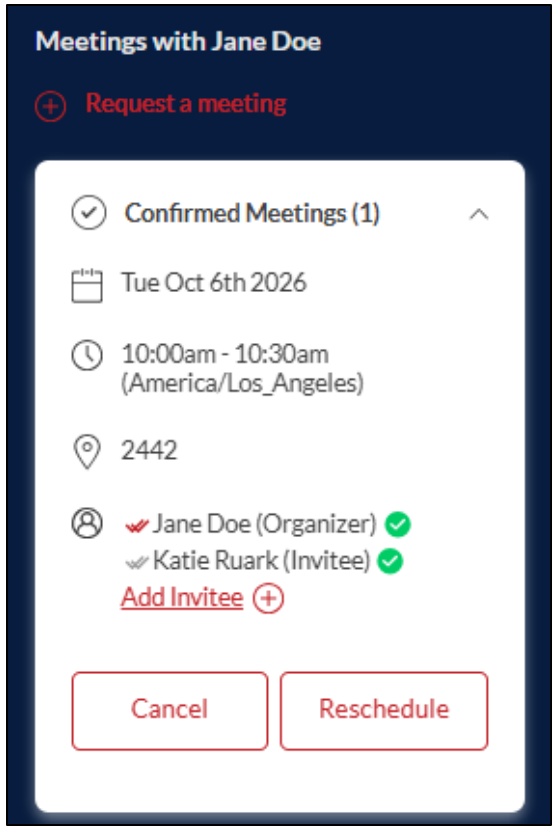




MEETINGS | *Accepting*

- If someone sends you a meeting request, you will receive an email/push notification with the meeting details. You can confirm via the "Accept Meeting" in the email or via the app. To filter your full list of meetings, click "**My Schedule**", then "**Meeting Status**" to filter on pending meetings. You can also suggest a new meeting time by clicking "**Reschedule**". This will send a new meeting request to the organizer.

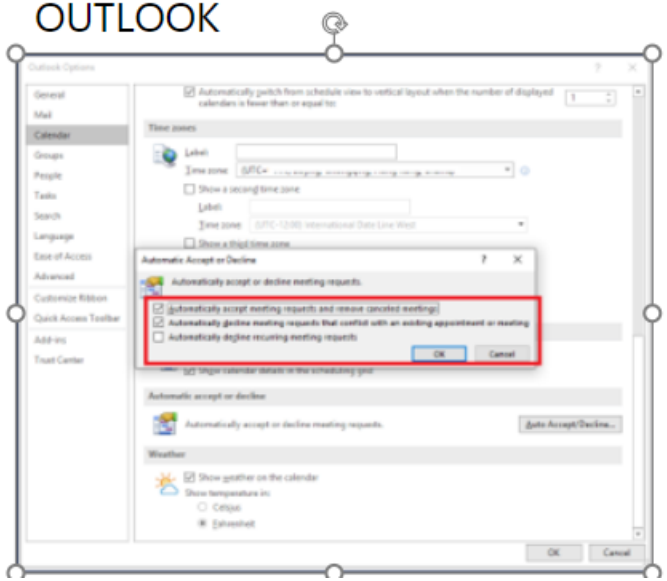




Meetings| UNINTENTIONAL DECLINE

- If you are finding that your meetings are auto-declining, it may be your Out of Office. Some calendars include the option to auto-decline meetings while an Out of Office is enabled. Make sure this is turned off, or your meetings scheduled through the mobile app will be declined.

OUTLOOK



GOOGLE

