

NOV 4-7, 2026
GATLINBURG
CONVENTION
CENTER



MATCH!
in the
MOUNTAINS

MATCH! Platform Guide



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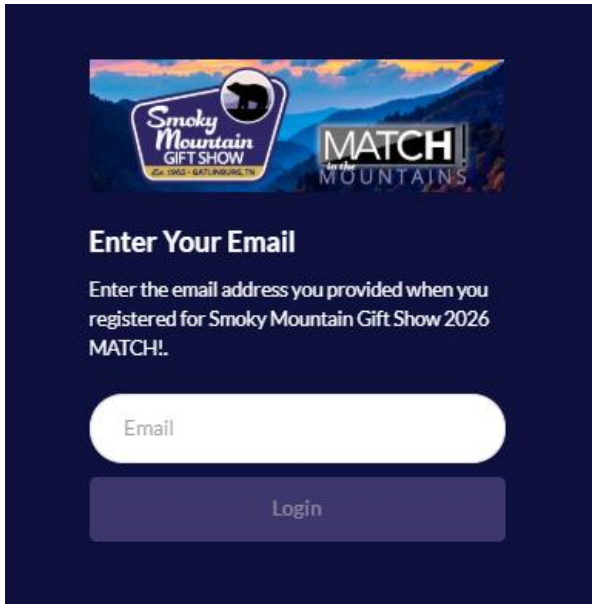
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LOGIN | *Web Platform*

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

STEP 1

Add your email address



Enter Your Email

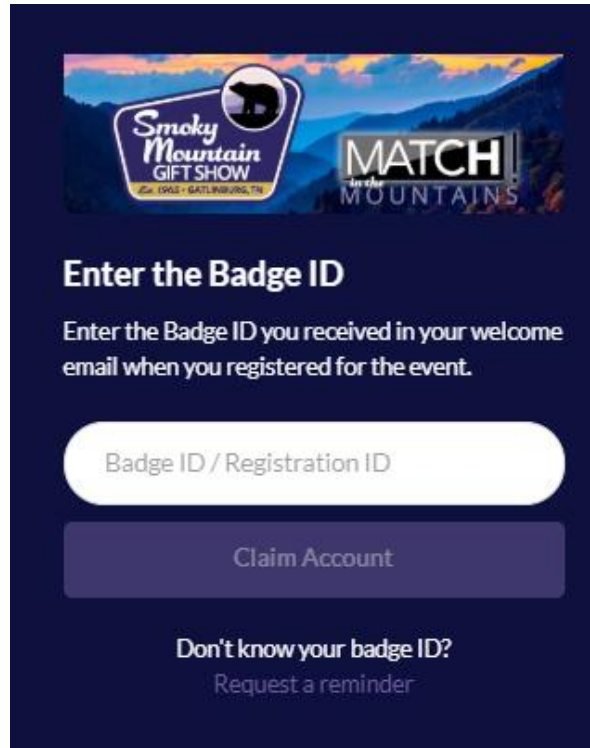
Enter the email address you provided when you registered for Smoky Mountain Gift Show 2026 MATCH!.

Email

Login

STEP 2

Enter your Registration ID



Enter the Badge ID

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

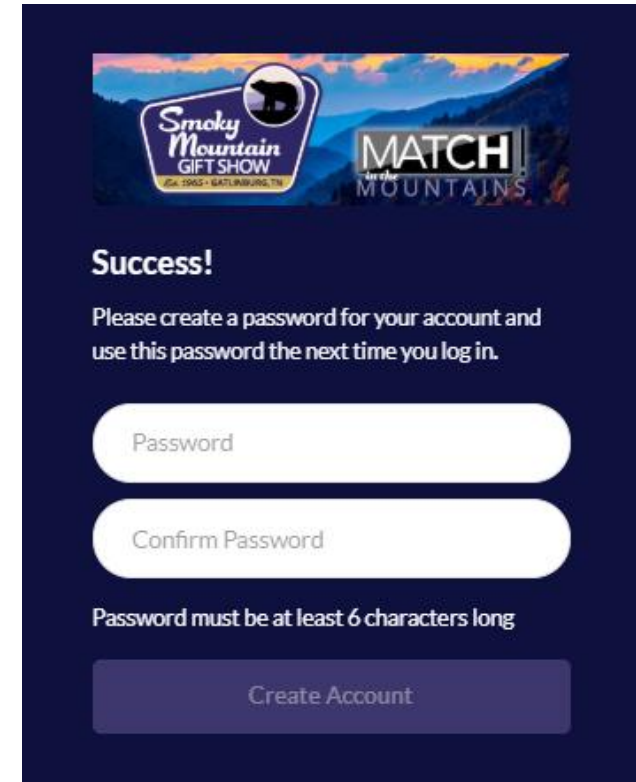
Badge ID / Registration ID

Claim Account

Don't know your badge ID?
Request a reminder

STEP 3

Create a password



Success!

Please create a password for your account and use this password the next time you log in.

Password

Confirm Password

Password must be at least 6 characters long

Create Account

CONFIRM your PROFILE

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



Complete your profile

Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet.

Primary business*

Surf Shop

Product Categories Interested*

Beach Merchandise

1 (minimum 1)

ⓘ You must select at least 1 options.

Number of locations*

Next >



Primary business

× Surf Shop

Q Search

ⓘ You must select 1 option.

Airport Shop(s)

Amusement/Theme Park/Water Park

Antique/Vintage

Apparel/Fashion Accessories

Aquarium/Zoo

Beach Shop

Books/Cards/Stationery

Campground/RV Park

Casino

Cave Attraction

Christmas/Seasonal

College/University Campus Store

Convenience Store/Gas Station/Travel Stop

Cruise Ship Line

Discount/Off-Price/Outlet

Distributor

Event Planner

Florist

< Back

Update

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 see 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



Contact details

These are the contact details that you can share with others in the event. By setting them to "Connections Only" you agree that your email and phone number will be passed to the connections you make on the platform. Your details will also be accessible by your connections' colleagues through the exports available in Teams. By setting them to "Public", they will be visible to all participants on the platform. You can always change your contact details and visibility settings on your Edit Profile page.

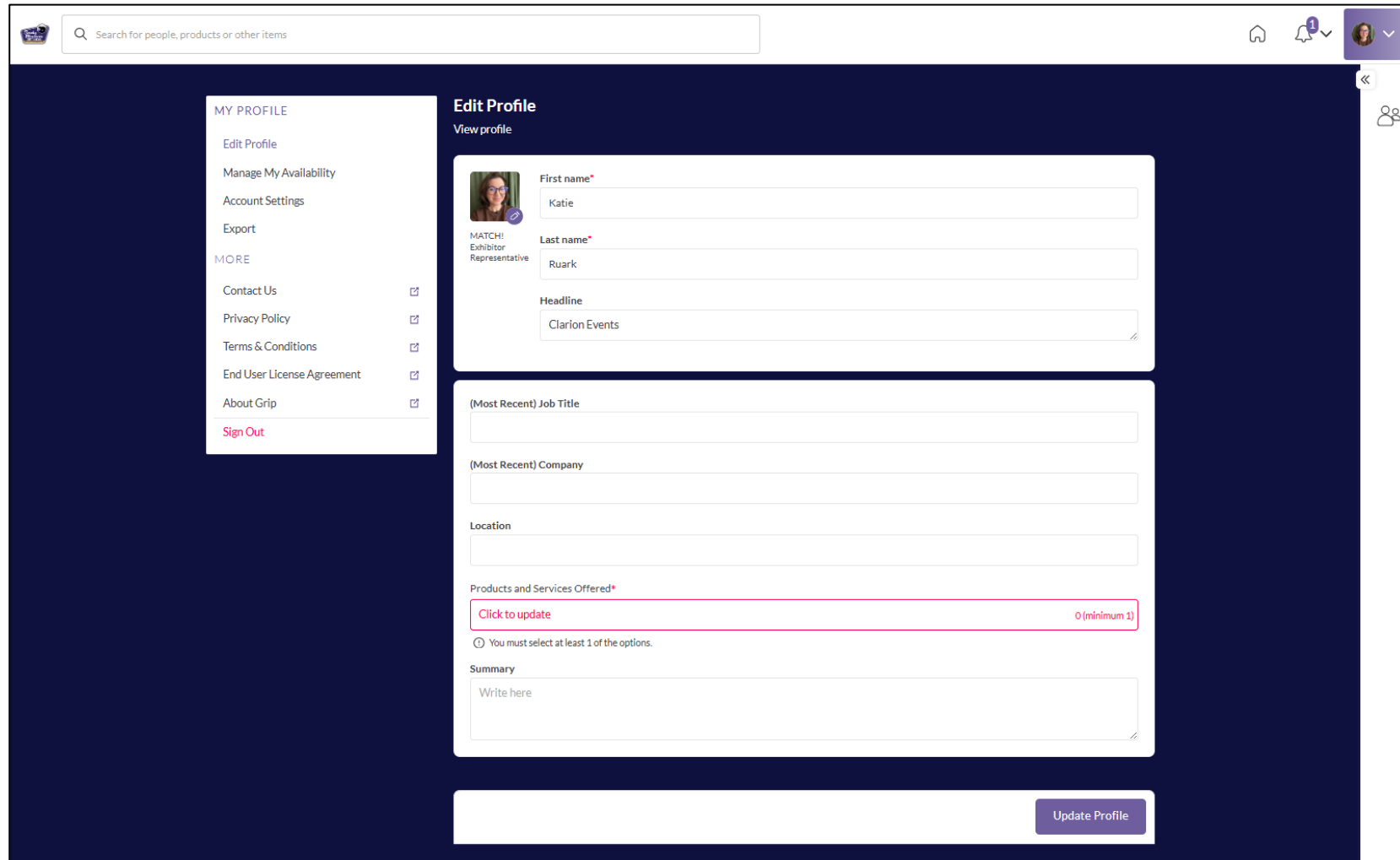
Email	Phone Number	Visibility
katie.kirsch@clarione		Connections Only 

< Back

Next >

EDIT your PROFILE

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



The screenshot shows the 'Edit Profile' interface. On the left is a sidebar with 'MY PROFILE' options: Edit Profile, Manage My Availability, Account Settings, Export, and a 'MORE' section containing Contact Us, Privacy Policy, Terms & Conditions, End User License Agreement, and About Grip. The main area is titled 'Edit Profile' and includes a 'View profile' link. The profile card shows a user named Katie Ruark, a MATCH! Exhibitor Representative, with a headline 'Clarion Events'. Below this are fields for '(Most Recent) Job Title', '(Most Recent) Company', and 'Location'. A 'Products and Services Offered*' section has a 'Click to update' button and a note '0 (minimum 1)'. A 'Summary' section has a text area 'Write here'. An 'Update Profile' button is at the bottom right. A yellow arrow points to the user profile icon in the top right navigation bar.

Search for people, products or other items

MY PROFILE

- Edit Profile
- Manage My Availability
- Account Settings
- Export
- MORE
- Contact Us
- Privacy Policy
- Terms & Conditions
- End User License Agreement
- About Grip
- Sign Out

Edit Profile

View profile

First name*

Katie

Last name*

Ruark

Headline

Clarion Events

(Most Recent) Job Title

(Most Recent) Company

Location

Products and Services Offered*

Click to update 0 (minimum 1)

① You must select at least 1 of the options.

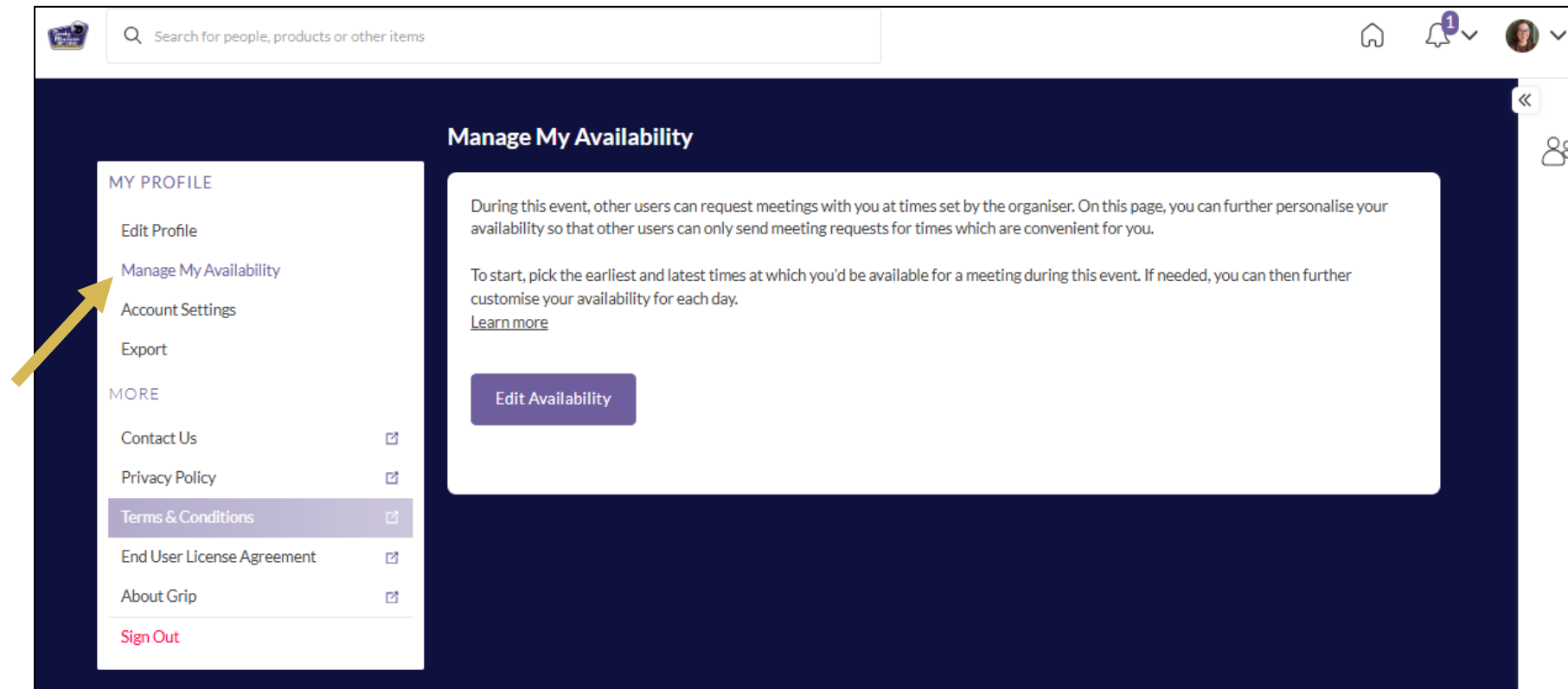
Summary

Write here

Update Profile

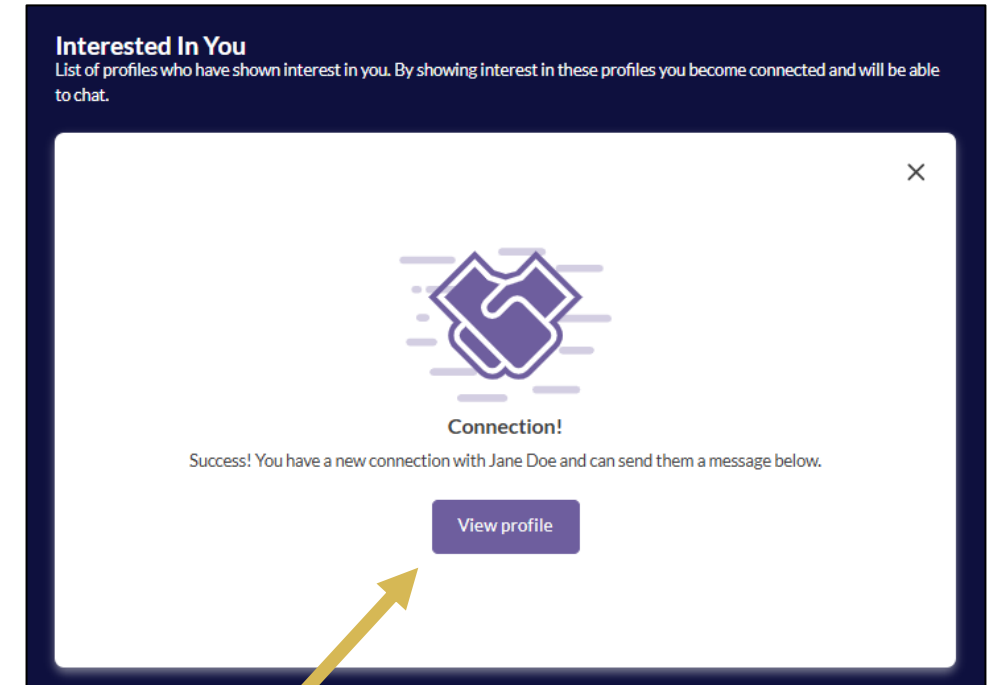
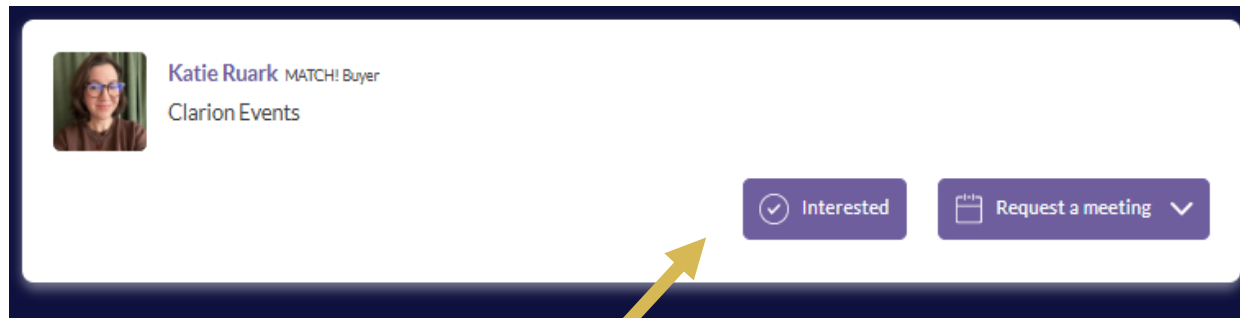
MANAGE CALENDAR AVAILIBILITY | *Web Platform only*

- 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.



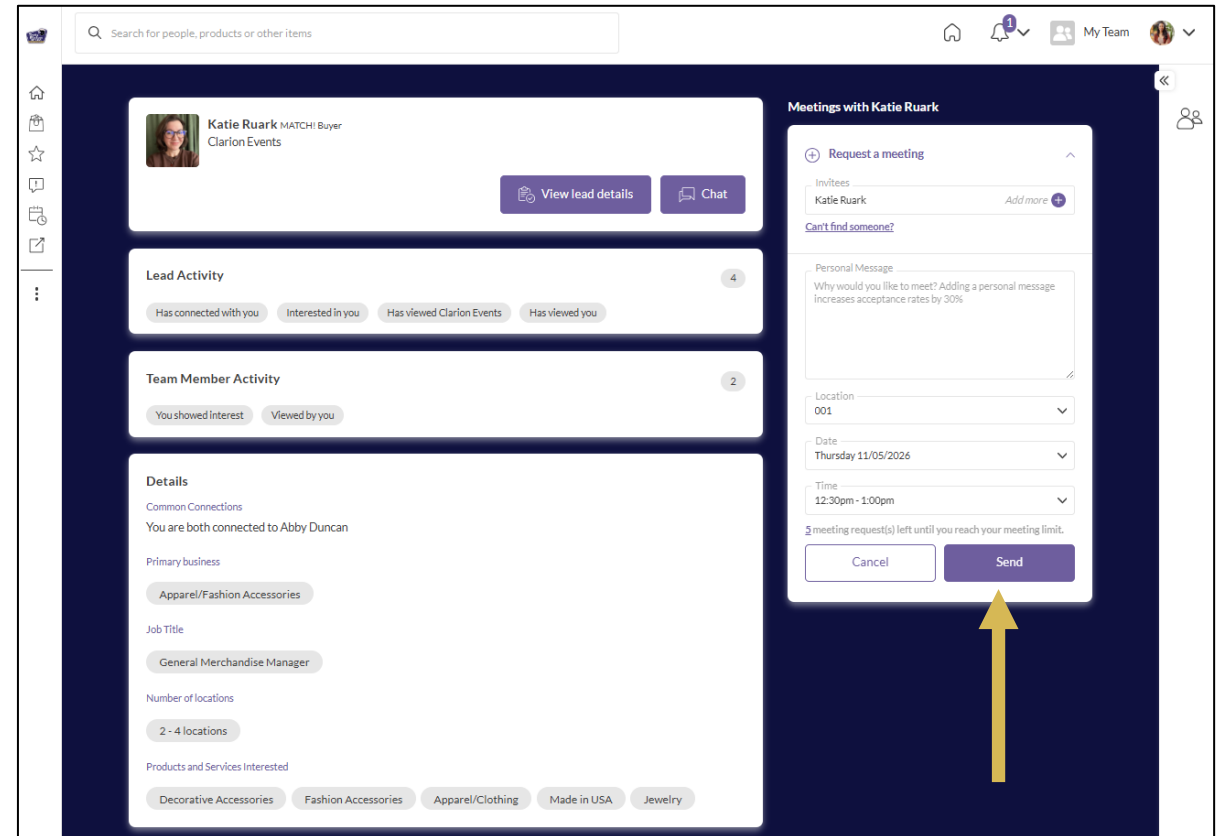
Connections

- 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!



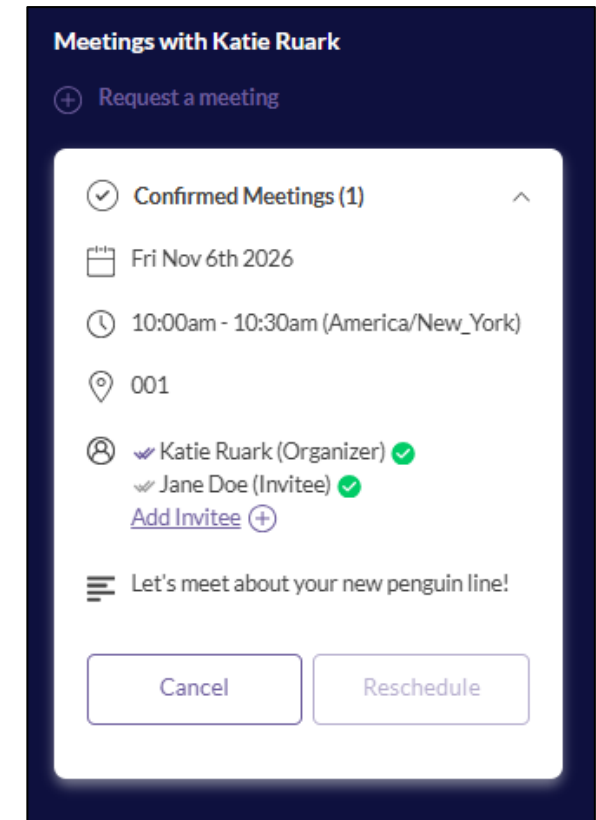
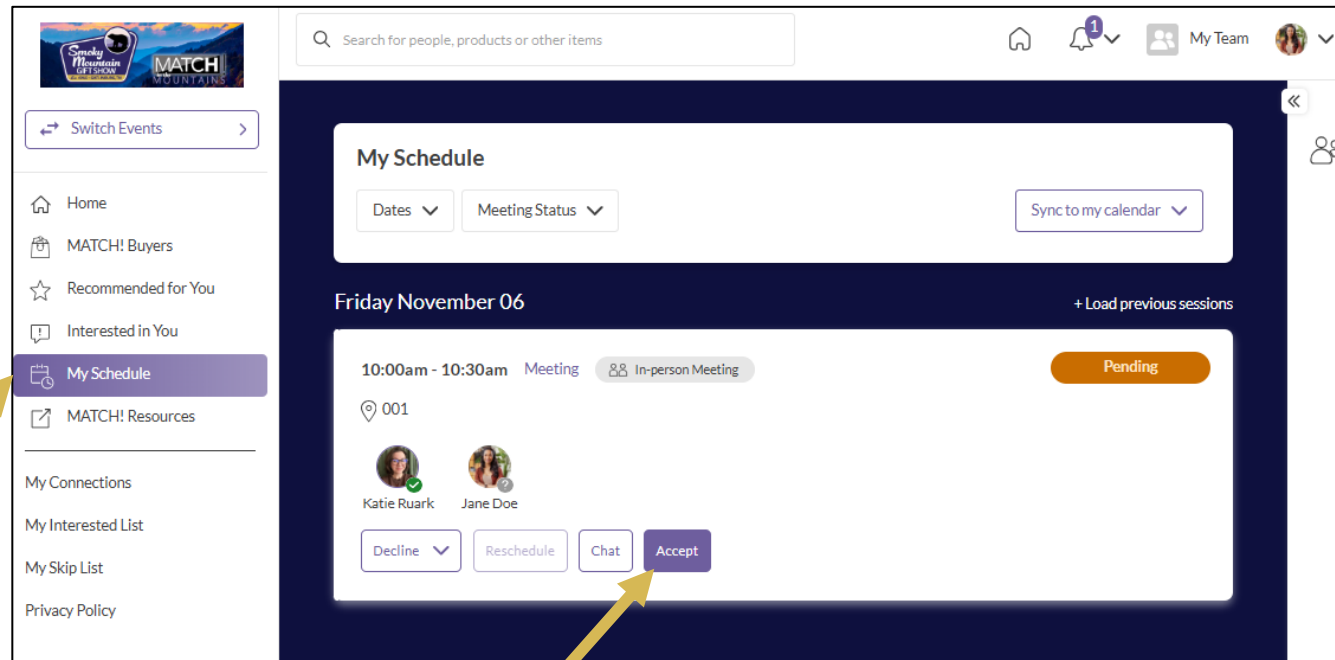
MEETINGS | *Requesting*

- 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. The “**Reschedule**” option has been turned off for exhibitors due to meeting limits—a workaround is to decline with a message and send a new invitation. Buyers may choose to reschedule, and 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.

