

NOV 5-8, 2025
GATLINBURG
CONVENTION
CENTER



MATCH!
in the
MOUNTAINS

MATCH! Platform Guide



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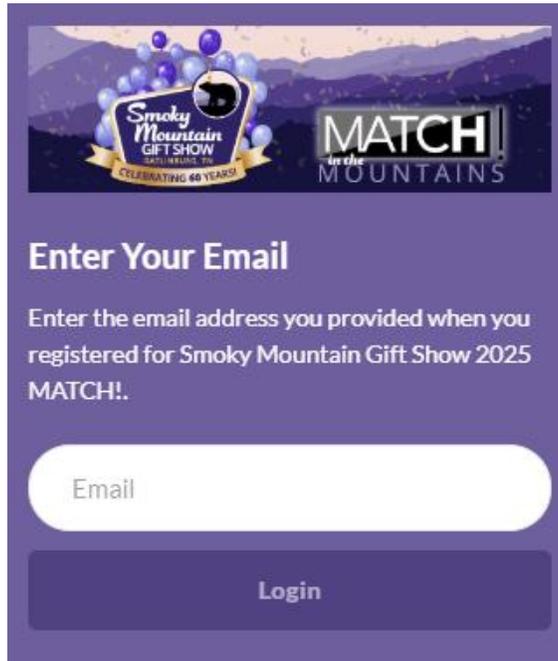
Meetings | Unintentional Decline page 11

LOGIN | *Web Platform*

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

STEP 1

Add your email address



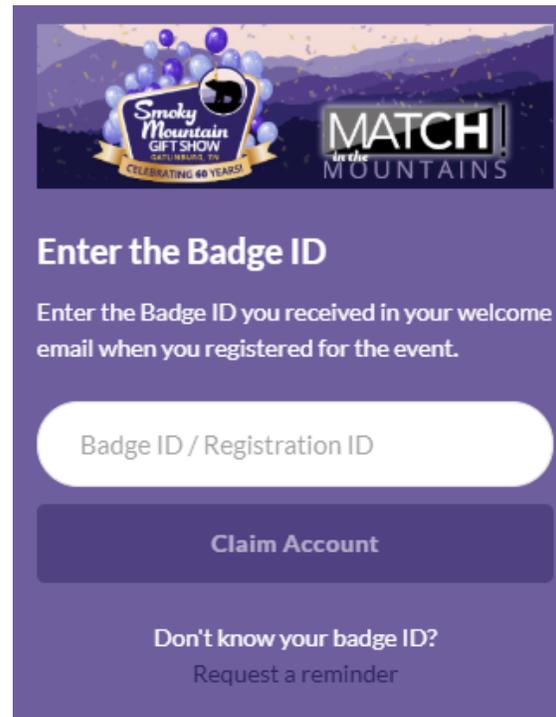
Enter Your Email

Enter the email address you provided when you registered for Smoky Mountain Gift Show 2025 MATCH!.

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.

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 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

ⓘ 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

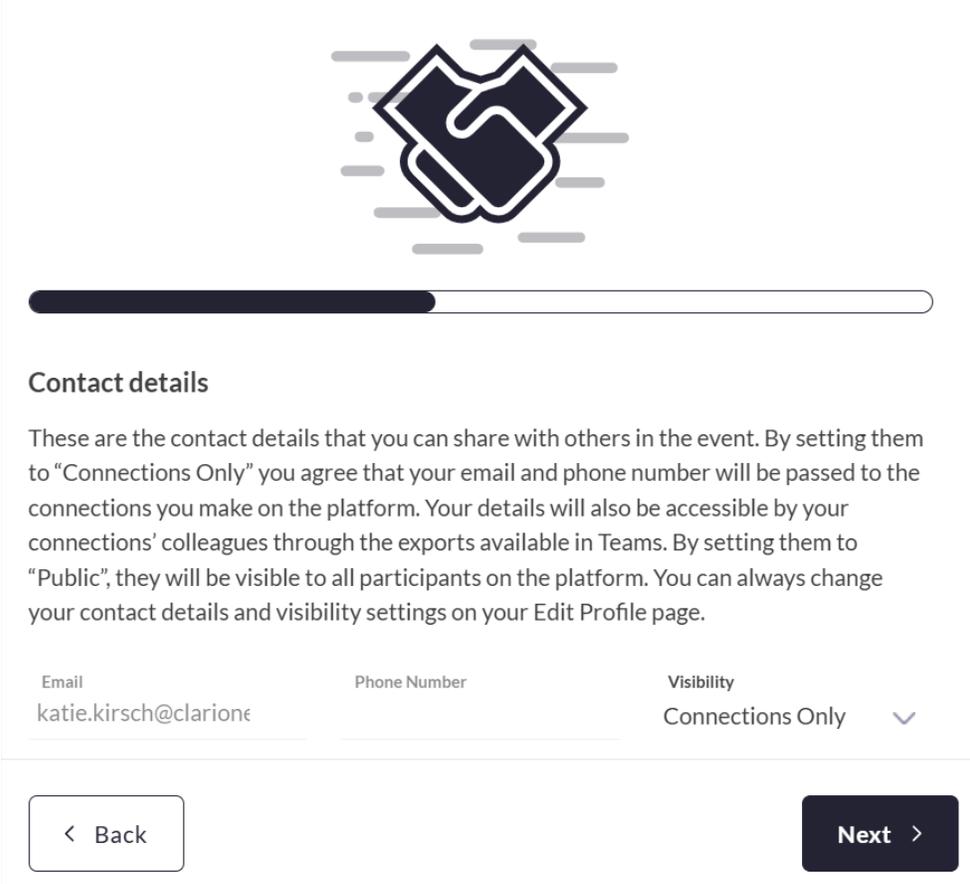
Users cannot see your contact details

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

PUBLIC

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



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@clarion.com		Connections Only 

[< Back](#) [Next >](#)

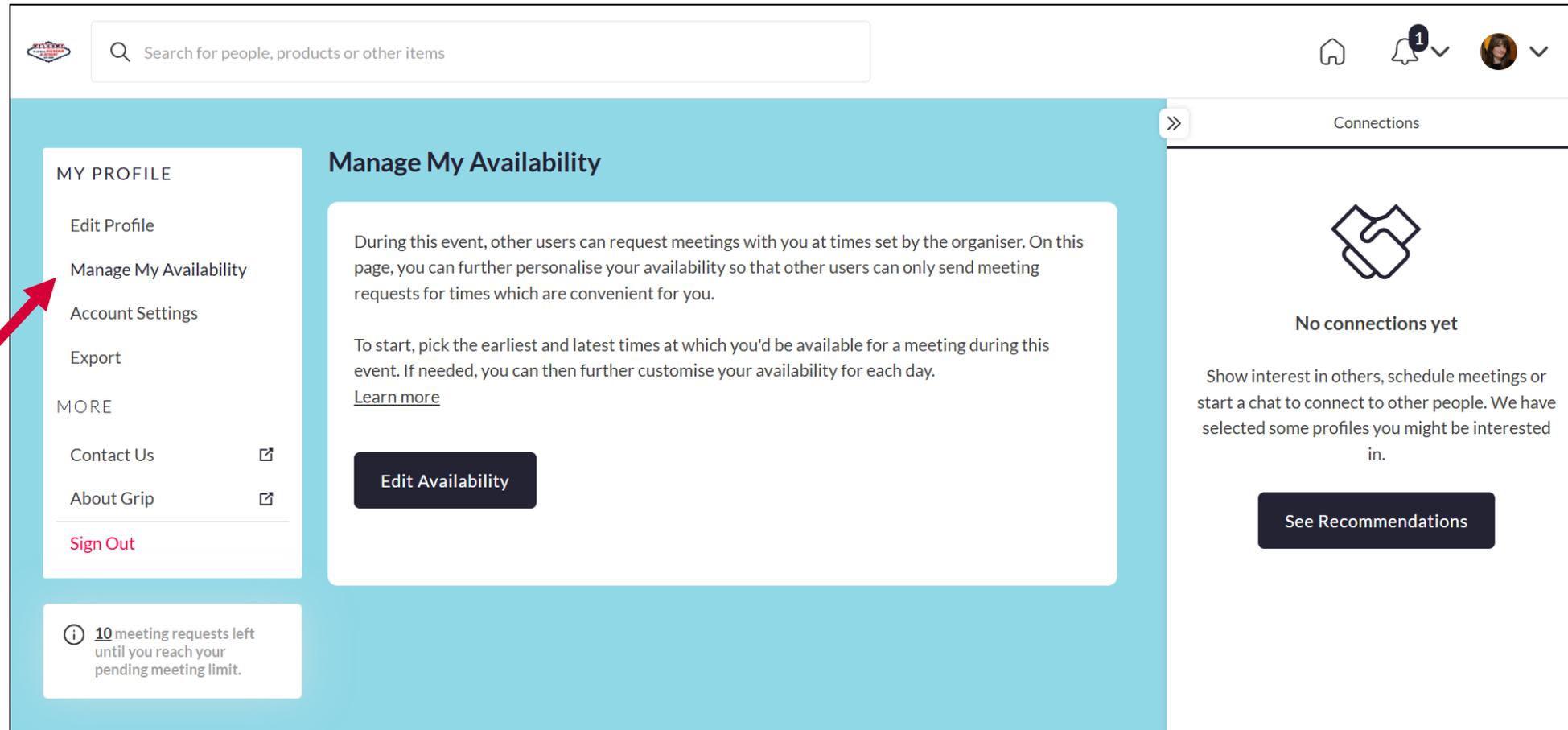
EDIT your PROFILE

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

The screenshot shows the 'Edit Profile' interface. At the top, there is a search bar and navigation icons for home, notifications (with a '1' badge), and a user profile dropdown. The left sidebar contains menu items: 'MY PROFILE' (Edit Profile, Manage My Availability, Account Settings, Export), 'MORE' (Contact Us, About Grip), and a 'Sign Out' button. A notification box indicates '10 meeting requests left until you reach your pending meeting limit.' The main 'Edit Profile' section includes a profile picture, a 'MATCH! Exhibitor Representative' badge, and form fields for 'First name' (Katie), 'Last name' (Kirsch), and 'Headline'. Below this is the 'Contact Details' section with fields for 'Email' (katie.kirsch@clarionevents.cc), 'Phone Number', and 'Visibility' (Connections Only). The right 'Connections' section shows 'No connections yet' and a 'See Recommendations' button. A red arrow points from the 'Connections' header to the user's profile picture in the top navigation bar.

MANAGE CALENDAR AVAILIBILITY | *Web Platform only*

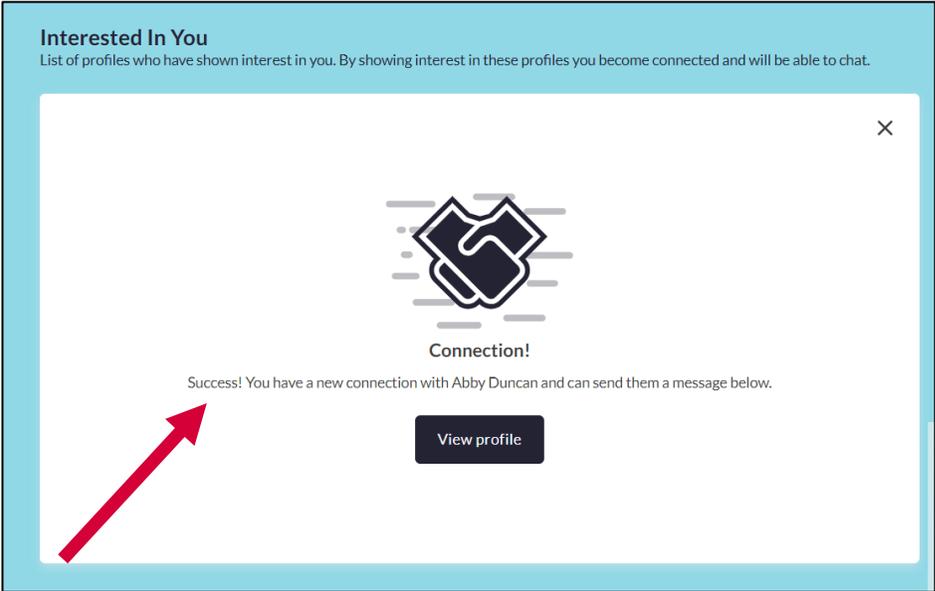
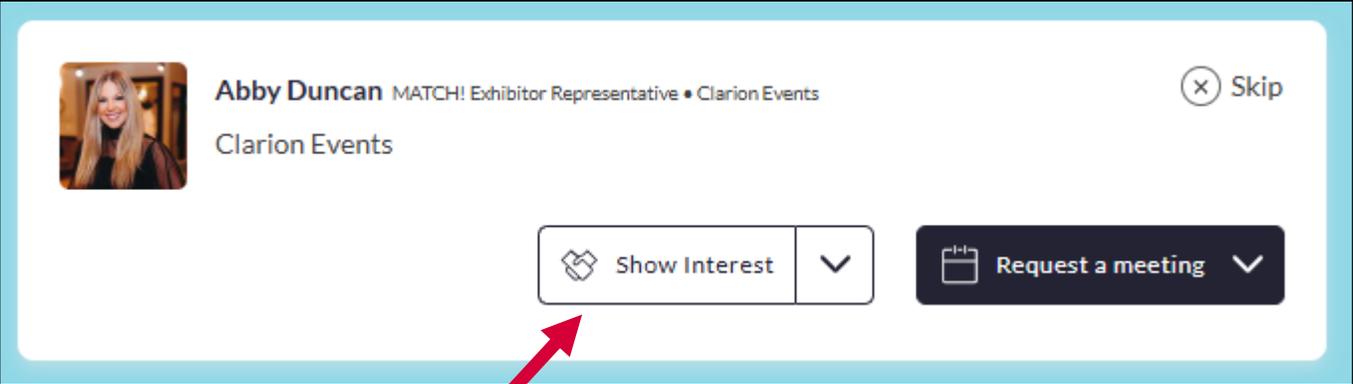
- Click "**Profile**", then "**Manage My Availability**" on the left navigation bar to update the times you're available to meet.
 - **Range of Daily Availability:** Easily set up a single range of times for all show days.
 - **Event Days:** Change the times you are available for each day.



The screenshot displays the 'Manage My Availability' interface. At the top, there is a search bar and navigation icons. The left sidebar contains a 'MY PROFILE' section with options like 'Edit Profile', 'Manage My Availability' (highlighted with a red arrow), 'Account Settings', and 'Export'. Below this is a 'MORE' section with 'Contact Us' and 'About Grip' links, and a 'Sign Out' button. The main content area is titled 'Manage My Availability' and includes text explaining that other users can request meetings based on the user's availability. It provides instructions on how to set availability and includes a 'Learn more' link and an 'Edit Availability' button. The right sidebar shows 'Connections' with a 'No connections yet' message and a 'See Recommendations' button. A notification at the bottom left states '10 meeting requests left until you reach your pending meeting limit.'

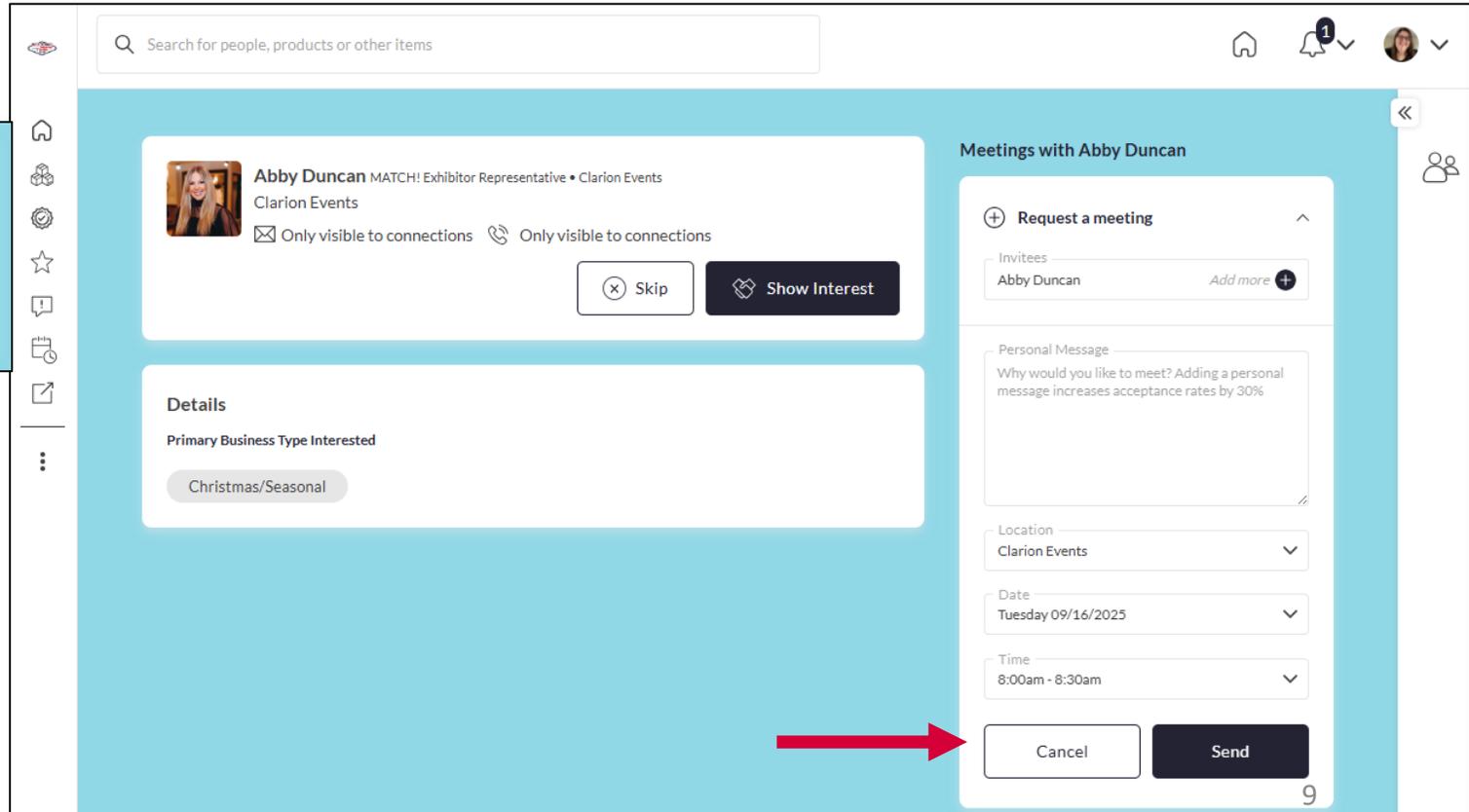
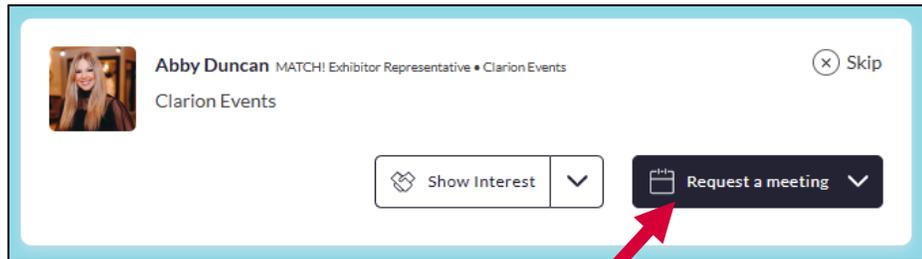
Connections

- 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.

Search for people, products or other items

My Schedule

Meeting Status ▼ Sync to my calendar ▼

Wednesday September 17 + Load previous sessions

10:00am - 10:30am Meeting In-person Meeting Pending

Clarion Events

Abby Duncan ✓ Melissa Gallagher ? Clarion Ev...

Decline ▼ Reschedule ▼ Chat Accept

Meetings with Abby Duncan

+ Request a meeting

Pending Meetings (1) ^

Wed Sep 17th 2025

10:00am - 10:30am (America/Los_Angeles)

Clarion Events

Abby Duncan (Organizer) ✓

Melissa Gallagher (Invitee) ?

Add Invitee +

Accept

Chat

Reschedule

Decline ▼

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.

