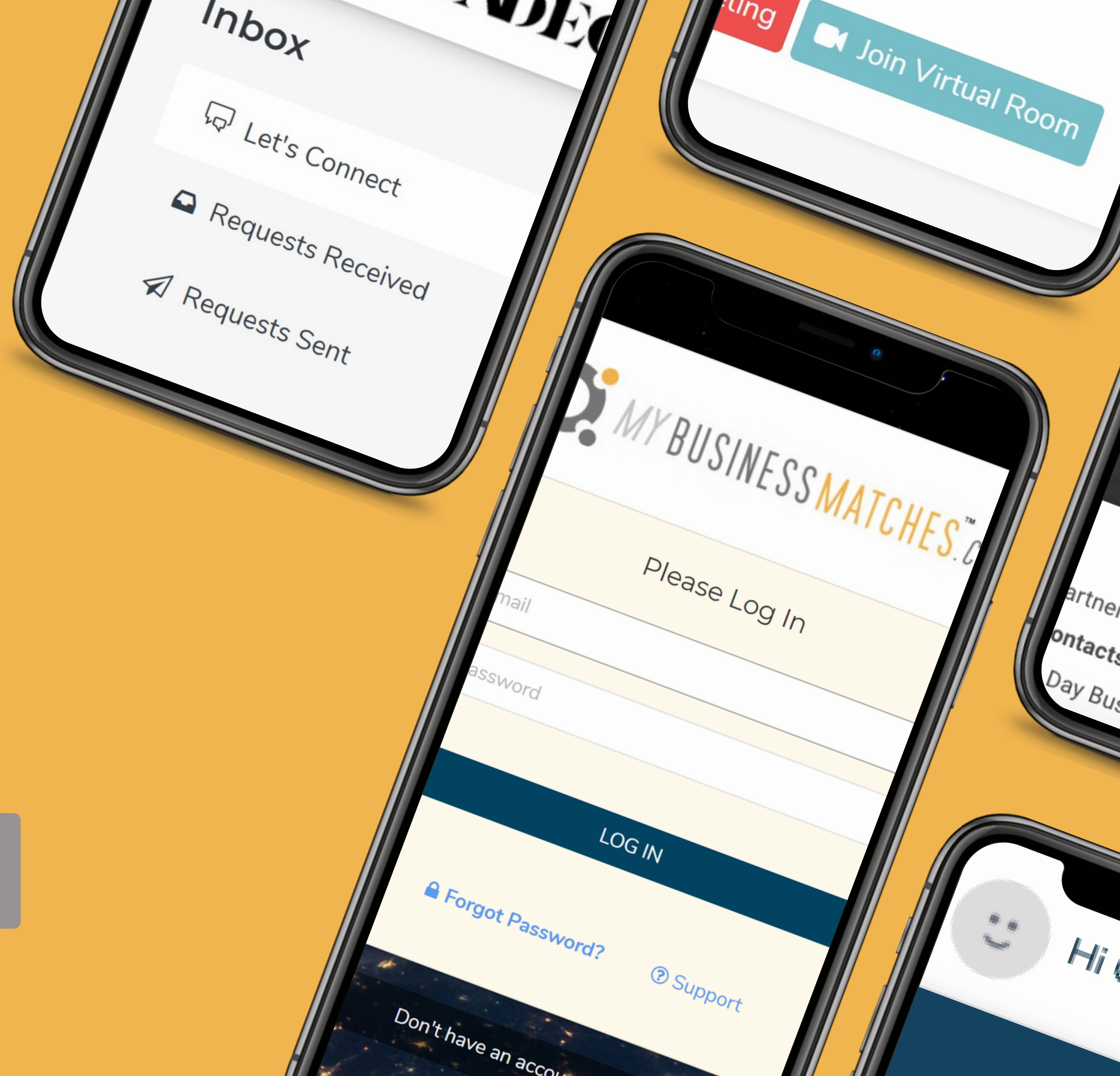
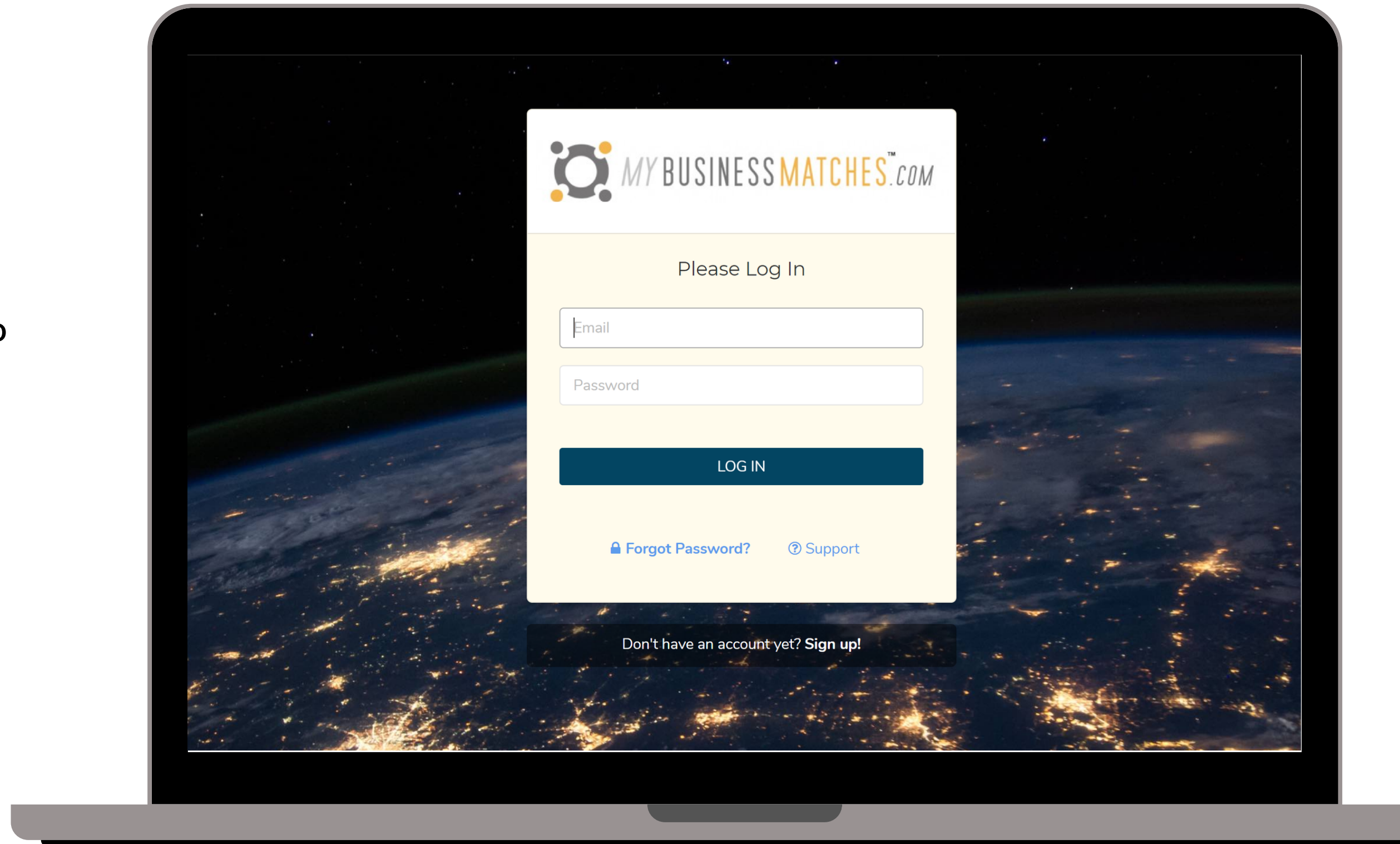


Hi there!

It's time to log into the future
of your company

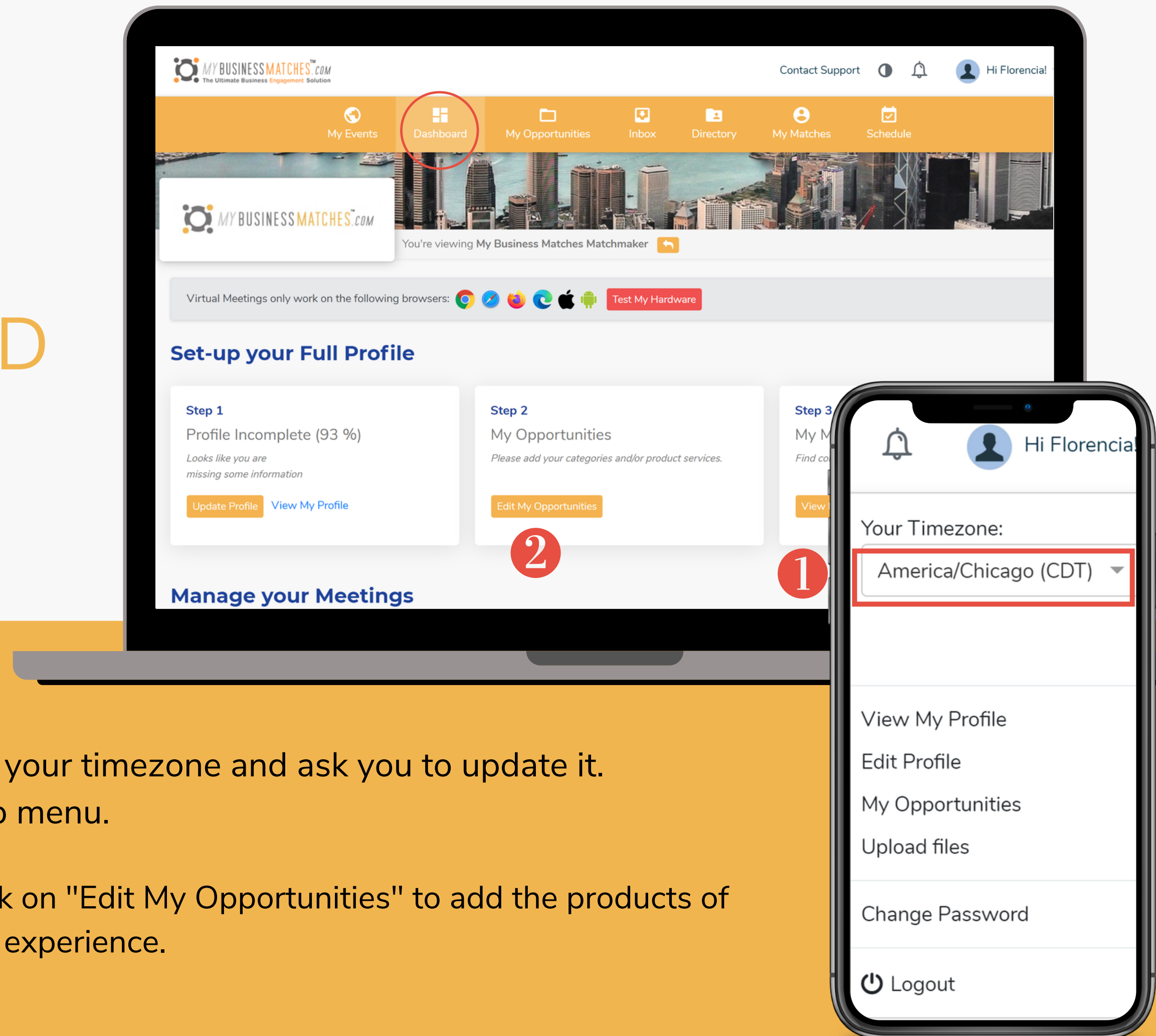


Apart from Magic Link, you can also log in with your email and the password from your registration.



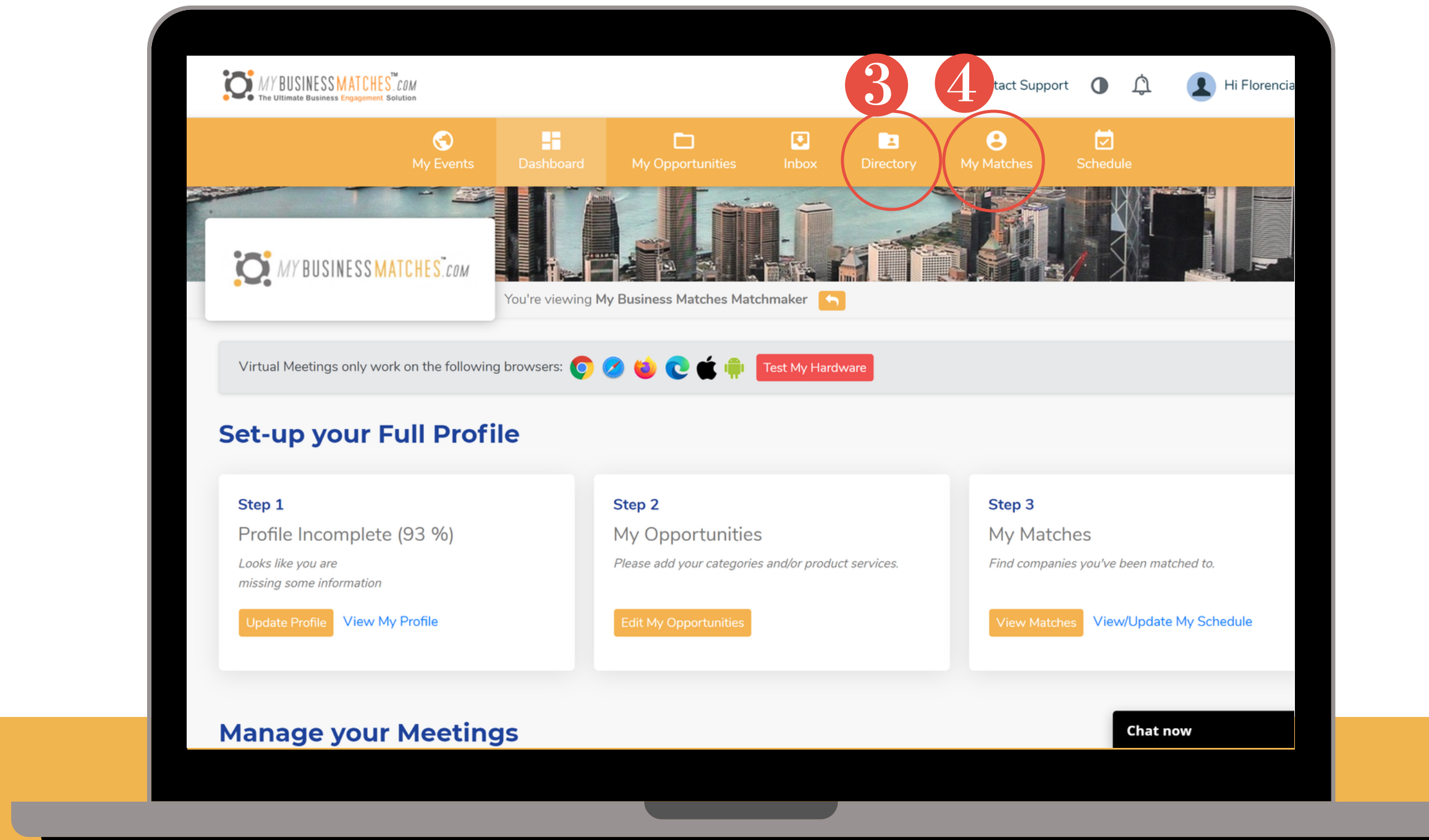
IT'S TIME TO MATCH!

WELCOME TO YOUR DASHBOARD



- 1 The system will automatically detect your timezone and ask you to update it. You can always edit it in the right top menu.
- 2 Make sure your profile is complete. Click on "Edit My Opportunities" to add the products of your interest to improve your Matching experience.

TIME TO MATCH!



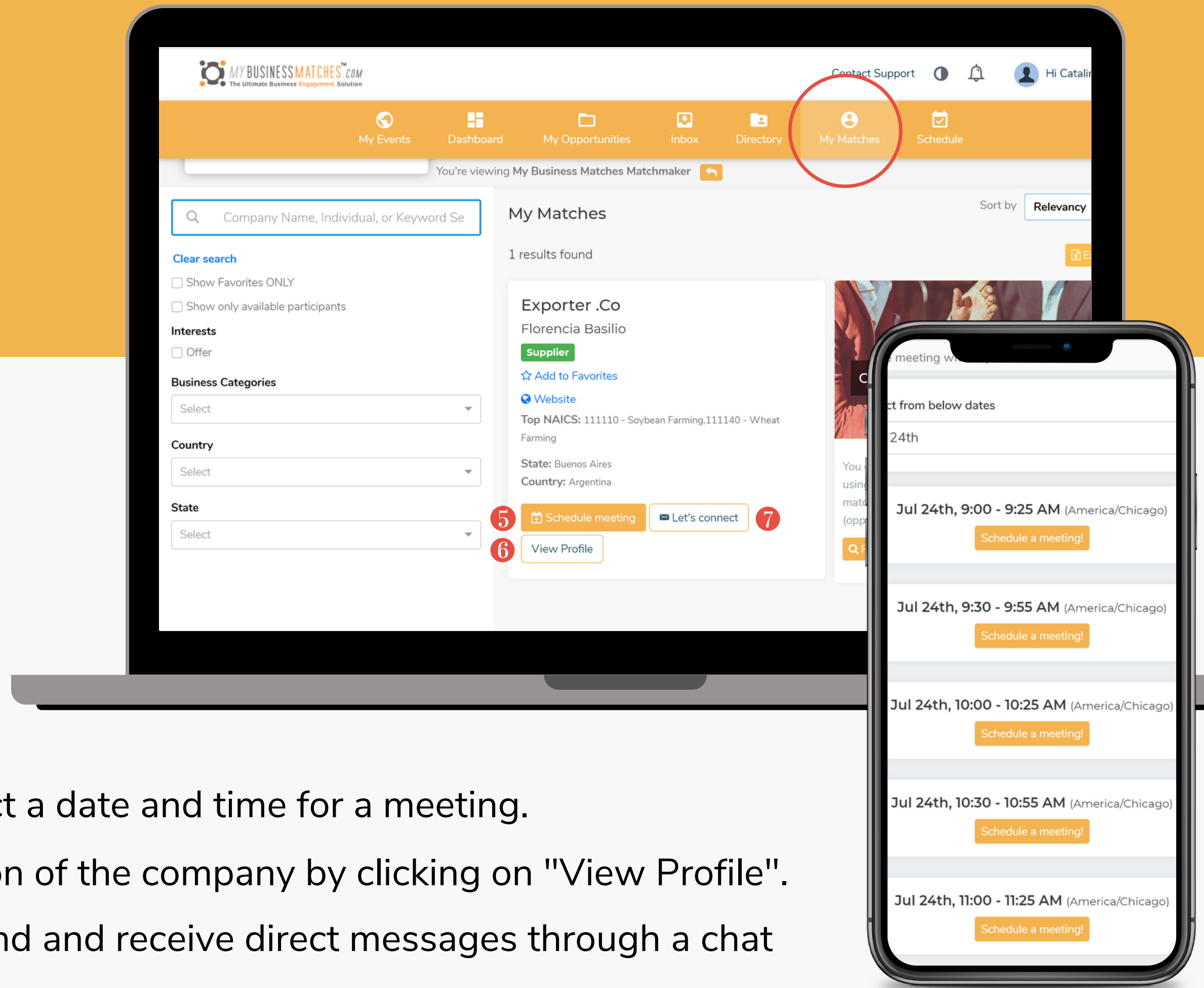
3 "Directory": will show you all participants and opportunities of the event. There, you can filter results.

4 "My Matches": you can see your potential Matches according to the opportunities your are interested in, Request or Manage your Meetings.

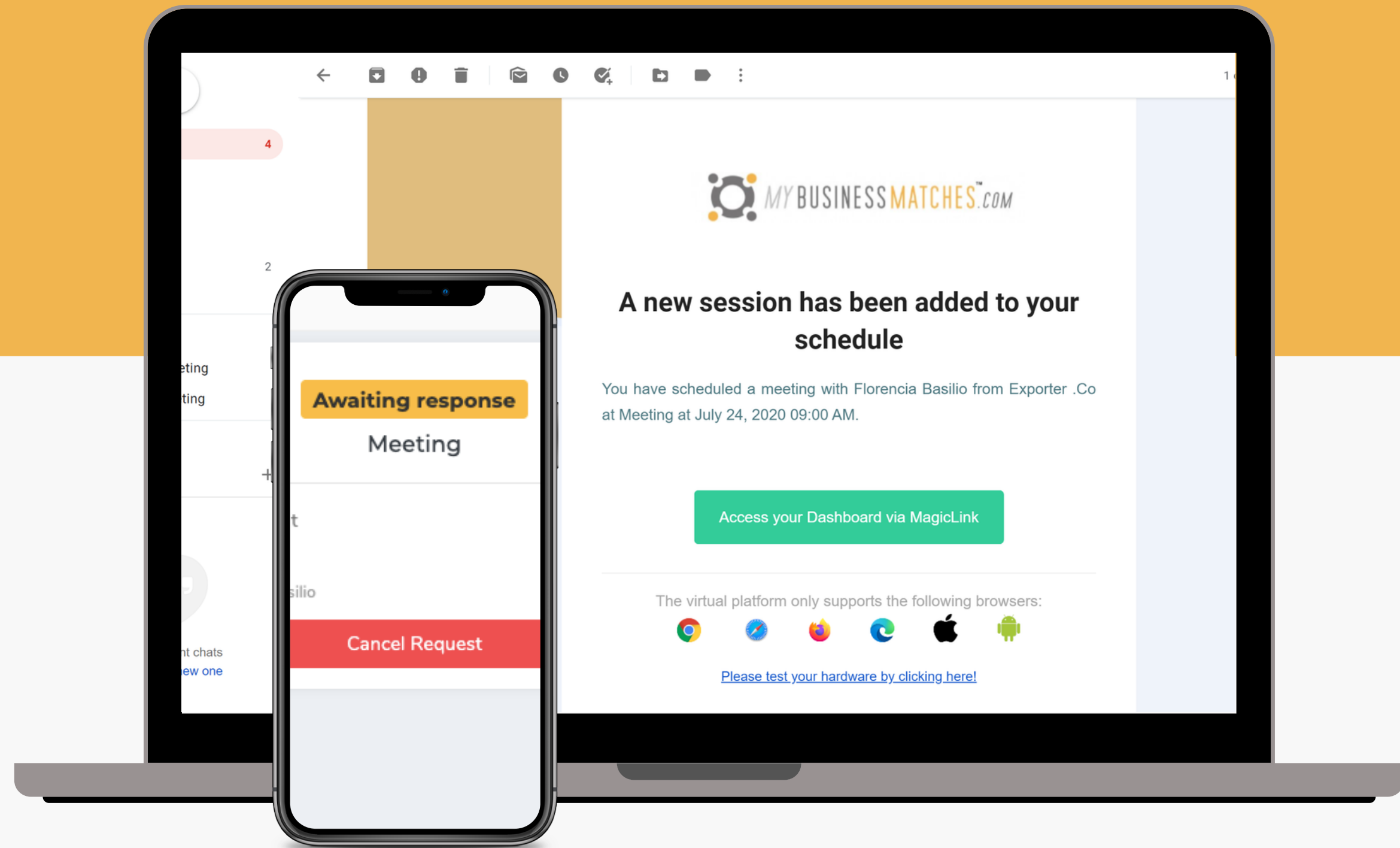
MY MATCHES

CREATE A MEETING WITH YOUR MATCH:

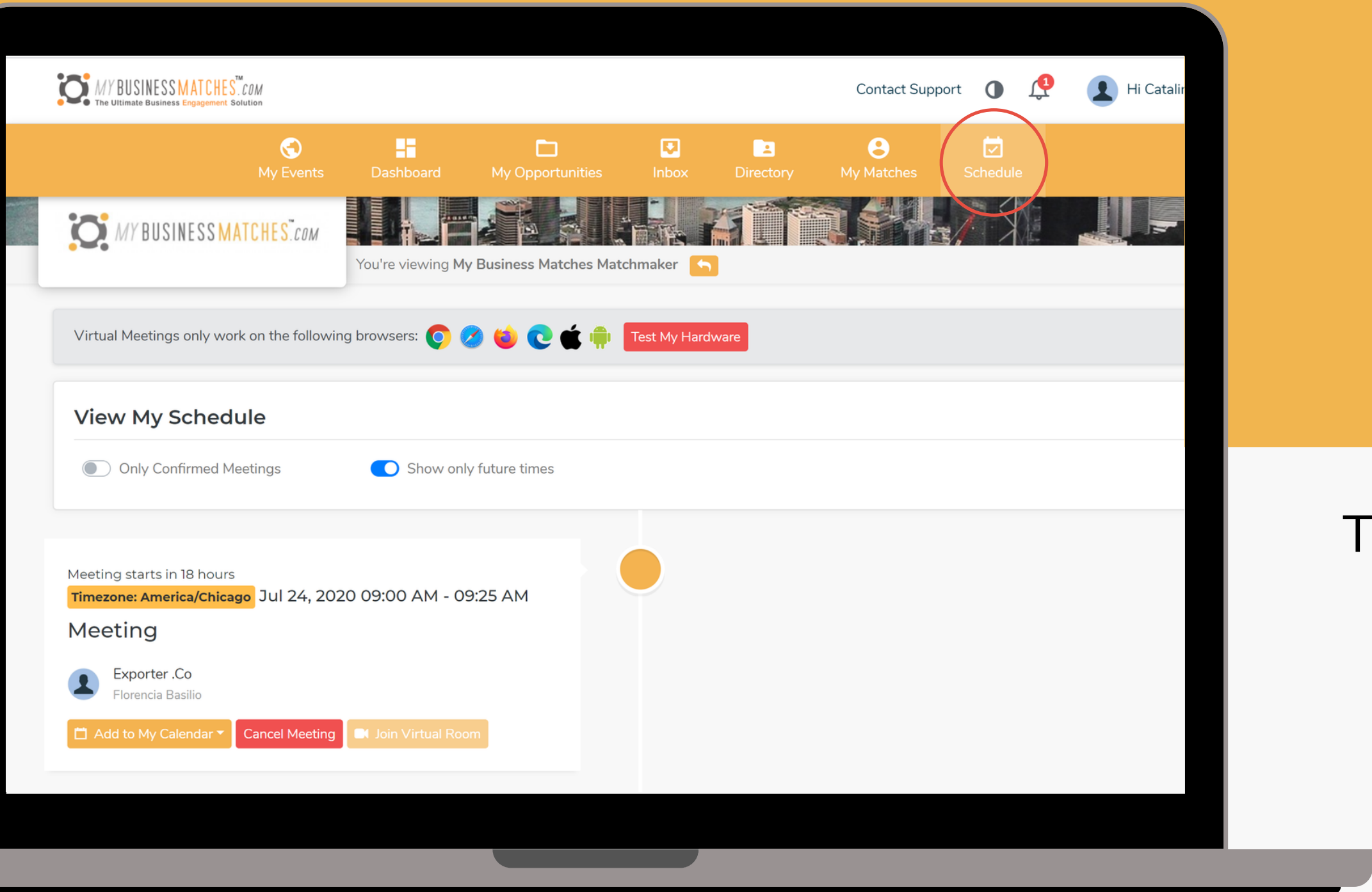
- 5 Click on "Request meeting" to select a date and time for a meeting.
- 6 You can view details and information of the company by clicking on "View Profile".
- 7 "Let's connect" will allow you to send and receive direct messages through a chat room.



NOTIFICATIONS



-You will receive **email/sms** notifications for messages, meetings requests and scheduling.



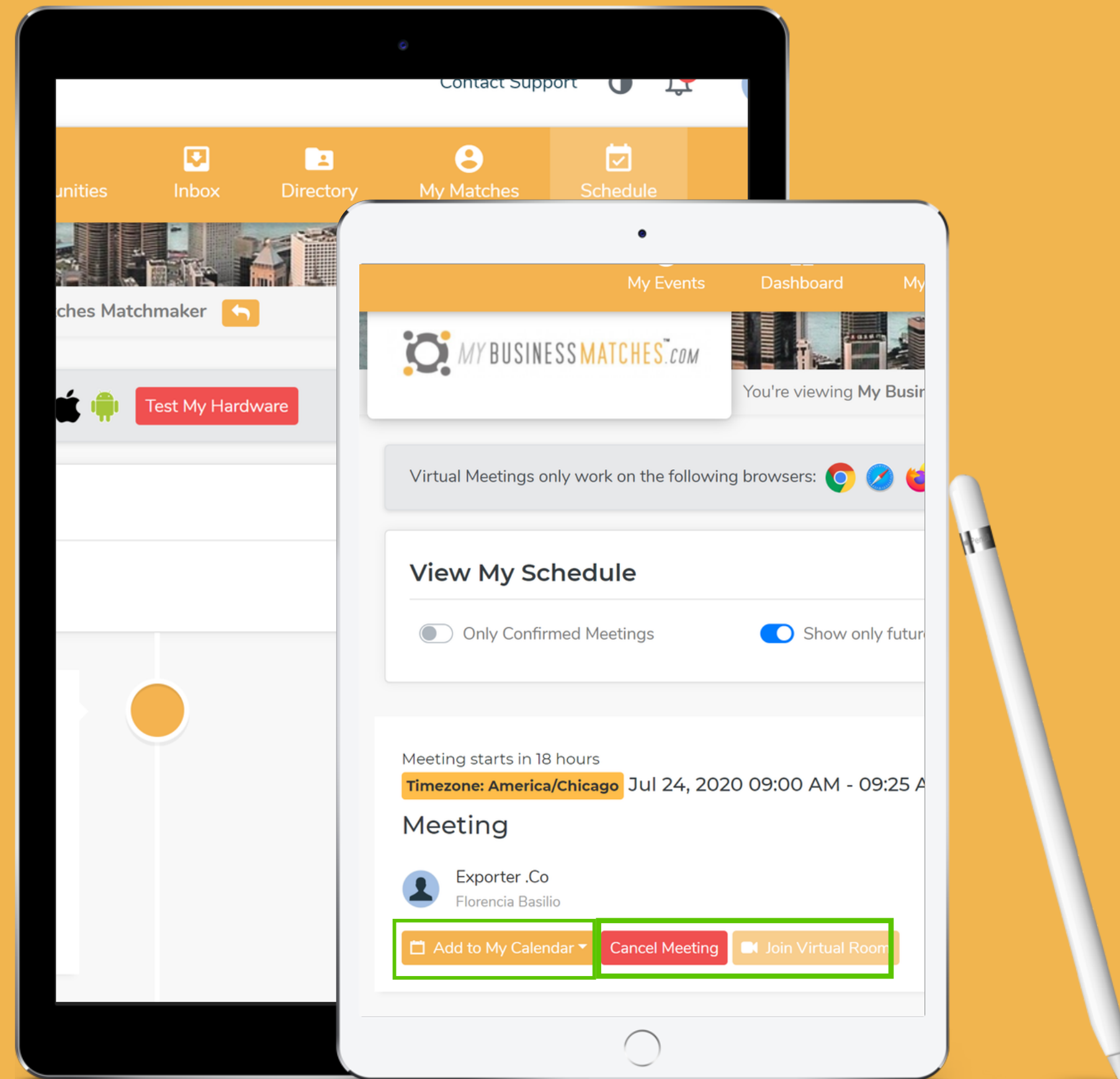
MY SCHEDULE

This section will show you a timeline with all your meetings scheduled.

VIEW SCHEDULE


Add your meetings to your personal calendar (compatible with Google, Apple, Outlook and Yahoo).




You can cancel your meetings or join virtual room whenever you are ready. Virtual Room opens 10 minutes prior to the meeting time.











It is very
important to test
your Hardware
before meetings











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Virtual Meetings only work on the following browsers:




View My Schedule

☐ Only Confirmed Meetings☒ Show only future times

Meeting starts in 18 hours
Timezone: America/Chicago Jul 24, 2020 09:00 AM - 09:25 AM

Meeting

Exporter .Co
Florencia Basilio

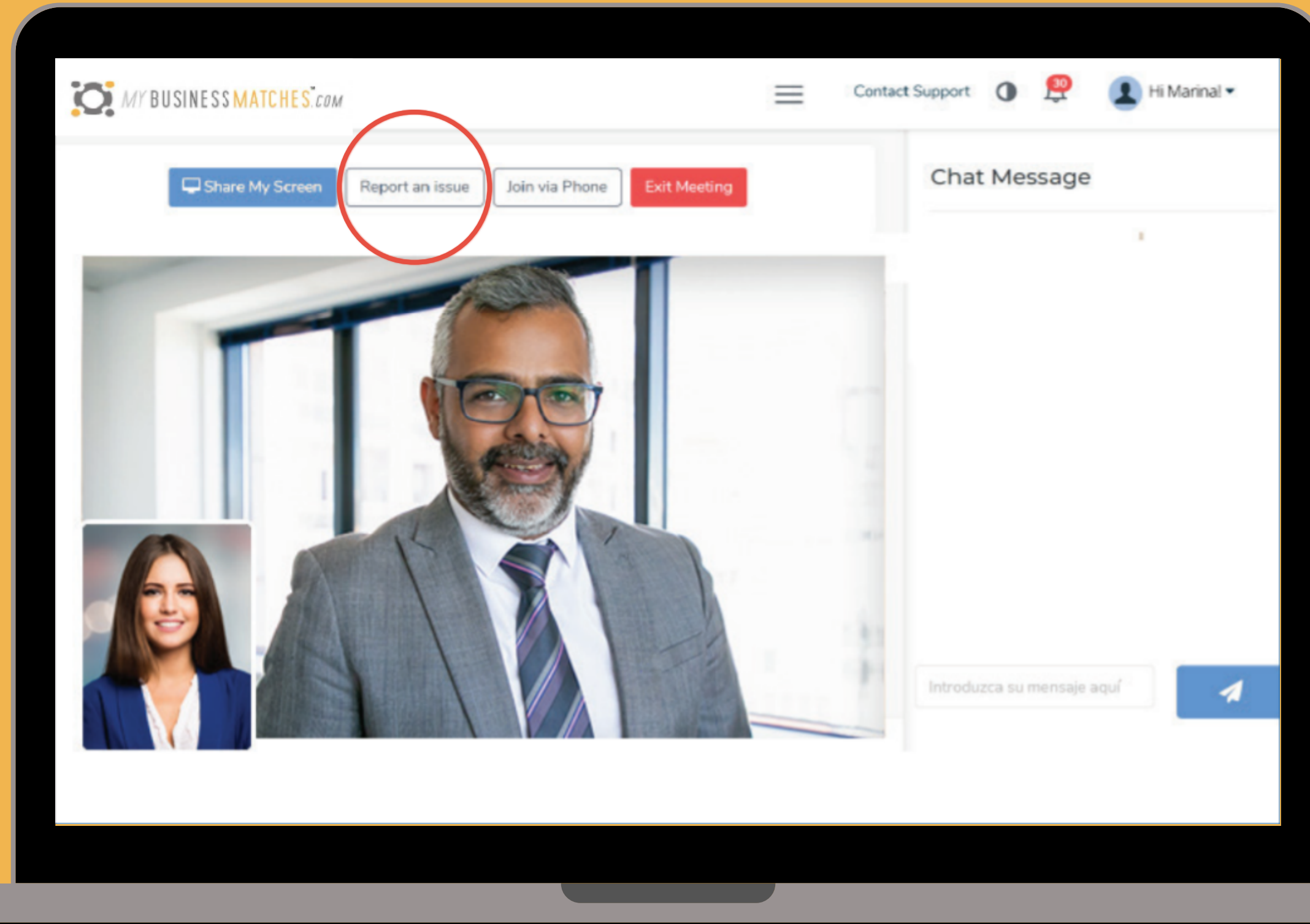


VIRTUAL MEETING ROOM

If you experience technical problems you will have access to our support system, as well as a conference number located above your counter part.

On the right side you will see a chat in case you need it. You can share your screen clicking on "Share my Screen" button.

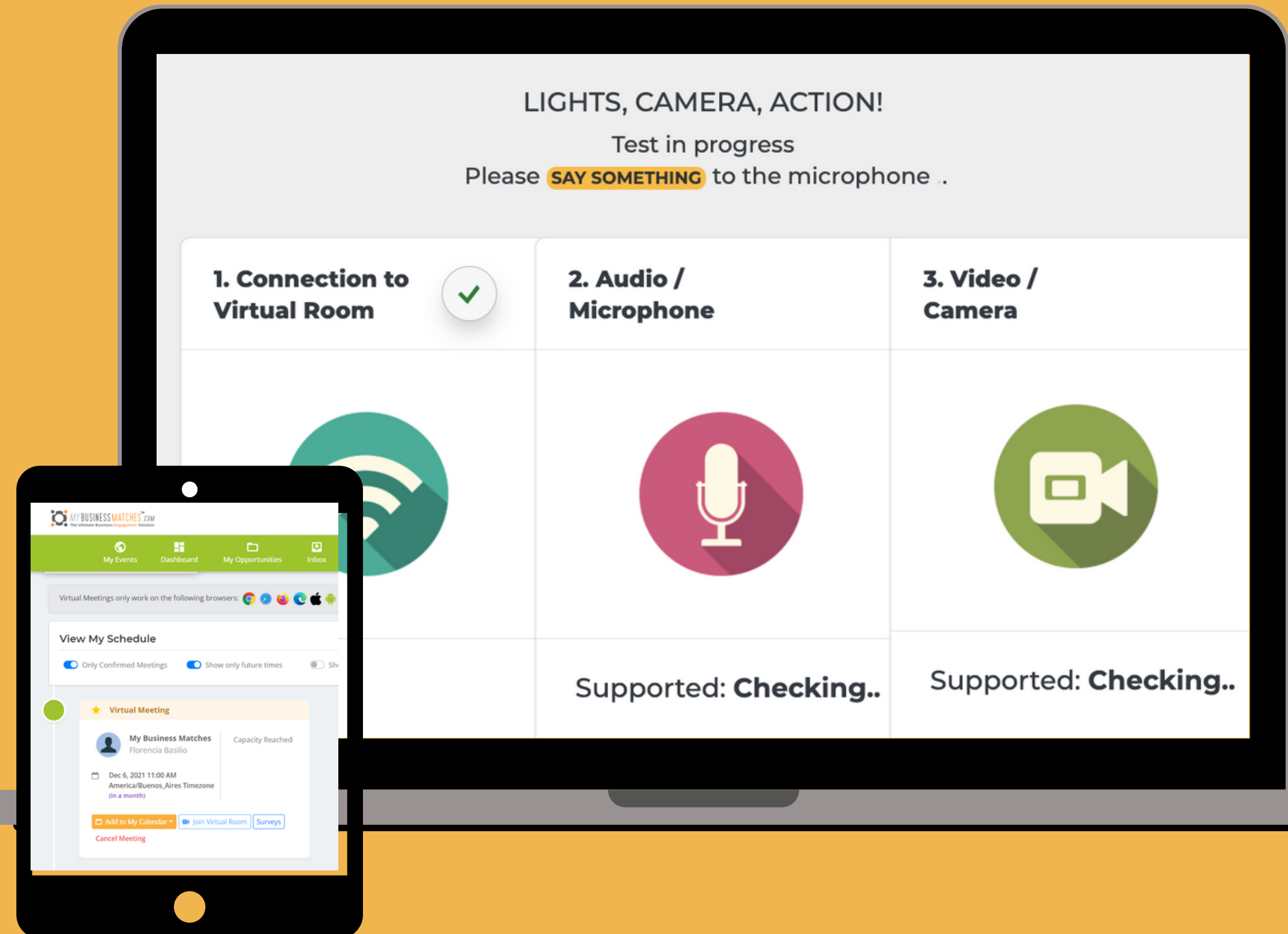
Once the meeting is over you can click "End meeting", fill the survey in case you have one and proceed to the next one.



HOW TO INVITE A COLLEAGUE TO YOUR MEETING

Join the Virtual room 5/10 minutes before

Once in your schedule, join the virtual room some minutes before your meeting to test your hardware and invite your colleague. Once the hair check is done you will join the virtual room.



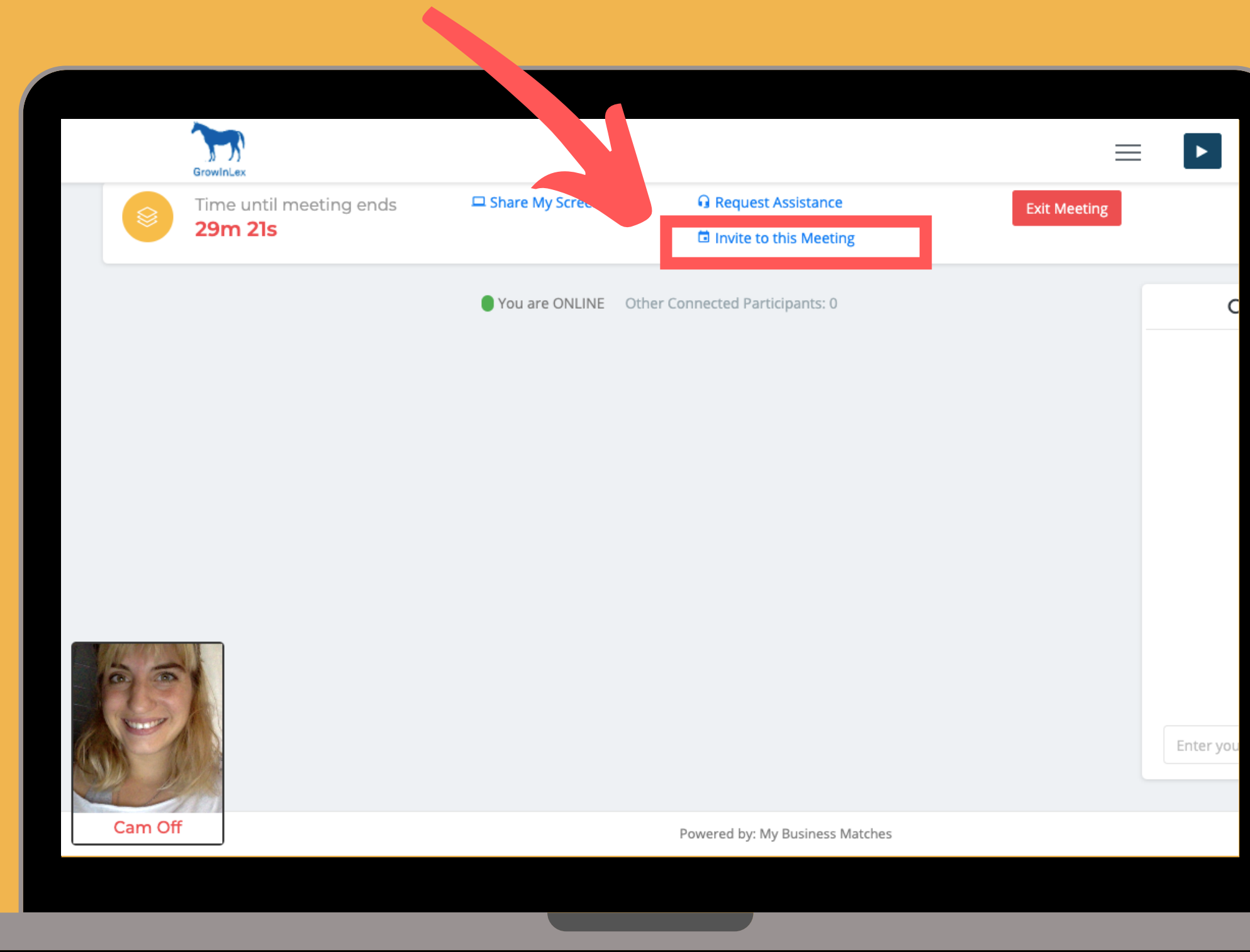
HOW TO INVITE A COLLEAGUE TO YOUR MEETING



Invite to this meeting

Click on "Invite to this meeting" to send the Magic Link to your colleagues that will go through the hair check automatically in order to join the room with you.

We suggest going through the steps 10 minutes prior to the meeting time.

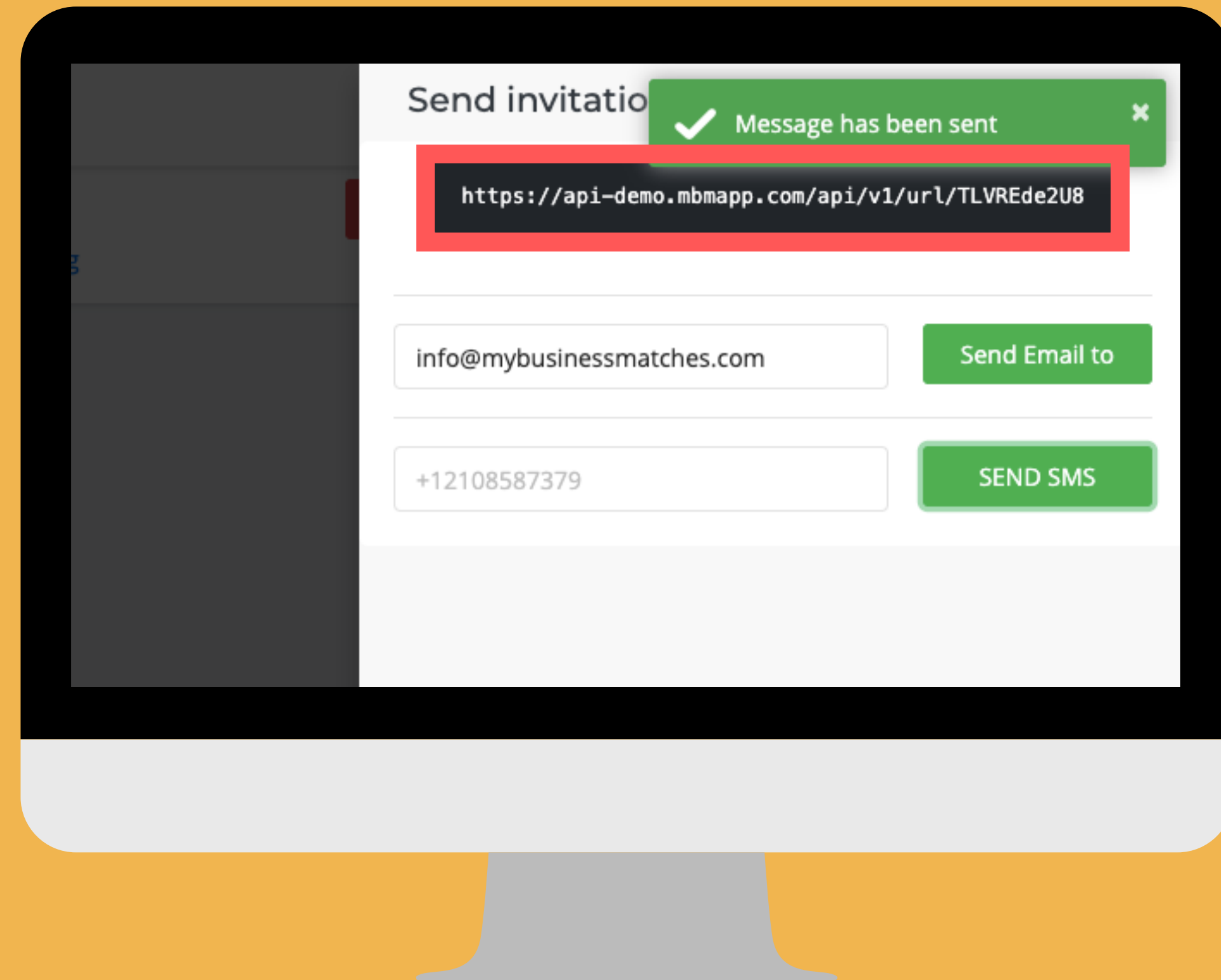


HOW TO INVITE A COLLEAGUE TO YOUR MEETING

Choose the channel: email or SMS and send the notification (Magic Link) to your colleagues. You can also copy and paste it somewhere else if necessary.

Enjoy the meeting with
your colleagues

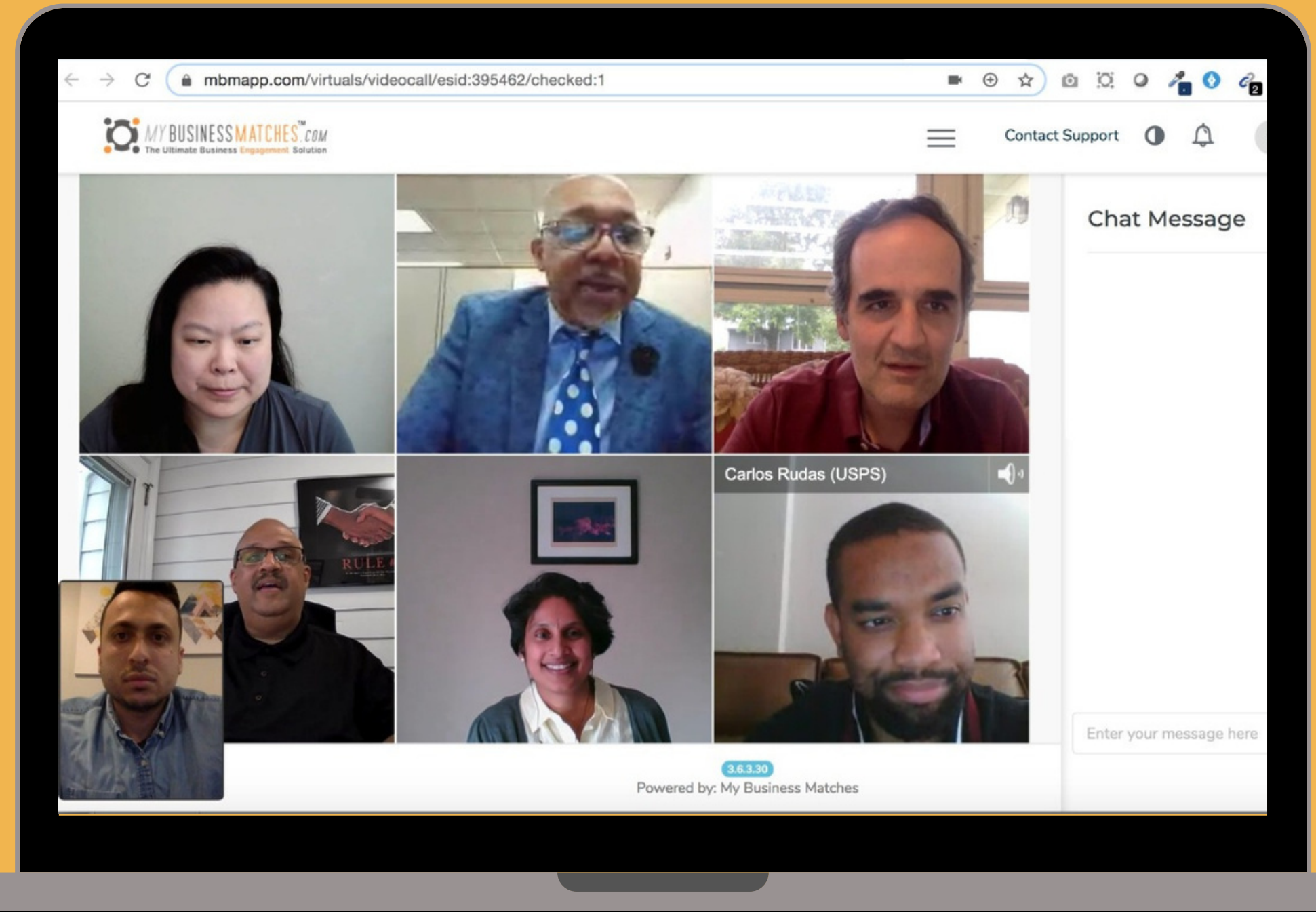
It is highly recommended to check your connection, microphone and camera before joining the virtual room



HOW TO INVITE A COLLEAGUE

You will
be able to
request technical
assistance
if necessary.

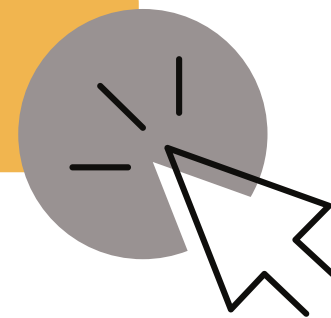
GOOD LUCK!



DO YOU HAVE ANY QUESTIONS? CONTACT US!

info@mybusinessmatches.com

CHECK THE FAQ'S MANUAL



If you need extra support you
can follow the steps with our
video tutorial 

