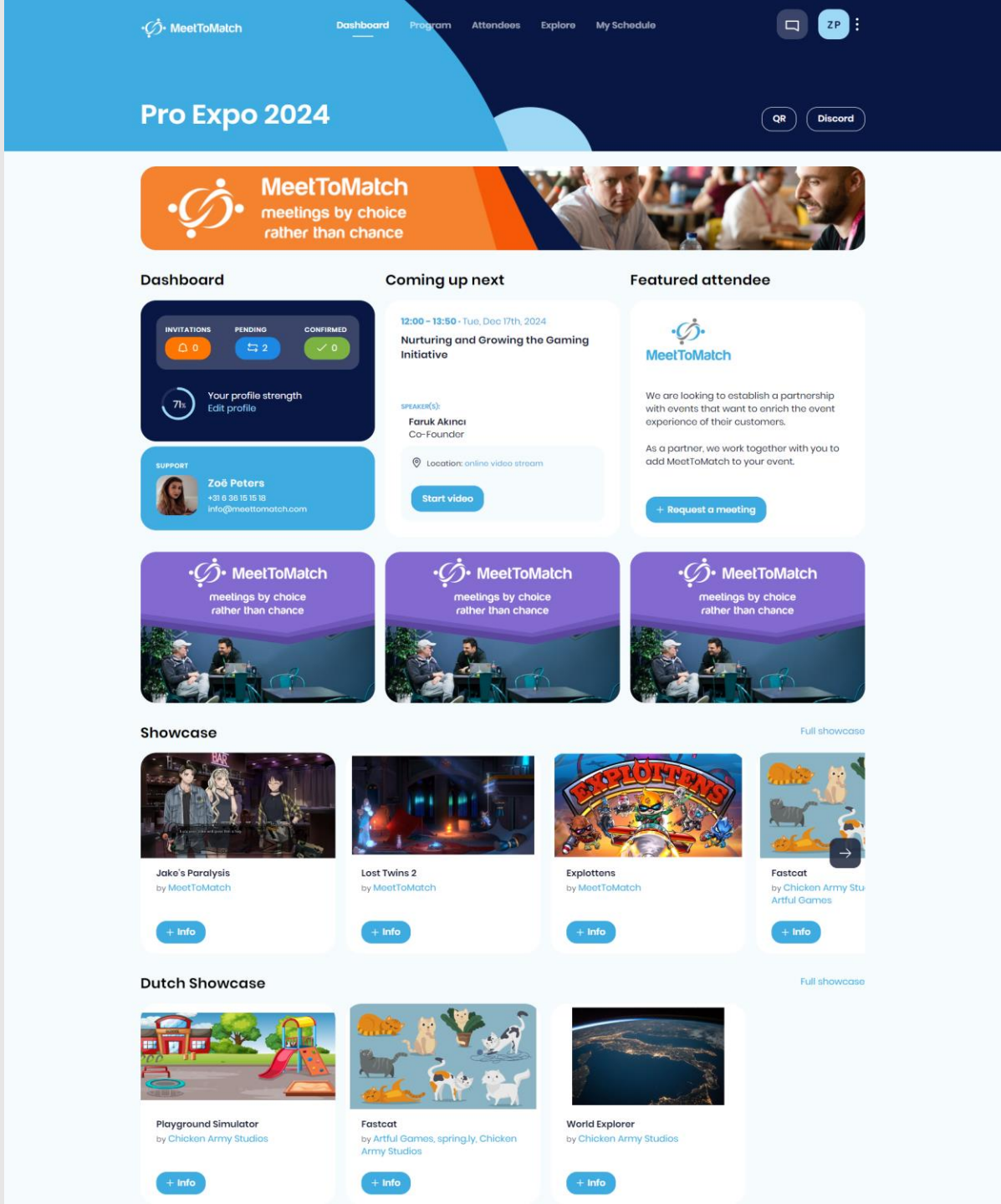
MeetToMatch

Manual



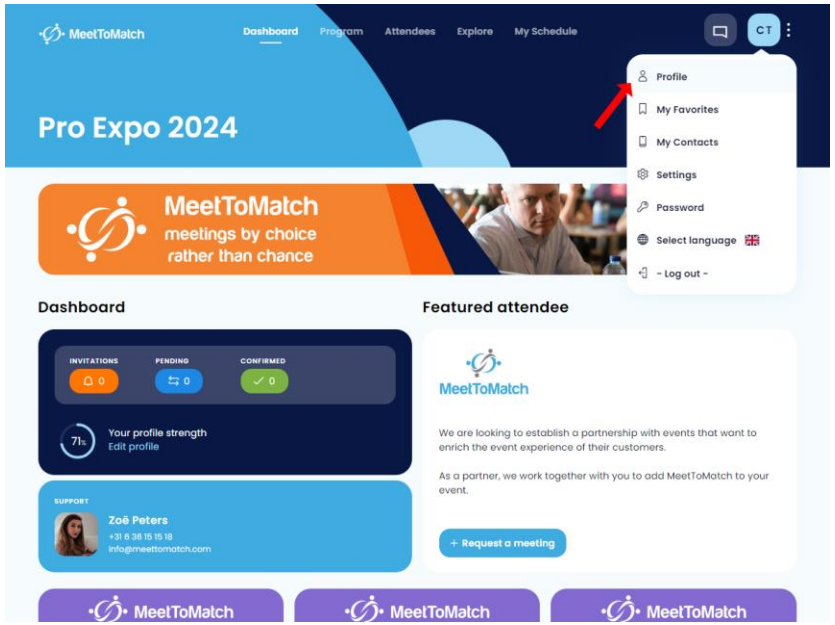
MeetToMatch Manual

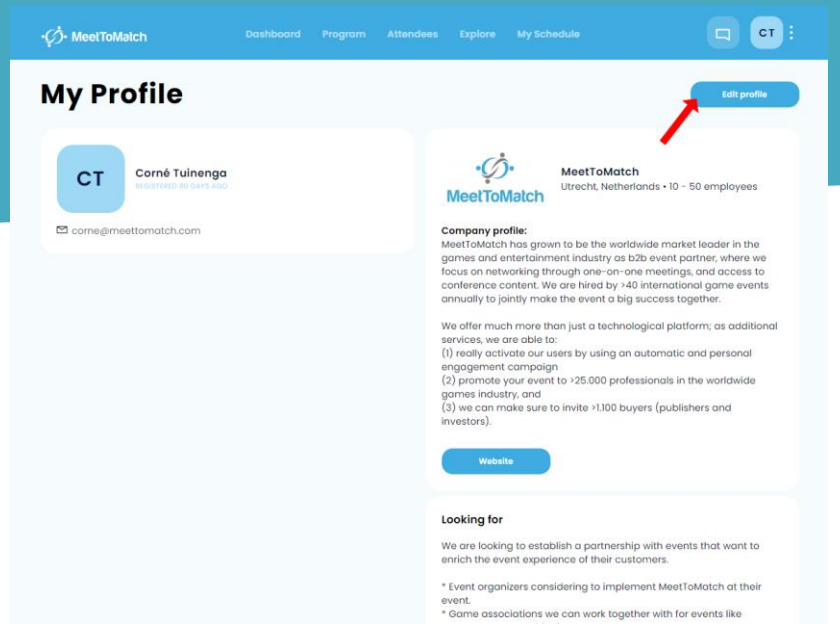
1. Edit my profile
2. Add a product to the showcase
3. Schedule a meeting
4. Transfer a meeting to a colleague
5. Change a meeting to a different location
6. Reschedule a meeting to a different timeslot

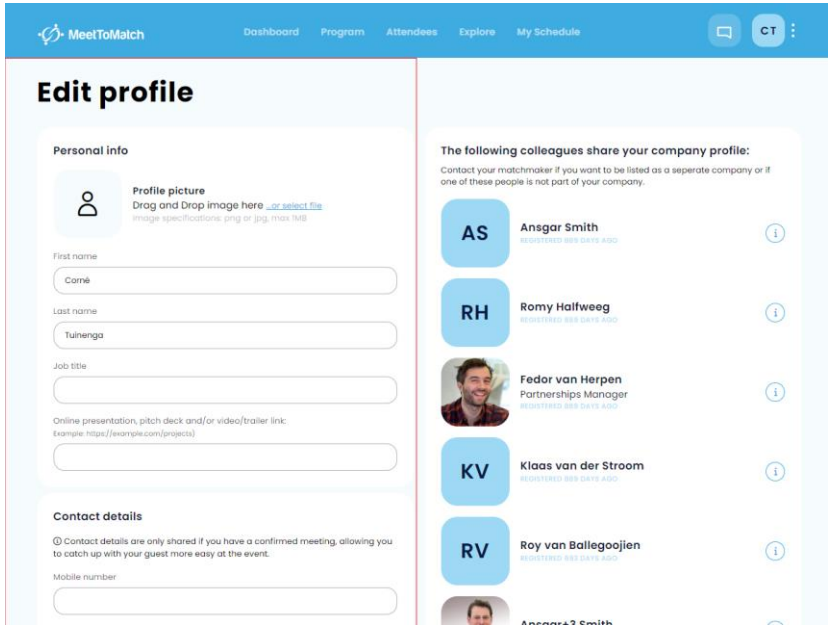
MeetToMatch

Edit my profile

1. After logging in, you enter the Dashboard.
2. When you hover over your initials, click on “Profile”.
3. At the top right of your screen, go to “Edit Profile”.
4. Here you can go and edit both your company and personal information!



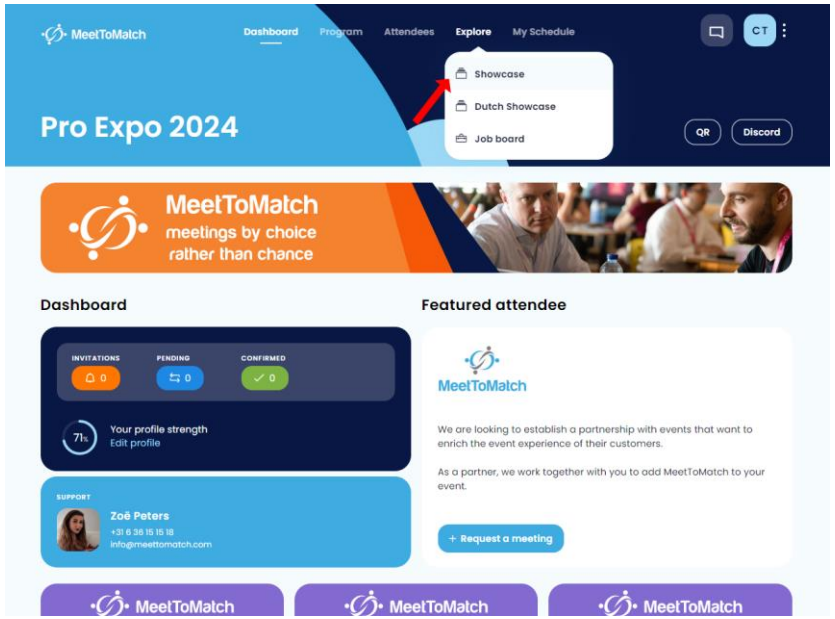


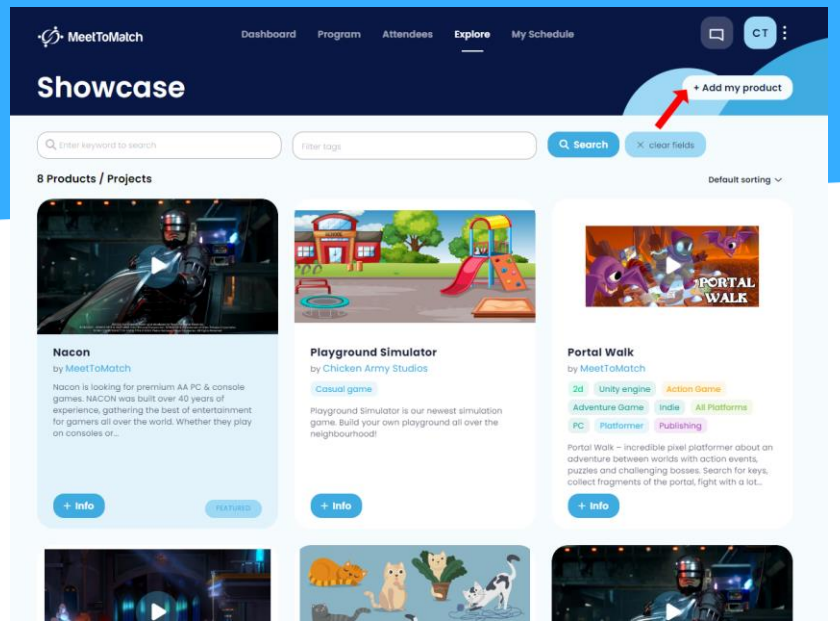


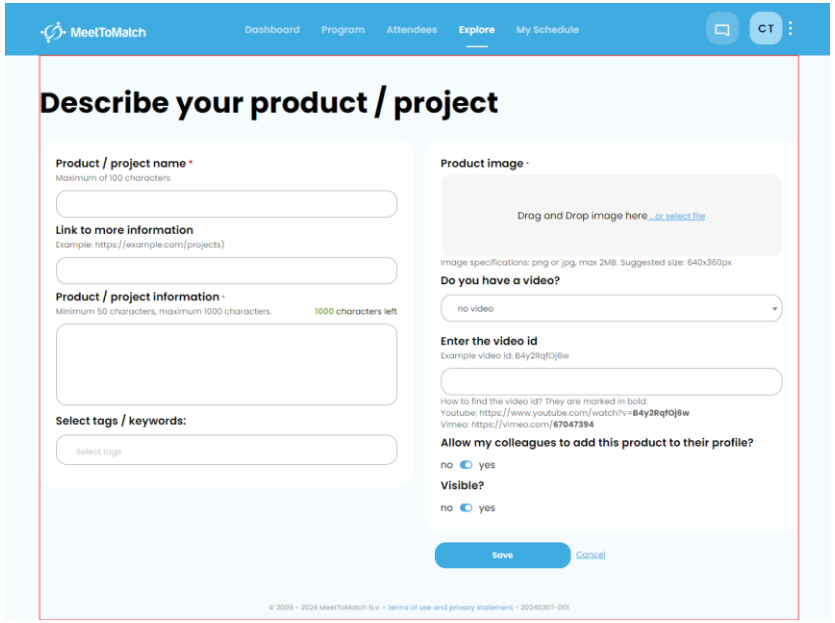
MeetToMatch

Add a product to the showcase

1. After logging in, you enter the Dashboard.
2. When you hover over “Explore”, click on “Showcase”.
3. At the top right of your screen, go to “Add my product”.
4. Here you can describe your product and add it to the MeetToMatch platform!



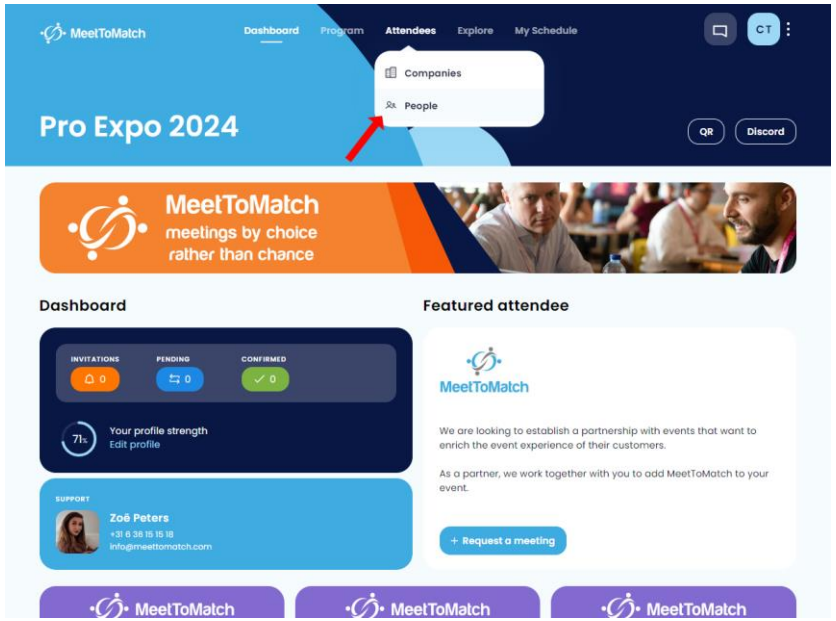


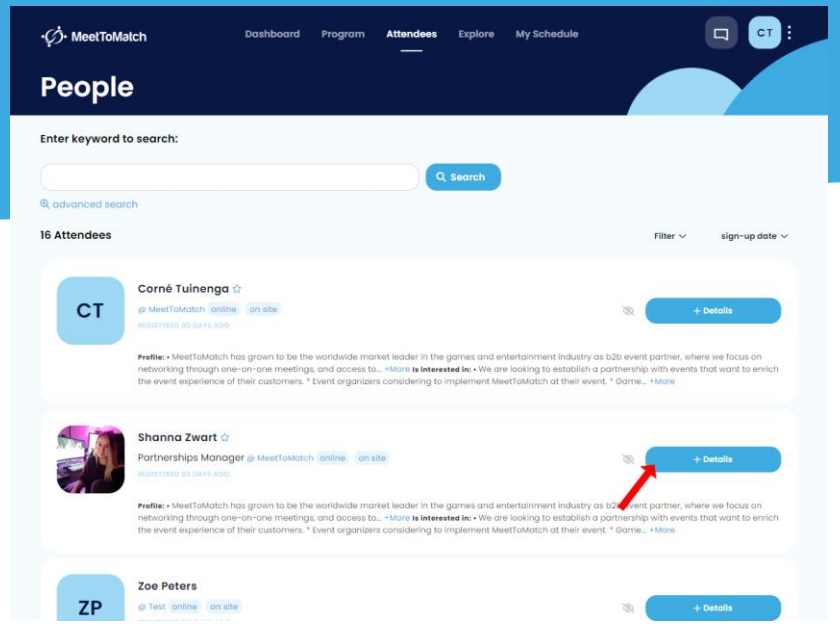


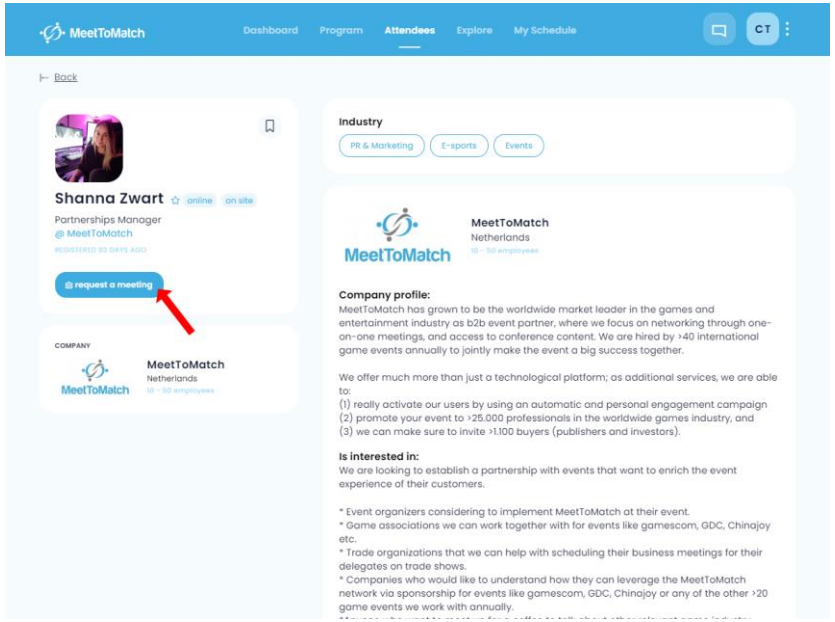
MeetToMatch

Schedule a meeting

1. After logging in, you enter the Dashboard.
2. When you hover over “Attendees”, click on “People”.
3. If you come across someone you’d like to meet, go to “Details”
4. After you open their profile, click on “request a meeting”.



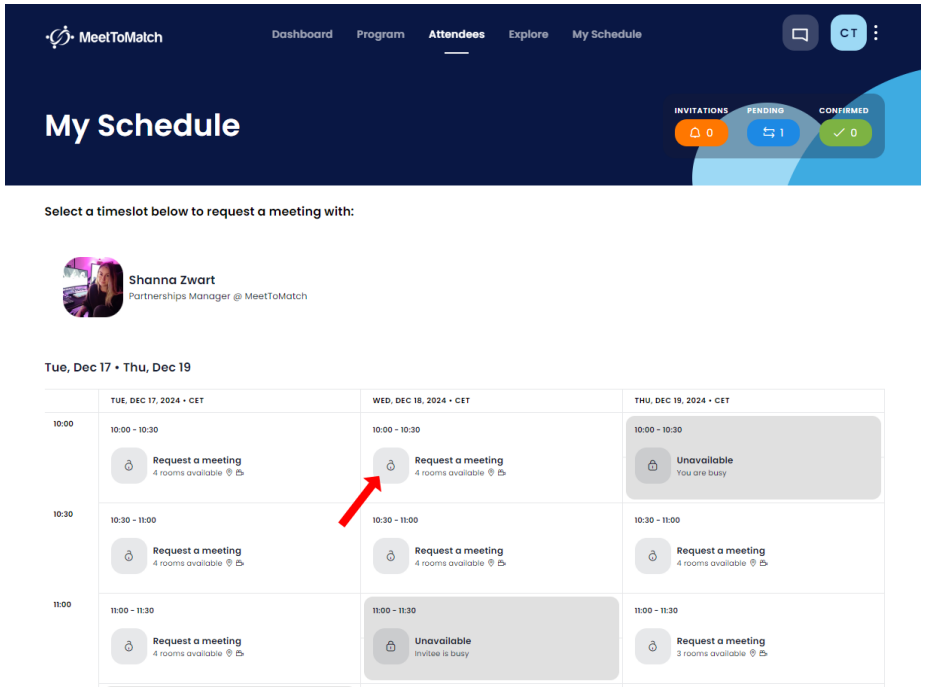


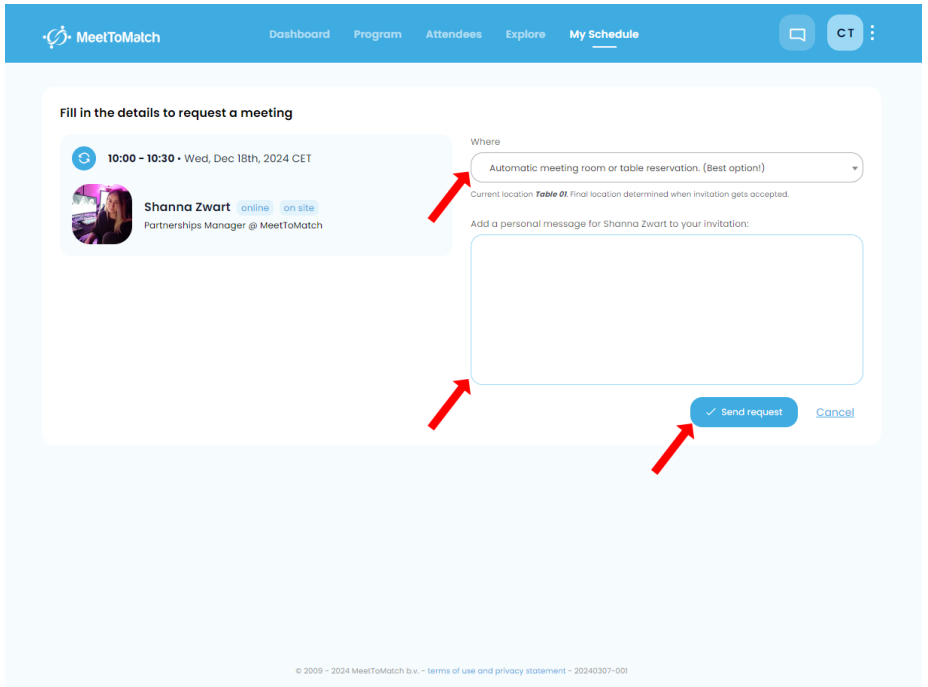


MeetToMatch

Schedule a meeting

5. Now you can go and look for an available timeslot.
6. After finding a timeslot where you're both available, you can go and request a meeting! You have the option to choose where to meet and if you want you can add a personal message to your meeting request.

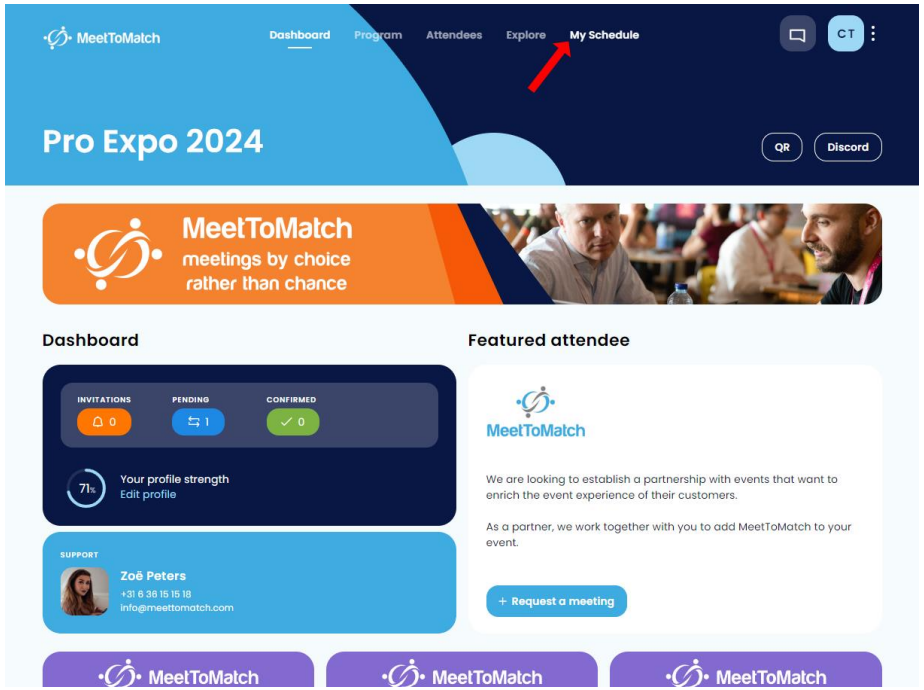


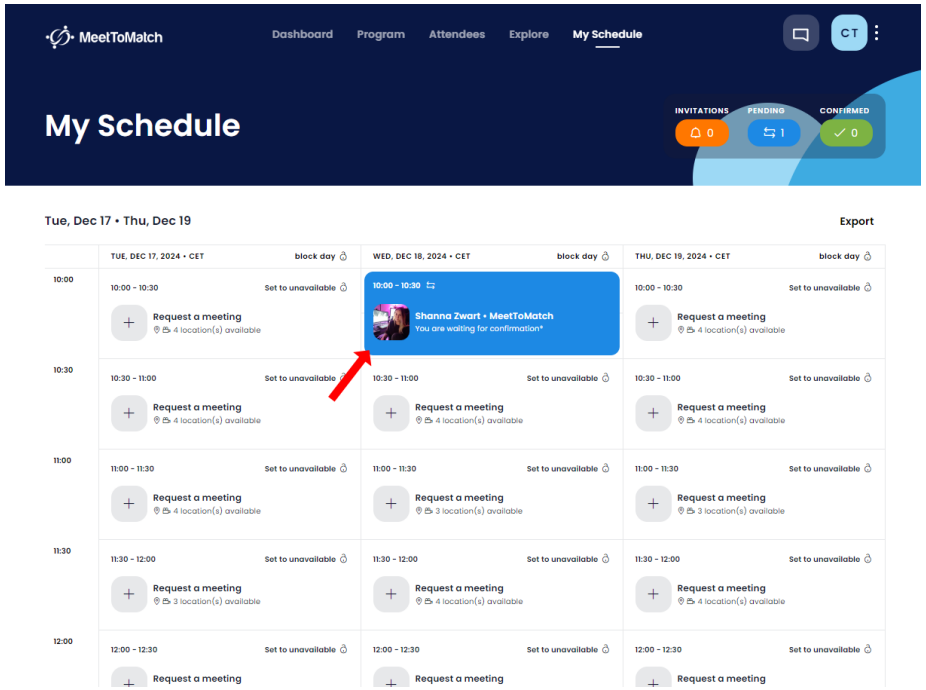


MeetToMatch

Transfer a meeting to a colleague

1. From the Dashboard, go to “My Schedule”.
2. Select the meeting you’d like to reschedule.

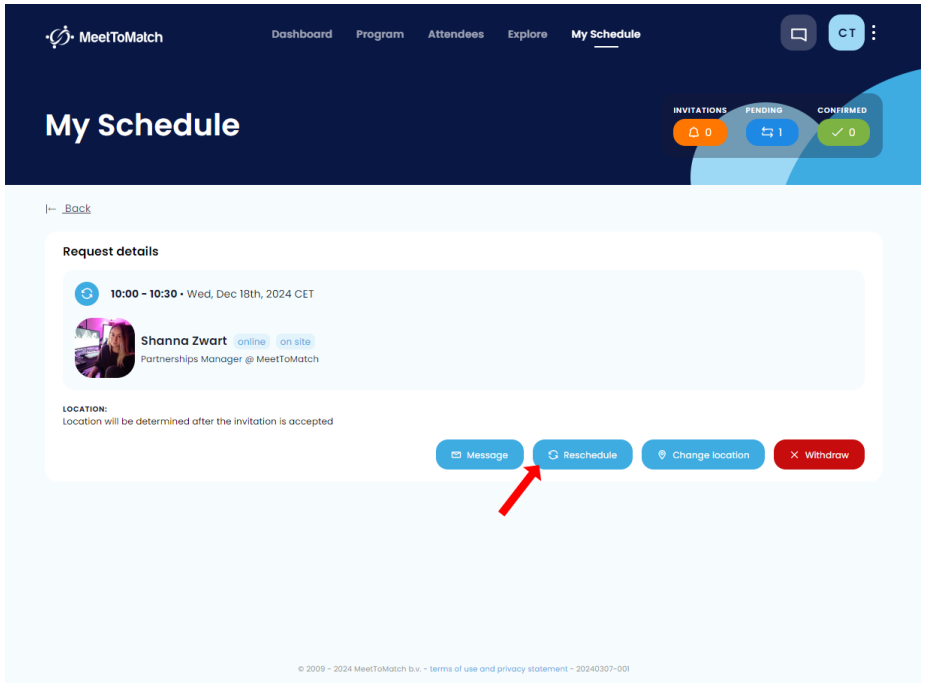


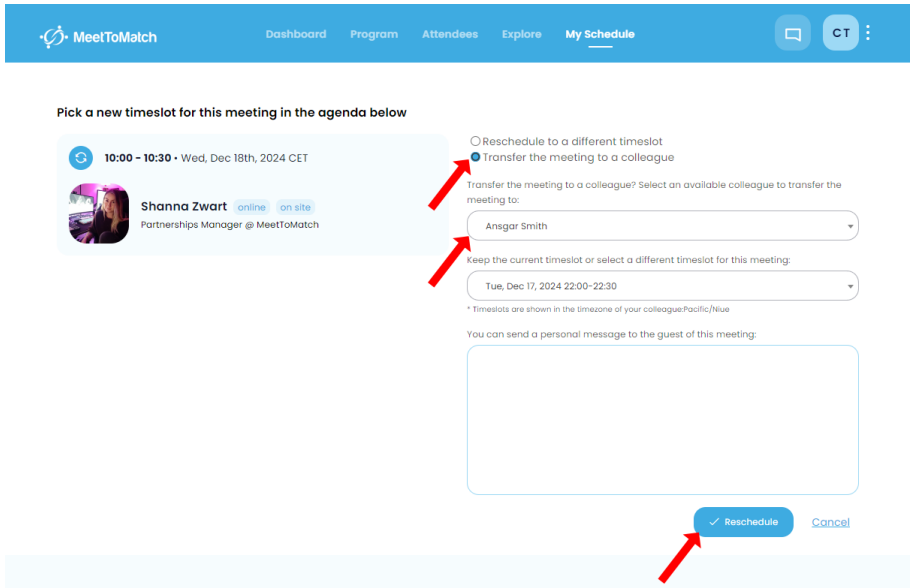


MeetToMatch

Transfer a meeting to a colleague

3. After clicking on “Reschedule”, select “Transfer the meeting to a colleague”.
4. Now you can reschedule the meeting to a different colleague. Don’t forget to inform them!

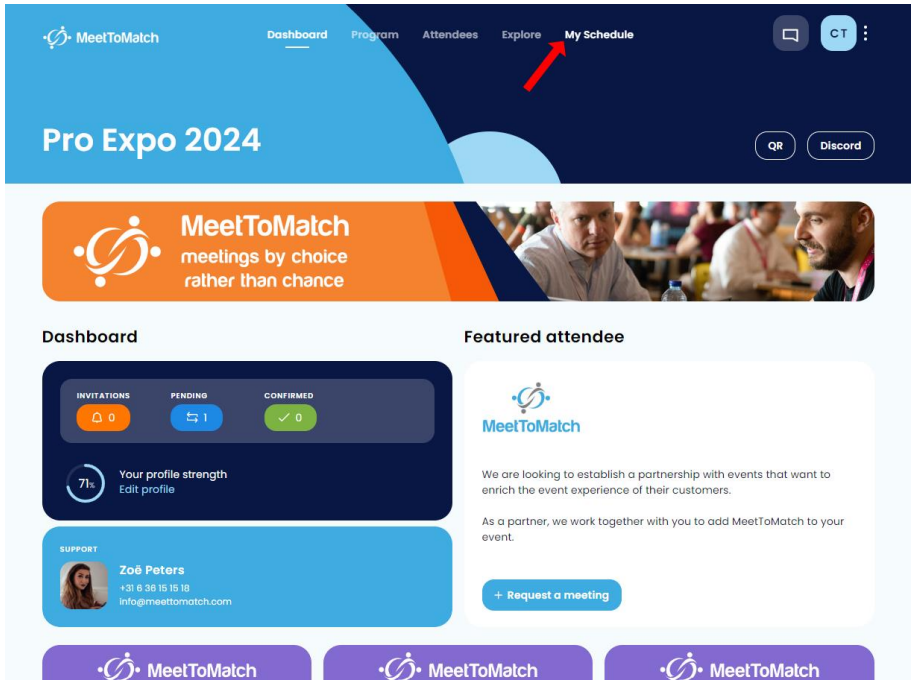


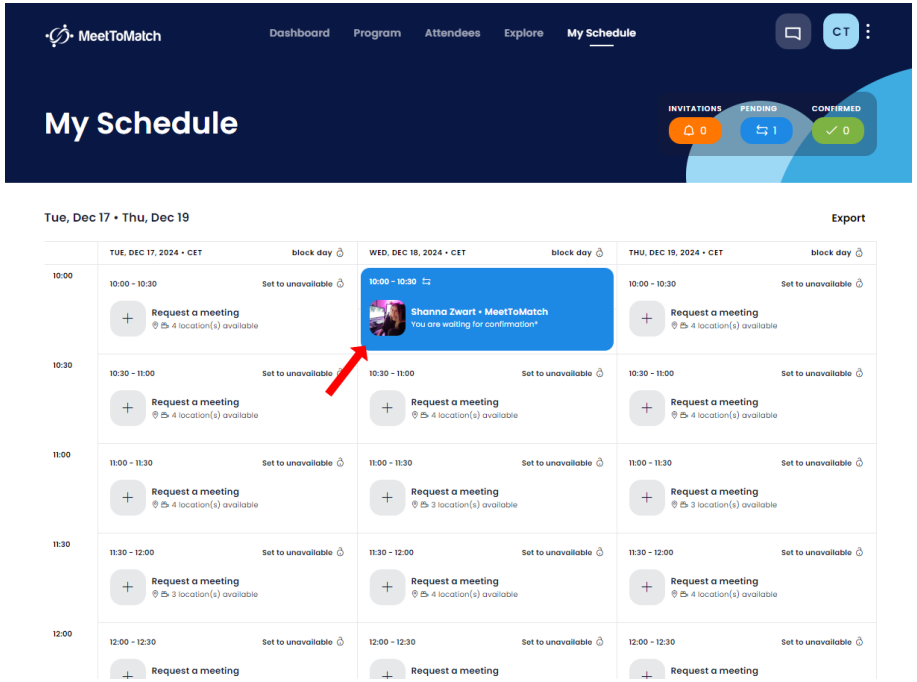


MeetToMatch

Change a meeting to a different location

1. From the Dashboard, go to “My Schedule”.
2. Select the meeting you’d like to change the location of.

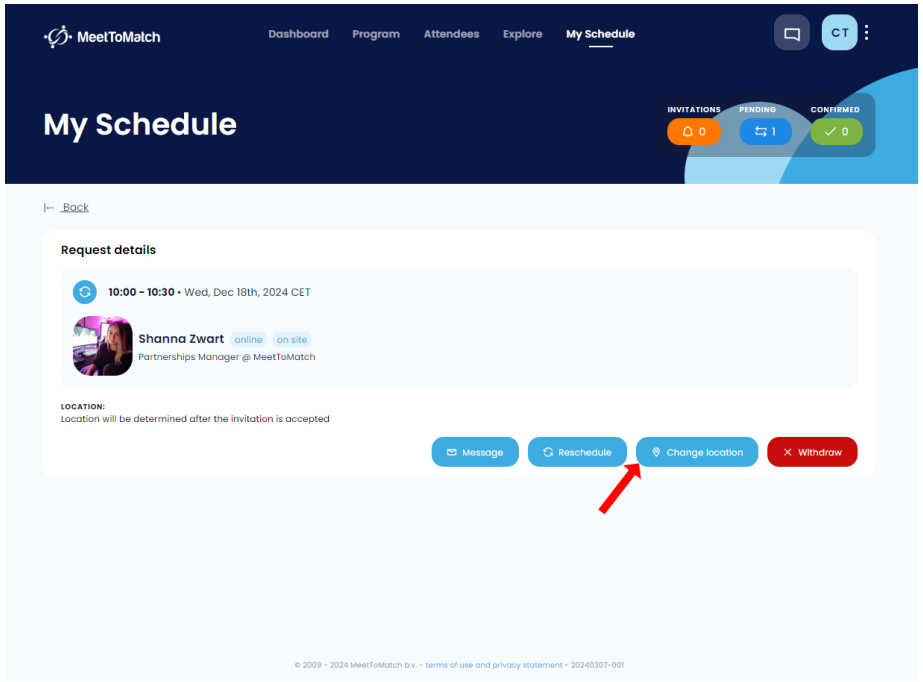


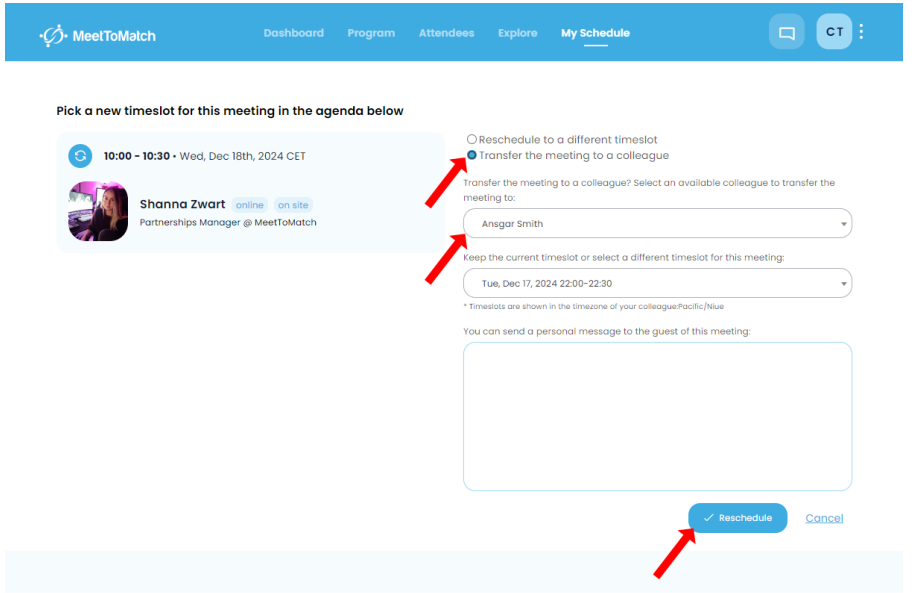


MeetToMatch

Change a meeting to a different location

3. Click on “Change location”.
4. Now you can easily change the location of your meeting!

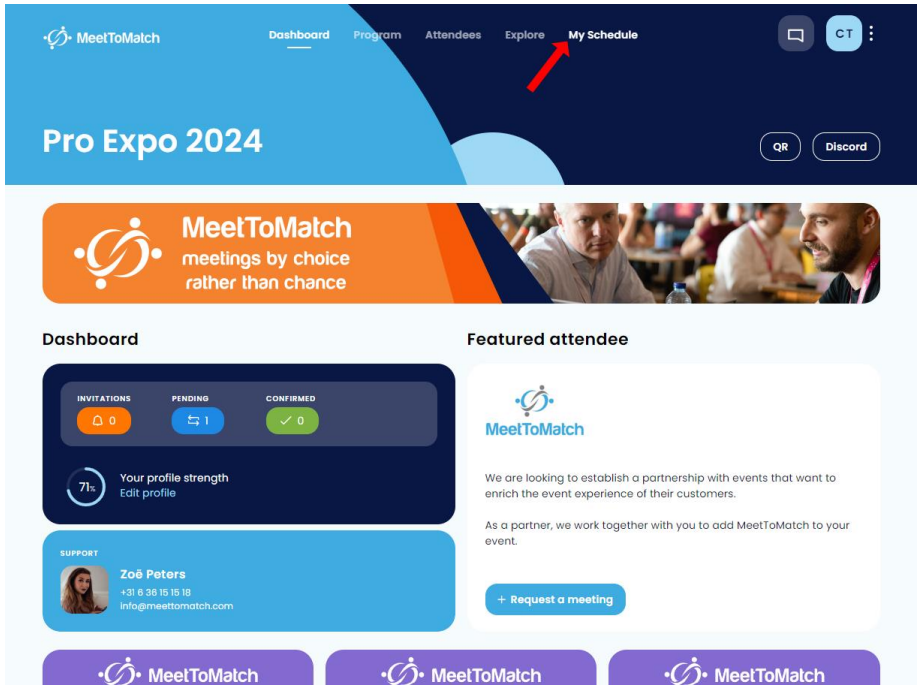


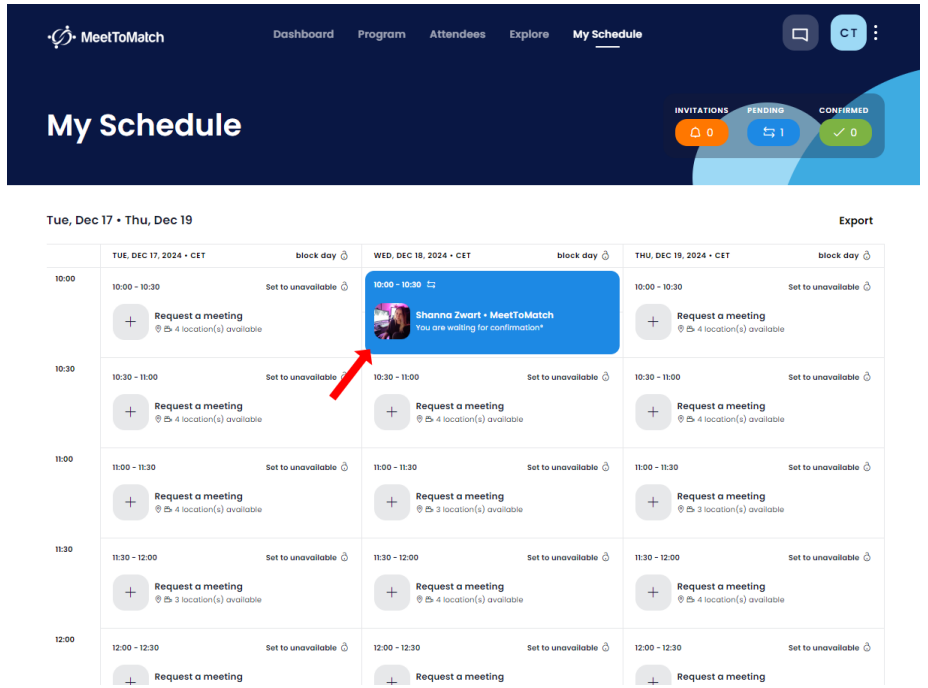


MeetToMatch

Reschedule a meeting to a different timeslot

1. From the Dashboard, go to “My Schedule”.
2. Select the meeting you’d like to reschedule.





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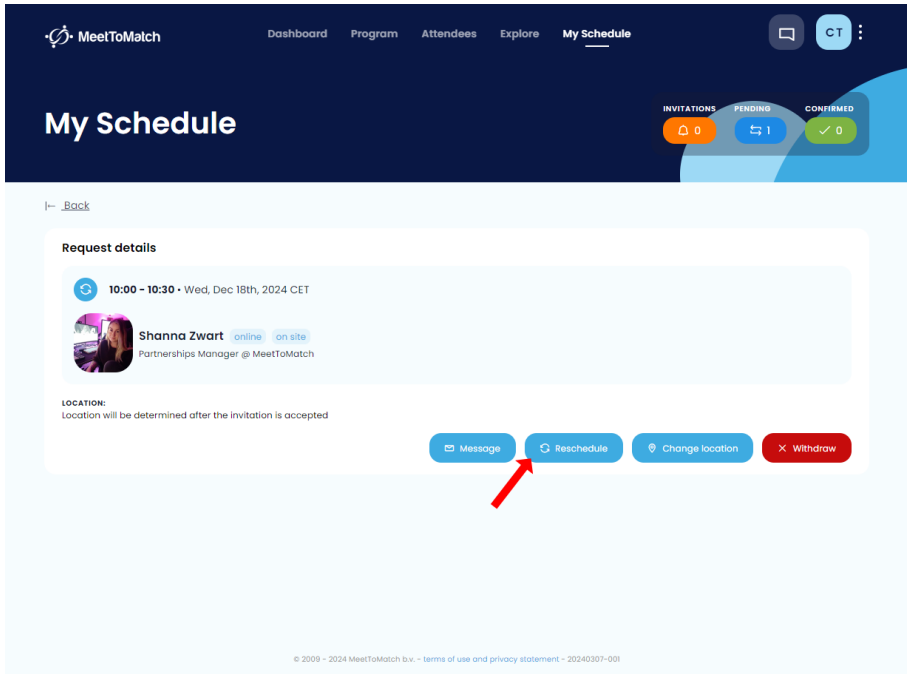
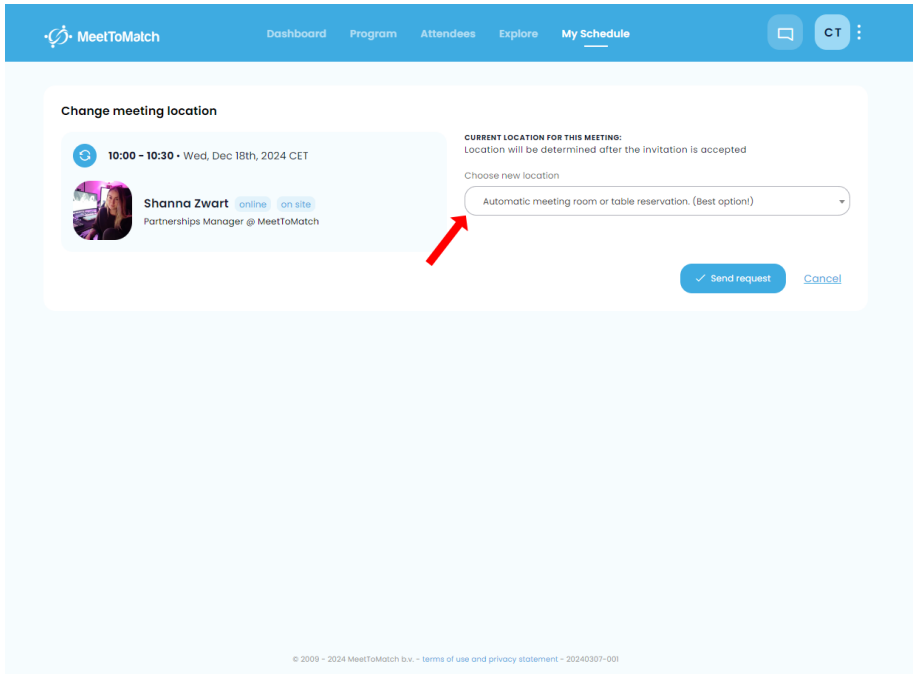
Reschedule a meeting to a different timeslot

3. After clicking on “Reschedule”, select “reschedule to a different timeslot”.
4. Now you can go and reschedule your meeting to a more suitable timeslot!





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