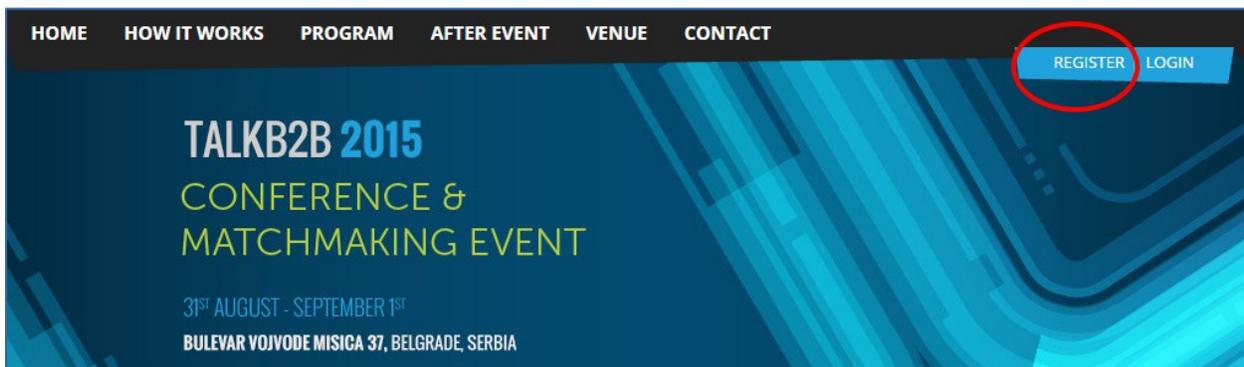


## REGISTERING, CREATING A PROFILE AND ARRANGING MEETINGS IN TALKB2B MATCHMAKING SOFTWARE

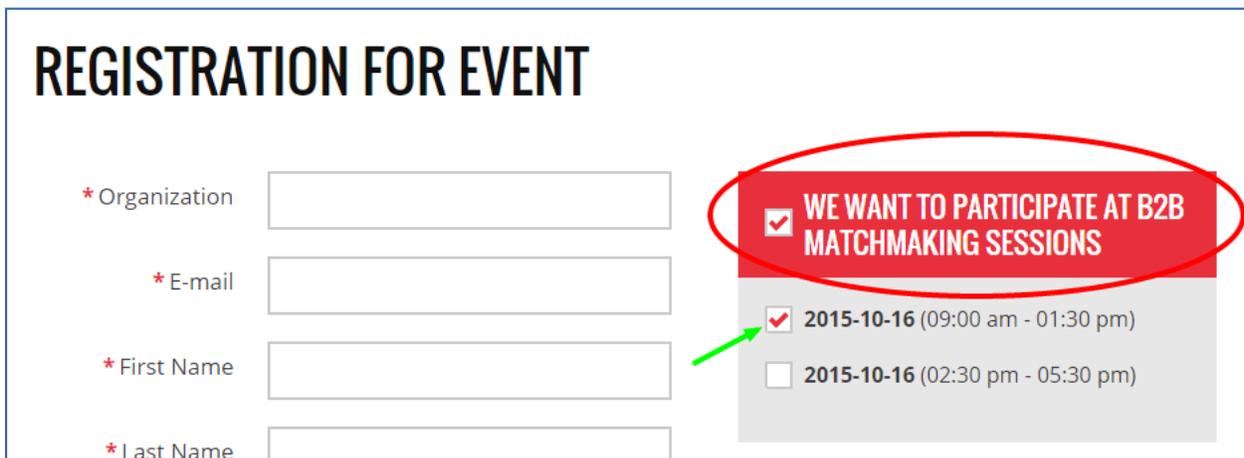
The purpose of this document (section) is to demonstrate registering, creating a profile as well as arranging meetings in our Talk B2B Matchmaking software to our valued clients and partners.

### REGISTRATION:

Since every event has its own unique web address, the first step is to access that very address. The first screen encountered will contain functionality as shown in the screen capture below:



To begin the registration process, please select the “Register” option as indicated on the screen capture above. Selecting “Register” will bring up the Register for Event page as shown below:



The fields marked with a red star are mandatory and need to be filled in. Special attention needs to be paid to the red square on the right side of the fields which is shown on the screen above and circled. If you wish to participate in B2B meetings, you need to, first of all, check the “We want to

participate at b2b matchmaking sessions” checkbox, followed by selecting the desired date and time immediately below.

Once the registration is completed you will receive an email which contains a link to confirm the registration process and to continue filling out the rest of the required information profiling your organization.

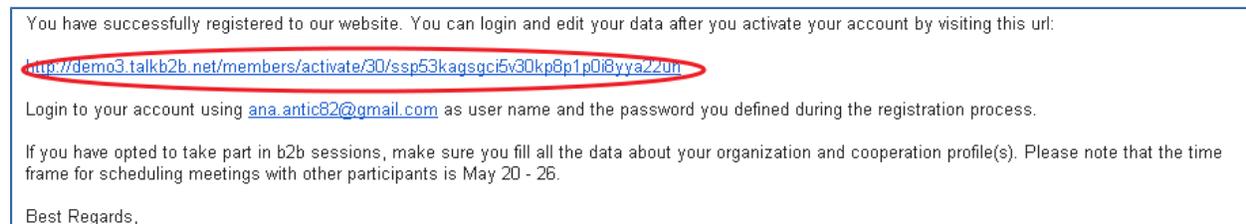
**NOTE:** Only registering does not complete the process as you have to fill out the rest of the organization profile information so that other participants are able to find you among the many other organizations.

Also, **please note** that it is crucial to choose at least one of the dates offered when you will be able to attend meetings and be available for meetings with other organizations. This step needs to be completed in order to successfully complete the registration process, if you wish to attend and be available for meetings.

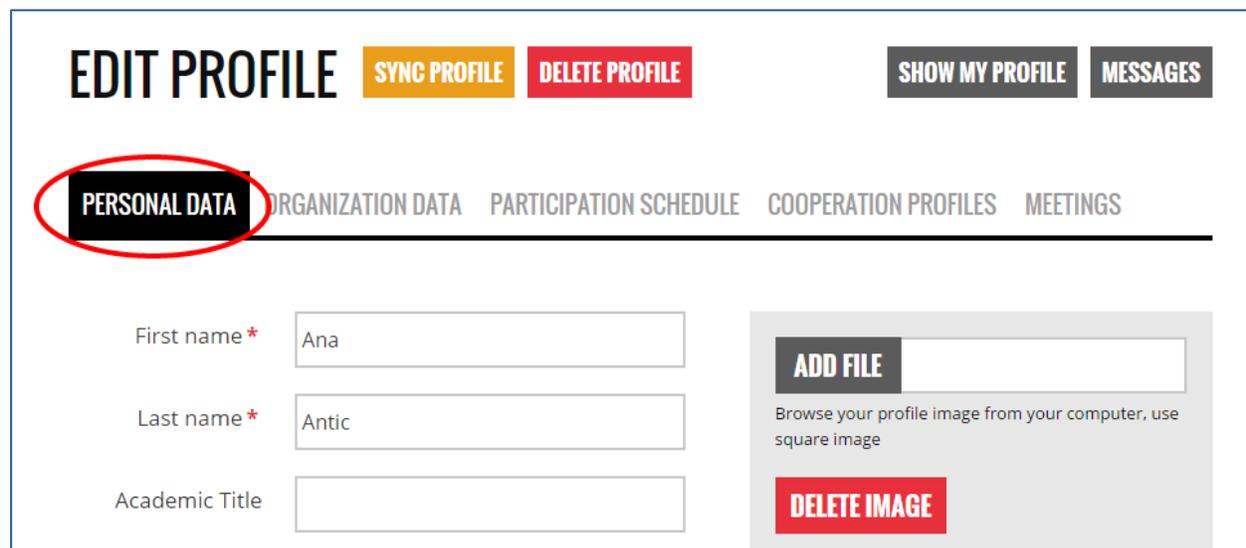
## CREATING A PROFILE

After successfully completing the registration you need to continue with filling out the rest of the organization profile information. There are two ways to accomplish this:

The first way is to go to your inbox and locate the email that was sent to confirm a successful registration. The email itself will contain a link which is shown in the screen capture below:



Clicking the link will bring up the following screen:



**EDIT PROFILE** **SYNC PROFILE** **DELETE PROFILE** **SHOW MY PROFILE** **MESSAGES**

**PERSONAL DATA** ORGANIZATION DATA PARTICIPATION SCHEDULE COOPERATION PROFILES MEETINGS

First name \*

Last name \*

Academic Title

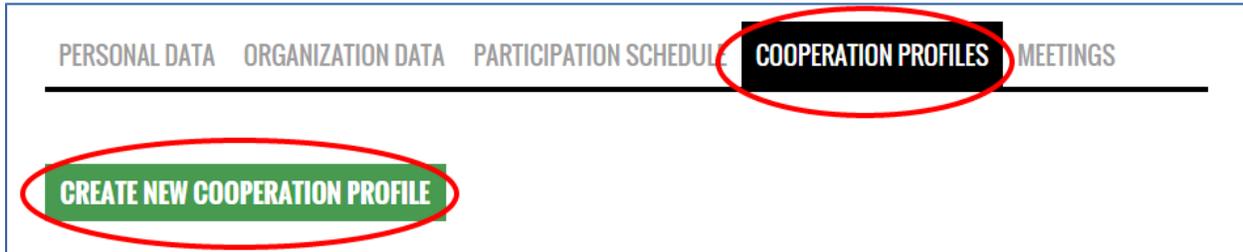
**ADD FILE**

Browse your profile image from your computer, use square image

**DELETE IMAGE**

Complete the Personal Data tab and click the “Update person” button. Once you have completed entering and/or updating the information on the Personal Data tab, please do the same with Organization Data and Participation Schedule tabs, which contain registration information, always ensuring to click the “Update person” button before moving to the next tab.

The fourth tab, Cooperation profiles, is perhaps the most important one.



Clicking the “Create new cooperation profile” will bring up the following screen:

Please refer to the table below regarding the values that need to be entered on the screen above.

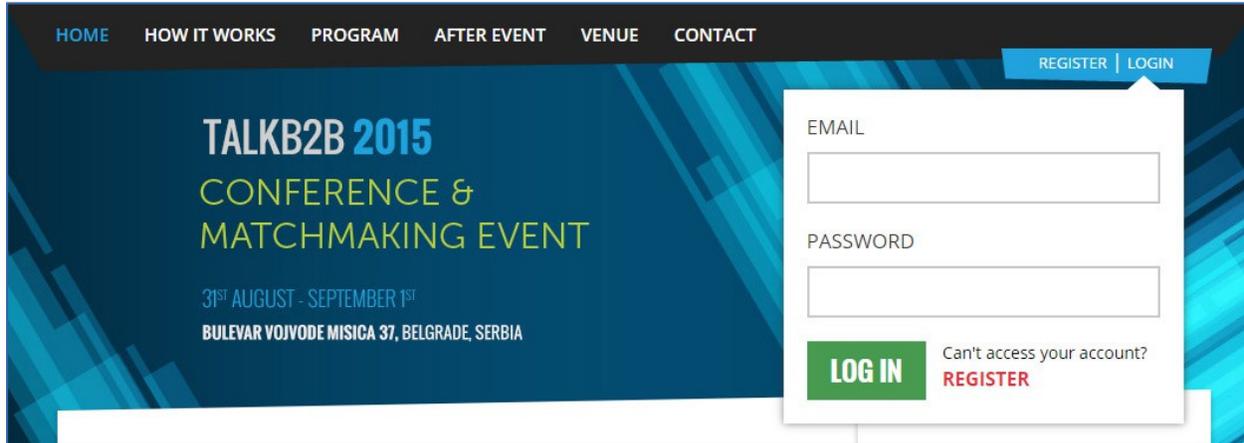
Field Name	Field data required
Type	Select an option that best describes your situation
Title	What are you offering?
Description	Describe what you offer or require
Image	Upload a logo

Offered/Request

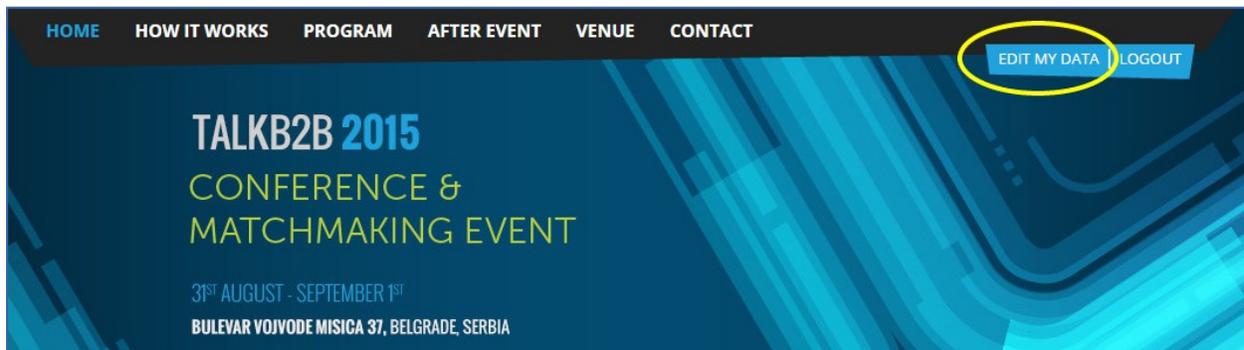
Select the offered/requested options

Once all the information has been entered click the “Save new profile” button.

The second way of creating a profile is by going to the event web address and selecting the Login option as shown below:



Ensure that you enter the same email address and password that you entered during the registration process. After entering the correct values in the Email and Password fields, click on the “Log in” button to access your account, as is shown in the screen below:

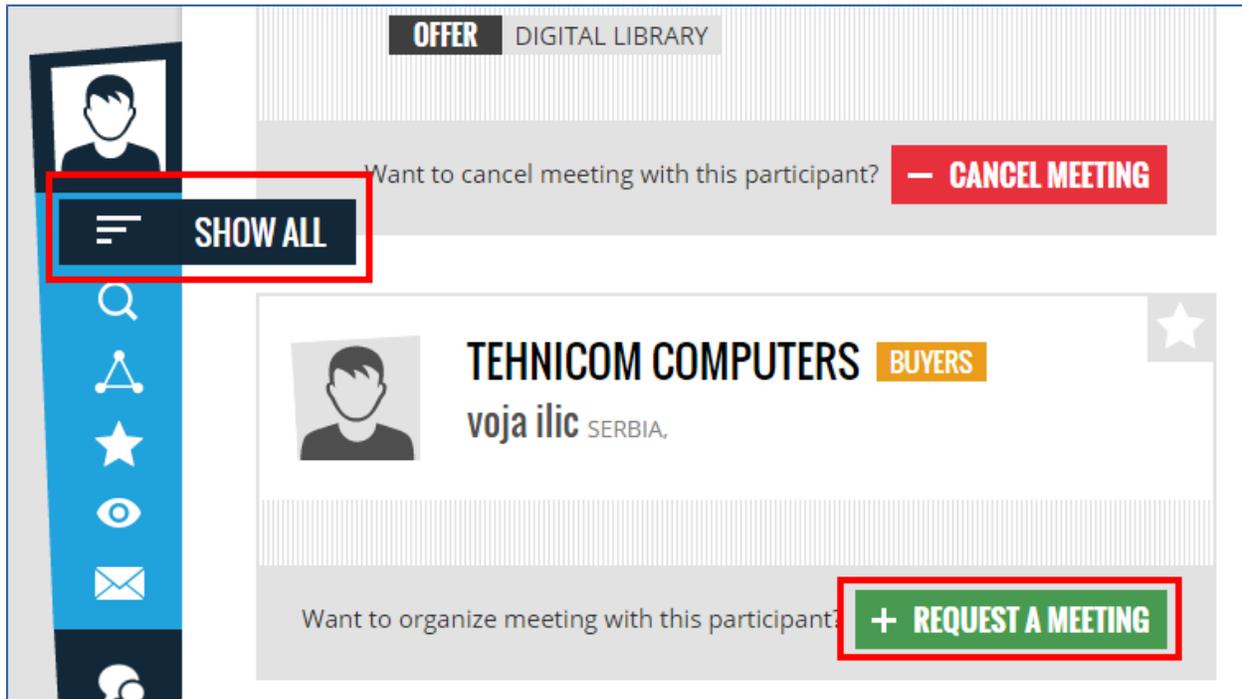


In order to create/update the organization profile information, select the “Edit my data” option as shown on the screen above, circled in yellow.

This takes you to the same screen that we covered while describing the first of two ways for creating a profile, and in addition allows you to make any other updates to the profile.

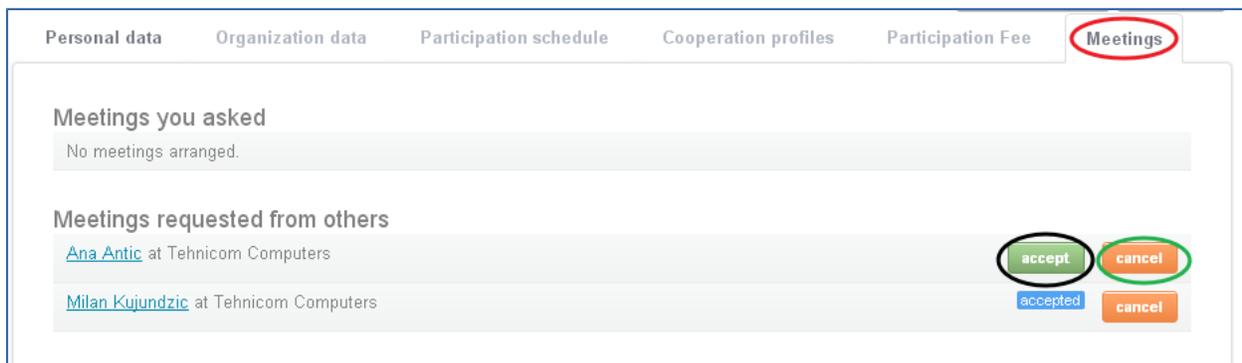
## ARRANGING MEETINGS:

You will receive an email to the registered email address once the period for arranging meetings has begun. After logging in, select the “Show All” option on the left hand side as shown on the following screen. Doing so will display a list of all participants who are available to set up and arrange a meeting:



There is a “Request a Meeting” option below each participant shown. Clicking this option will automatically send a meeting request. The organization to which you sent the meeting request will receive an email and will have the option of either accepting or declining the meeting request. The same rule applies if somebody sends you a request.

When you are logged in, under the Edit my Data option, you will find a Meetings option. The Meetings option gives you a summary of all the meeting requests sent and received, as well as an option to accept or reject a meeting request. Please refer to the following screen capture:



As you can see above, besides the name of person who sent you a meeting request, there are two options; accept and cancel. By clicking the "accept" button, you will accept and confirm the meeting, where as if you click "cancel", you will cancel or decline the meeting.

When a meeting is accepted, it is shown in blue and when a meeting is canceled it is shown in red.

The meeting that was cancelled will stay cancelled; however, you always have the option of sending that same organization a meeting request at a time that is more convenient for you. You always have the option of cancelling a meeting that was accepted at an earlier time.