



SOME INSTRUCTIONS TO USE THE WEB SITE

How to sign up

How to access the list of exhibitors and visitors and the companies' profiles.

How to arrange an appointment.

Other actions: Modify your profile, delete your registration, contact the administrator or the national co-ordinator.

How to sign up

In the section "PARTICIPANTS" we will be able to sign up our company either as an exhibitor or a visitor. Both processes are SIMILAR.

At entering in EXHIBITOR LOGIN / VISITOR LOGIN we see two forms, the first must be completed only for those previously registered, the second will serve us to sign up to the matchmaking event either as an exhibitor of the Fair, or as a visitor, and in this way be registered.

When we send the form, the registration is not published immediately. It only will be published when the national co-ordinator has activated the profile (security resource).

How to access the list of exhibitors and visitors and the companies' profiles.

It's needed to be previously registered. In our agenda (the first page that will appear once we introduce our login and password) there is the option "Select a Fair". Once selected we will be able to access to the list of exhibitor and visitor companies corresponding to that Fair.

Both lists own a searcher of companies according to different parameters. This list will show a brief profile of each company. TO ACCESS THE COMPLETE PROFILE AND ASK FOR AN APPOINTMENT WITH THE COMPANY WE WILL HAVE TO BE REGISTERED EITHER AS AN EXHIBITOR OR AS A VISITOR.

How to arrange an appointment.

It's needed to be previously registered. To arrange an appointment we will have to press the button "MEETING with this company" (steps: from our agenda, select a Fair- list of exhibitors/ visitors companies – meeting with this company) it will appear a POP-UP and we will be able to confirm the appointment, which will be managed by the platform administration and that we will be able to consult in the AGENDA.

Other possible actions:

Once registered, when we introduce our user and password, the first page that will appear will be our agenda. There will be the following possibilities besides creating new appointments, such as:

- edit our profile
- from user edit we will be able to drop out our exhibitor/ visitor user (losing all the appointments arranged)
- print the agenda
- unlogin to navigate the web without being registered.

To contact the administrator and/or national co-ordinators, go to the contact data from the section "partners".