# Hi there!
## Welcome to our
# User Guide

**NMSDC**

National Minority Supplier
Development Council

Advancing Economic
Equity Together

Inbox

Let's Connect

Requests Received

Requests Sent

Join Virtual Room

MYBUSINESSMATCHES.CO

The Ultimate Business Engagement Soluti

Please Log In

ail

sword

LOG IN

Forgot Password?

Support

Access usin
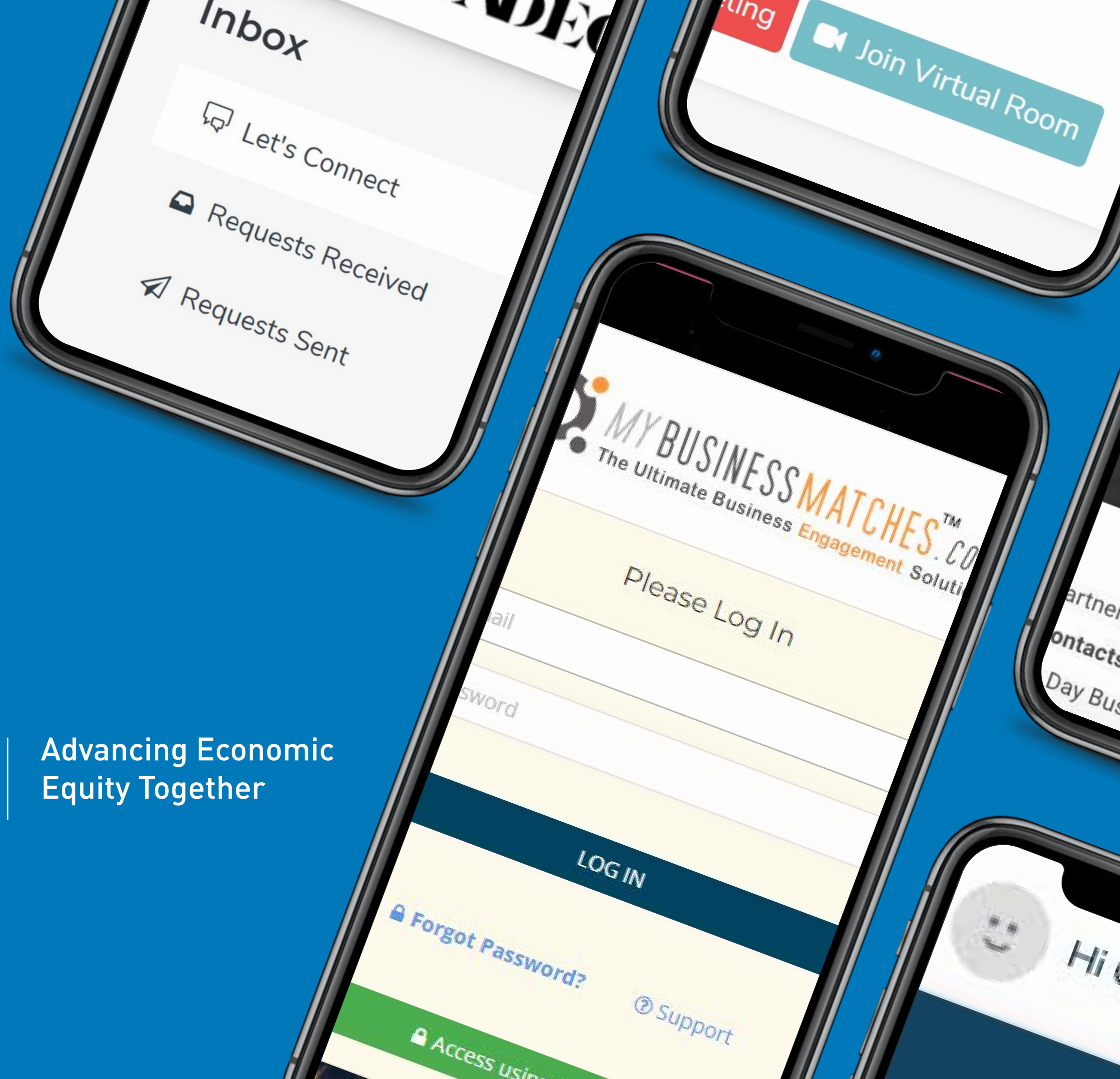
# LOG IN

There are **2 ways** to access the platform:

**①** Click on the **"Log in" Button** from the Homepage and use your credentials.

**②** Click on the **"Access your Dashboard"** button from the confirmation email received.
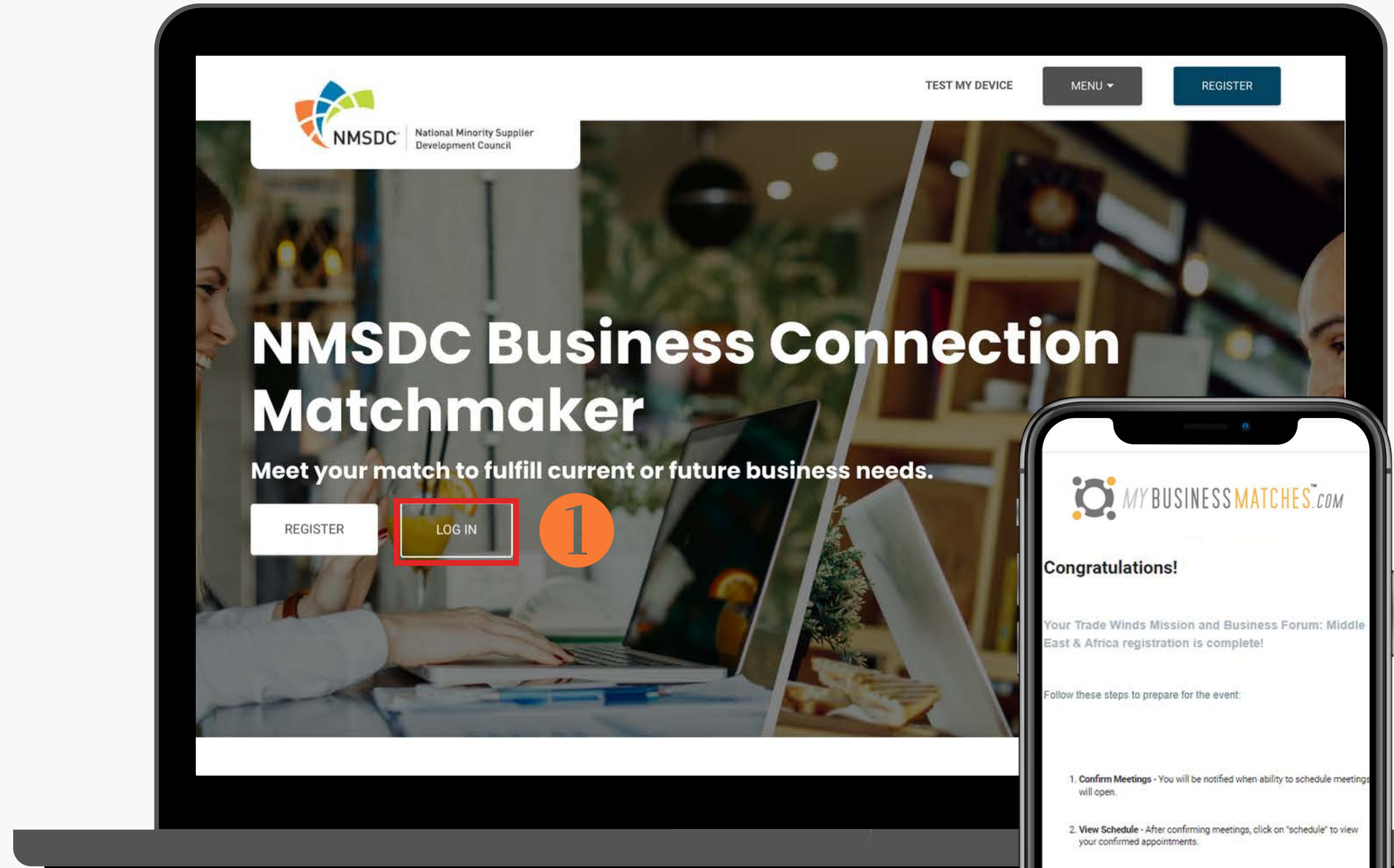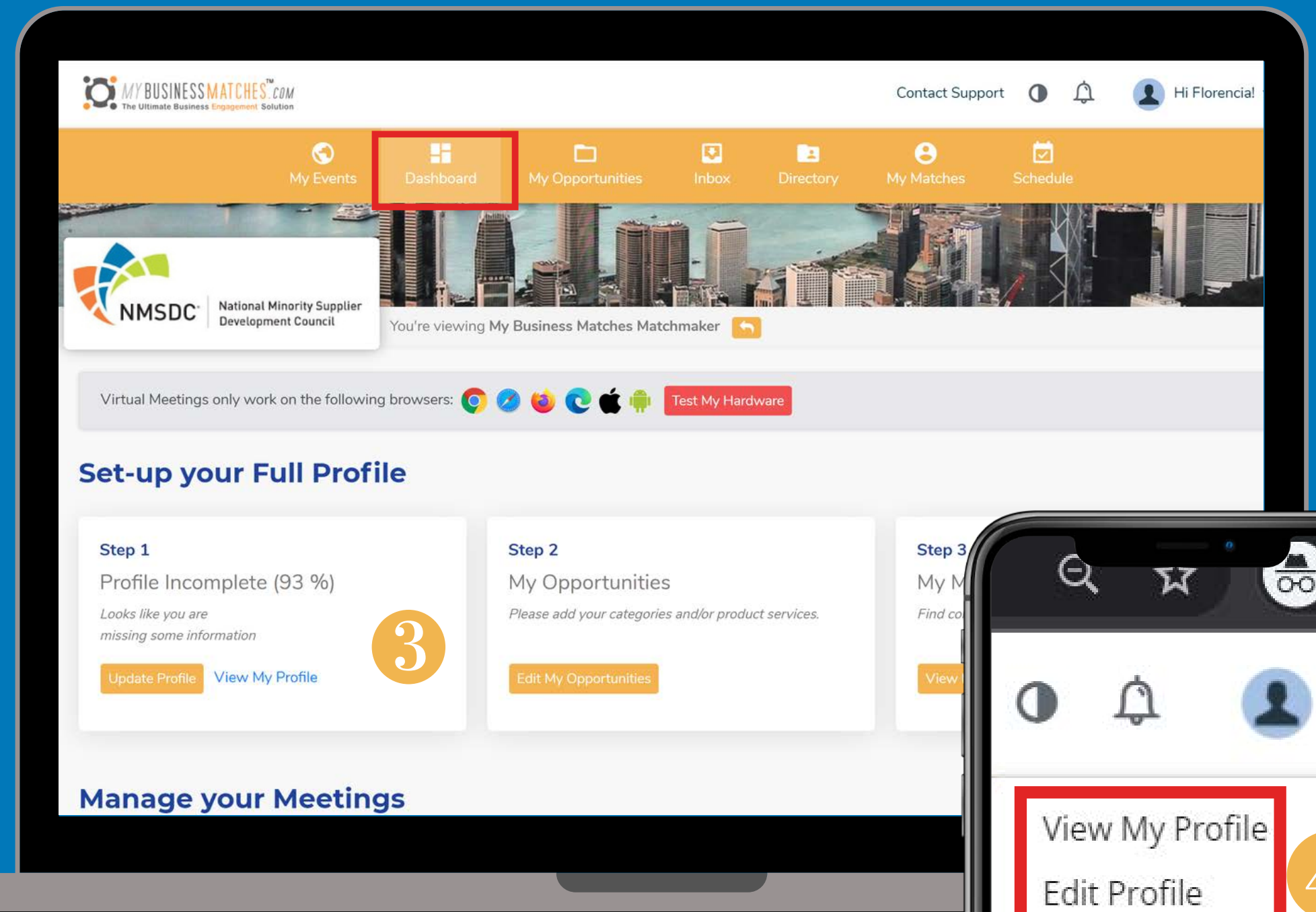
You can access the platform with the device of your preference (laptop, tablet, phone) without downloading any app.
Just use one of our browsers supported:

# WELCOME TO YOUR DASHBOARD

③ COMPLETE YOUR PROFILE: Make sure your profile is 100% complete to increase your opportunities of scheduling a meeting.

④ You can check how other participants will see you in the Directory by clicking on "View my profile" in the right top menu.

# MY MATCHES

Will show you the participants that are compatible with you according to the Business Opportunities selected. There, you can adjust your search by using the filters at the left.
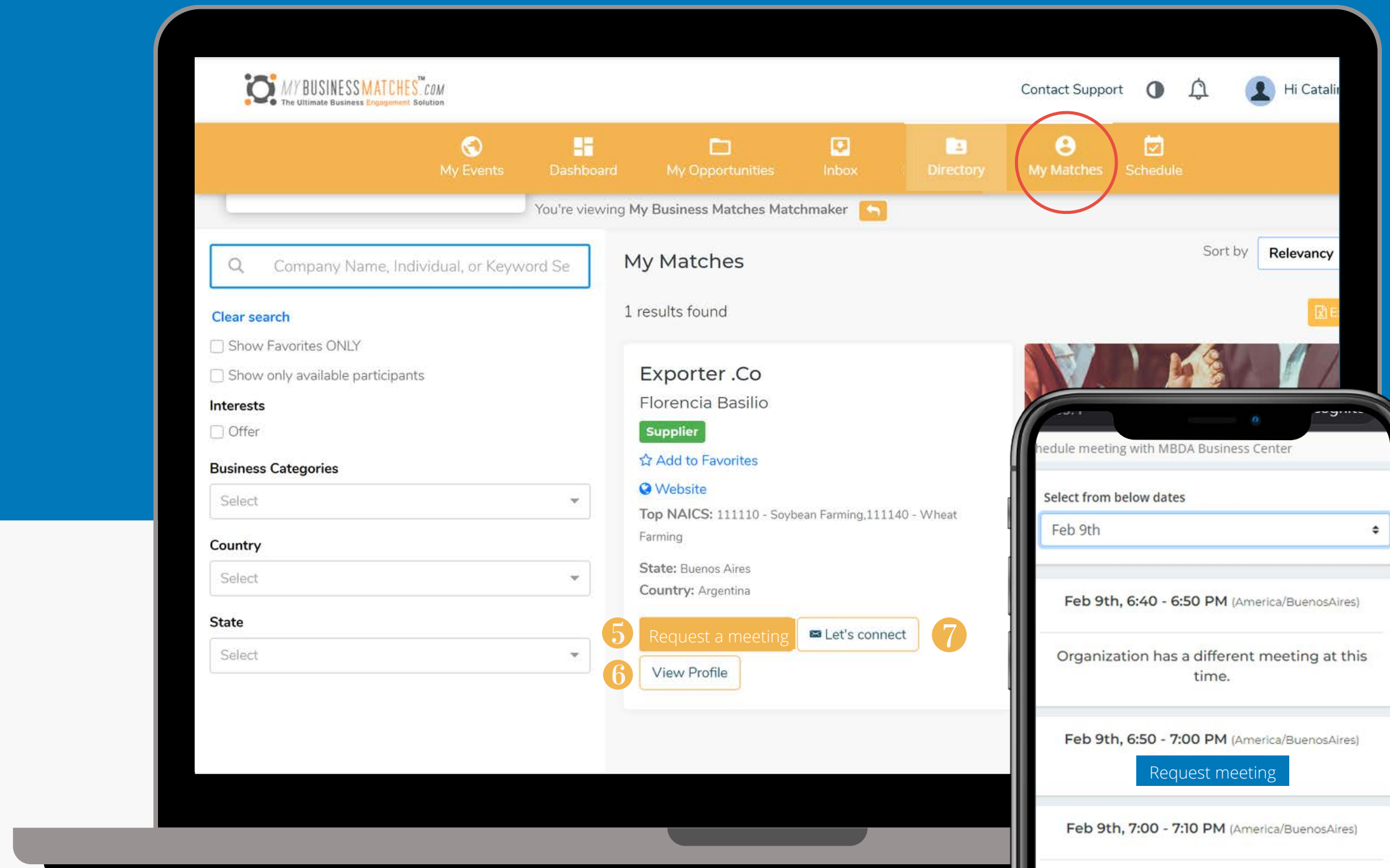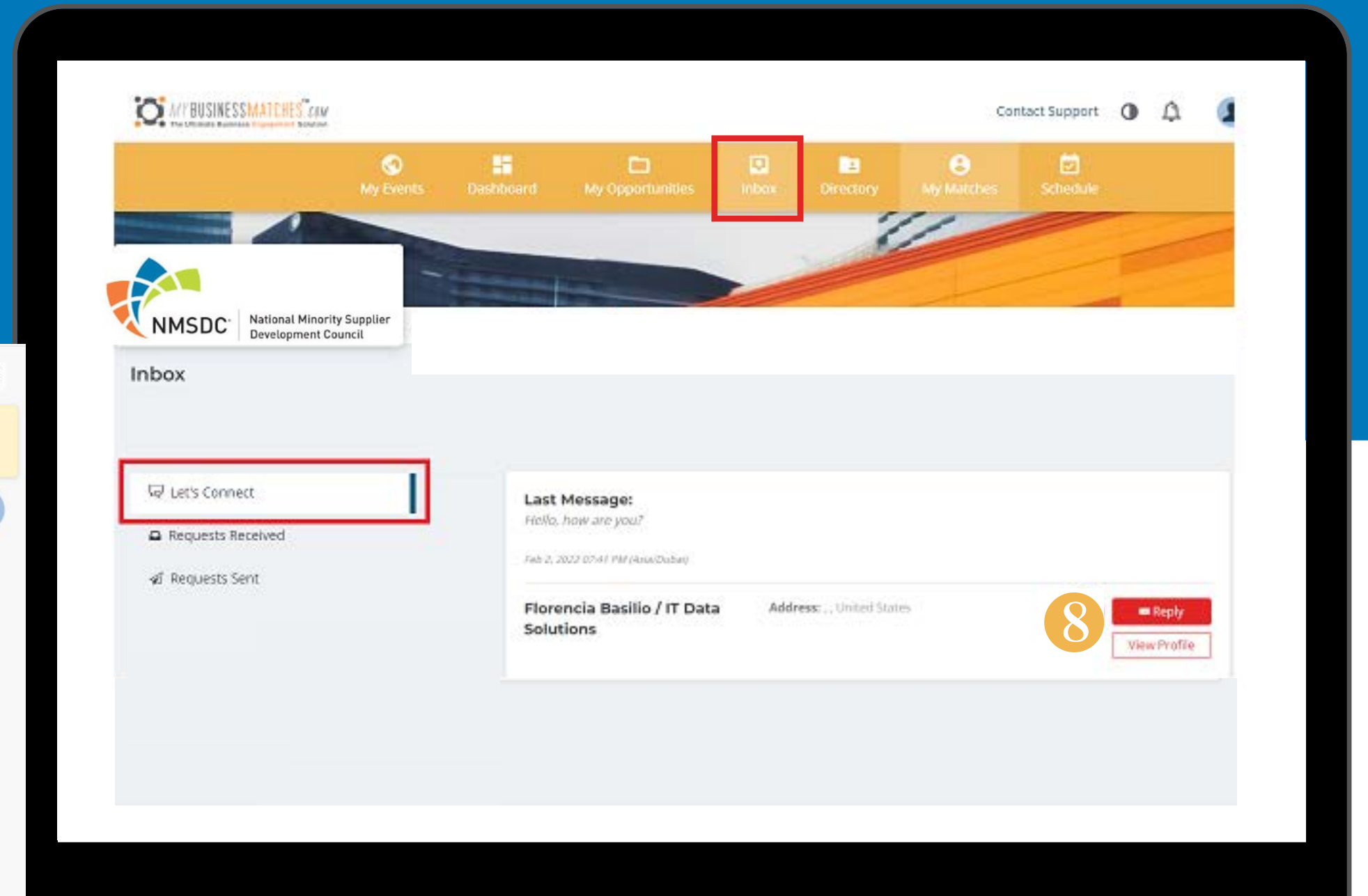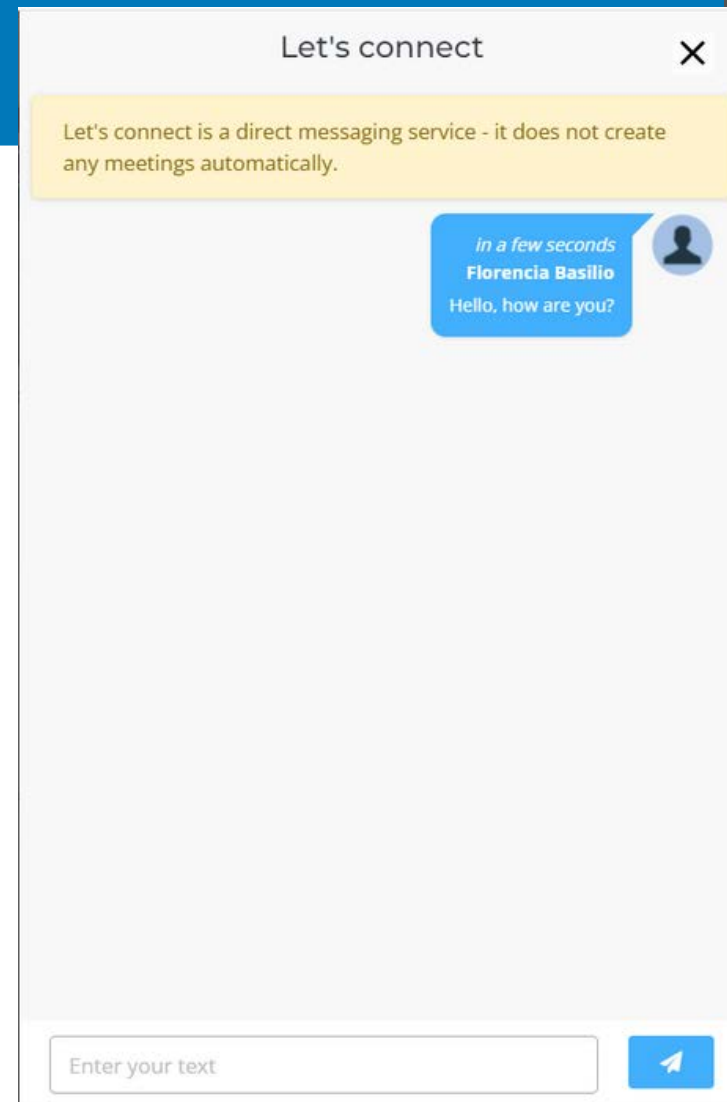


## REQUEST A MEETING:

**⑤** Click on **"Request meeting"** to select a date and time for a meeting. The system will not let you overlap meetings by letting you know if you or the user is already booked.

**⑥** You can view details and information of the company by clicking on **"View Profile"**.

**⑦** **"Let's connect"** is an internal chat that will allow you to send and receive direct messages with other participants.

# INBOX

In this section, you will find all your Let's Connect chat messages and your meetings requests.



⑧ You can view the profile of the sender and click on "Reply" to open the chat and interact with the user.

# INBOX

Here you will also find all your **meeting requests** sent and received.



**⑨** You can accept or decline the meeting request by clicking on **"View Request".**
You can accept a time suggested by your counterpart or other available time for both. The system will not let you accept 2 meetings at the same time letting you know that the time is not available.
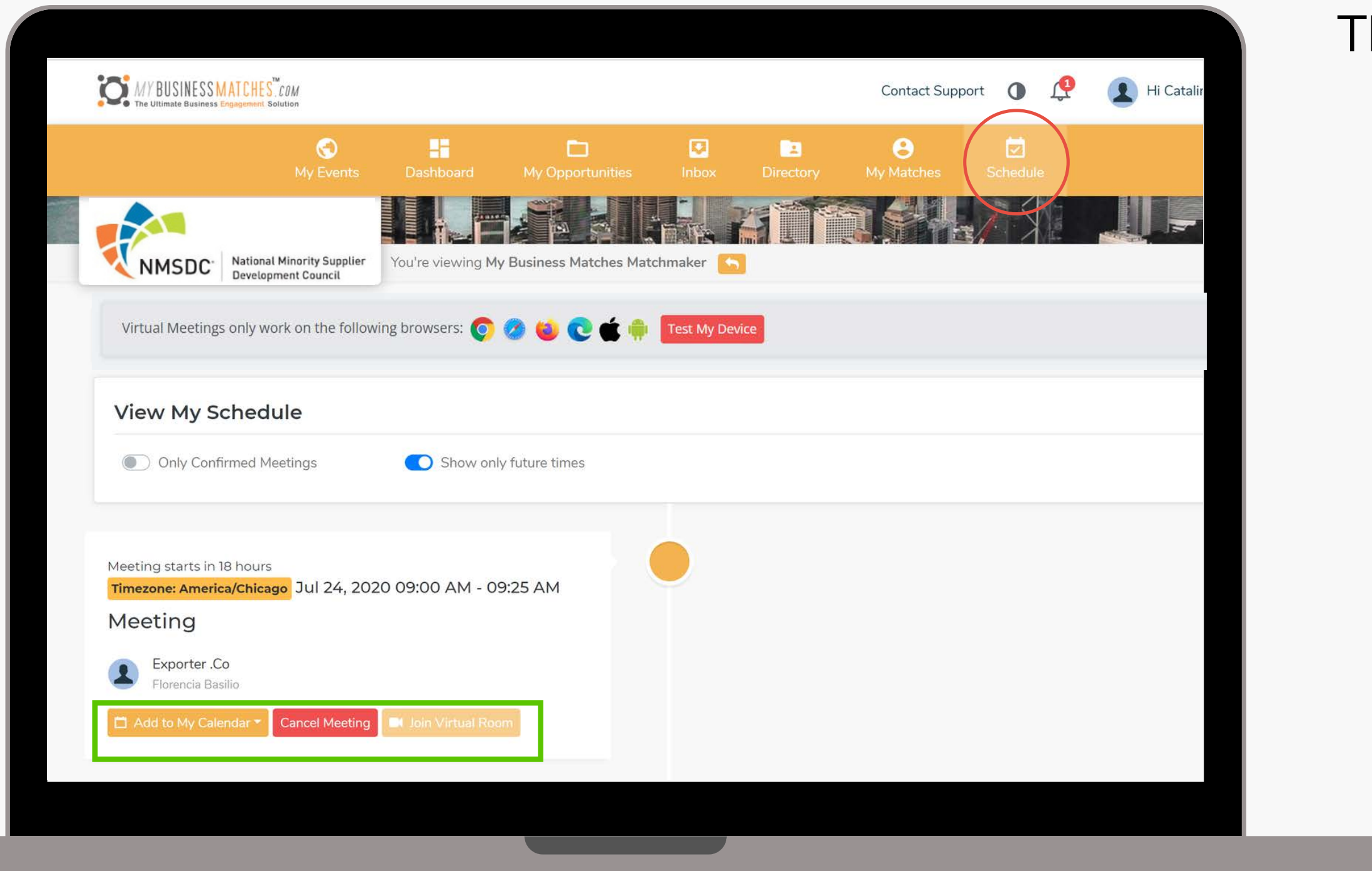
# NOTIFICATIONS

You will receive notifications for every Request Received, Let's Connect chats, reminders, and confirmation of meetings in the platform and by email.
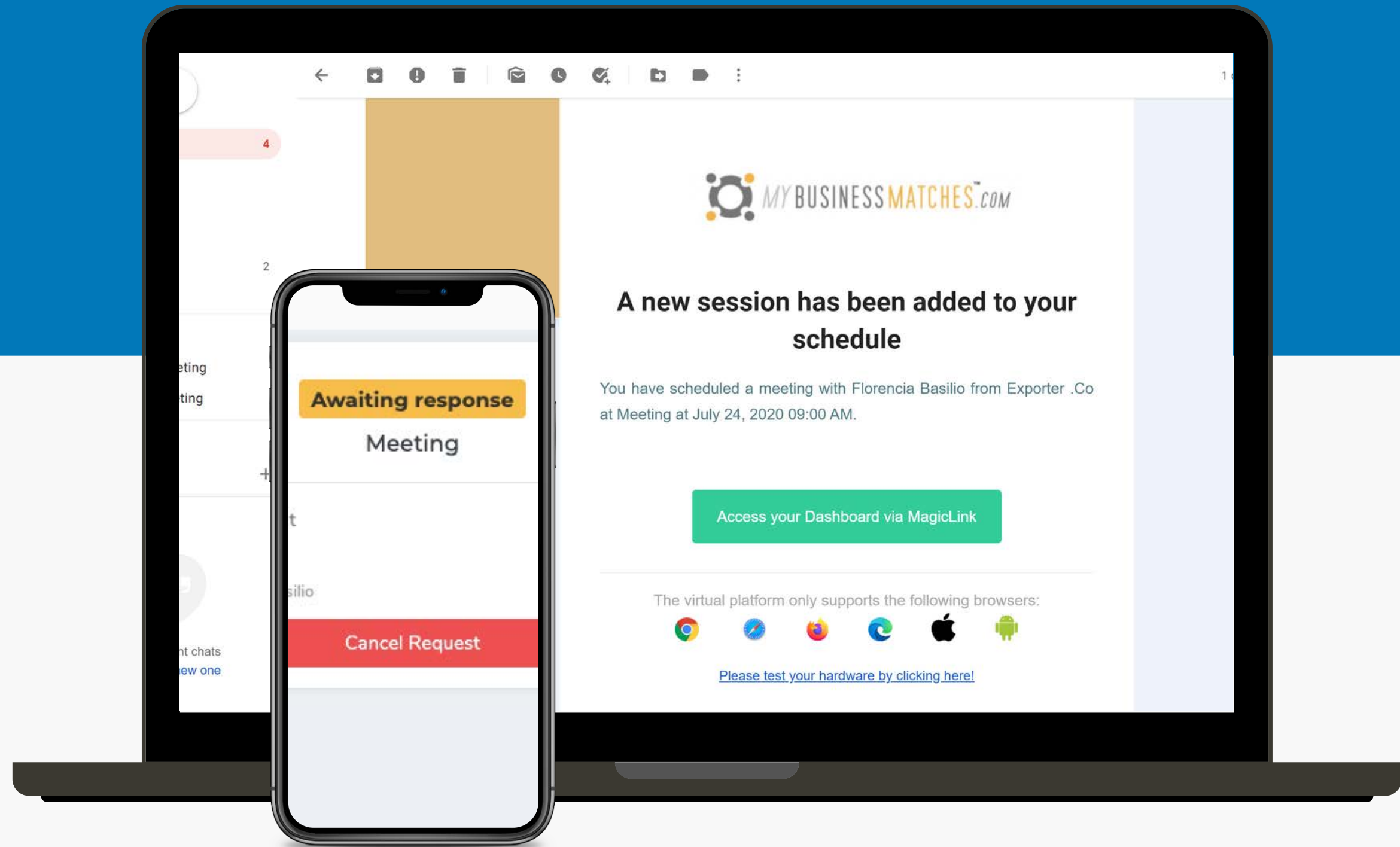
# MY SCHEDULE



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

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 device before meetings

# 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 out the survey in case you have one and proceed to the next one.
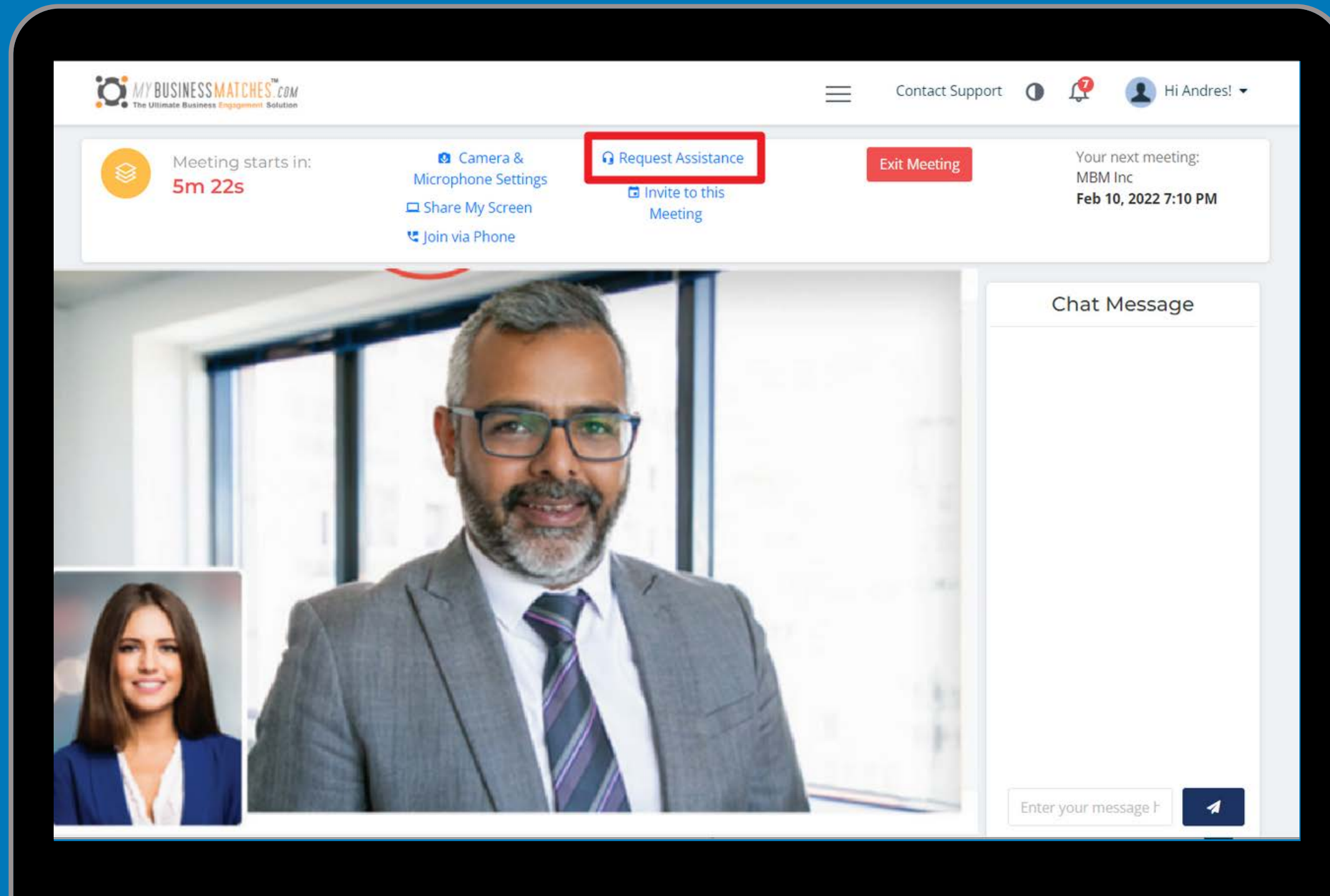
# HOW TO INVITE A COLLEAGUE TO YOUR MEETING
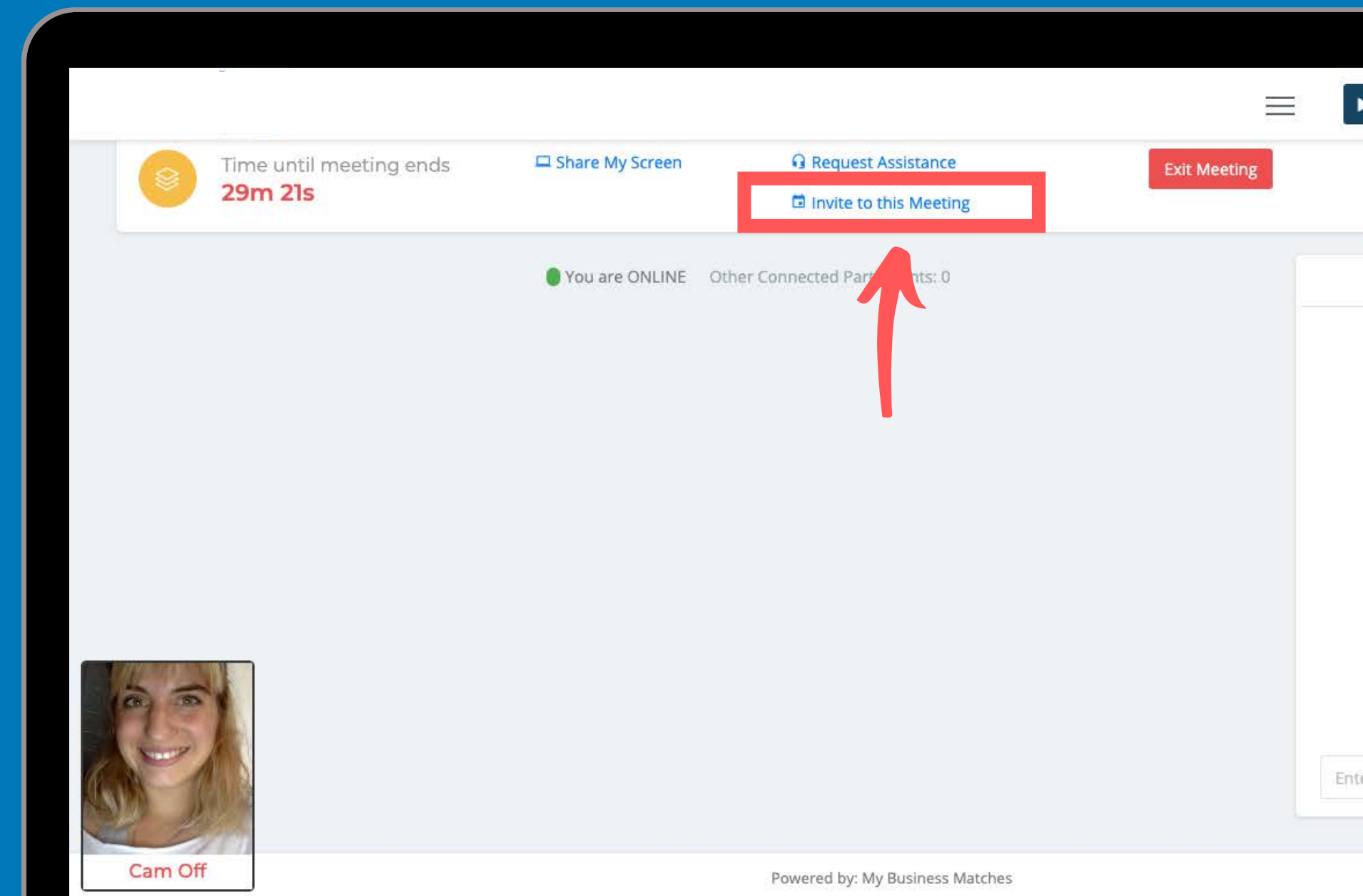
## Join the Virtual room 5/10 minutes before

Once in your schedule, join the virtual room some minutes before your meeting to test your hardware and invite your colleague.

## Invite to this meeting

Click on "Invite to this meeting" to send the Magic Link to your colleagues. They will then go through a device check (audio/video) in order to join the room with you.

Time until meeting ends
**29m 21s**

⬜ Share My Screen      🎧 Request Assistance      **Exit Meeting**

📅 Invite to this Meeting

🟢 You are ONLINE    Other Connected Participants: 0

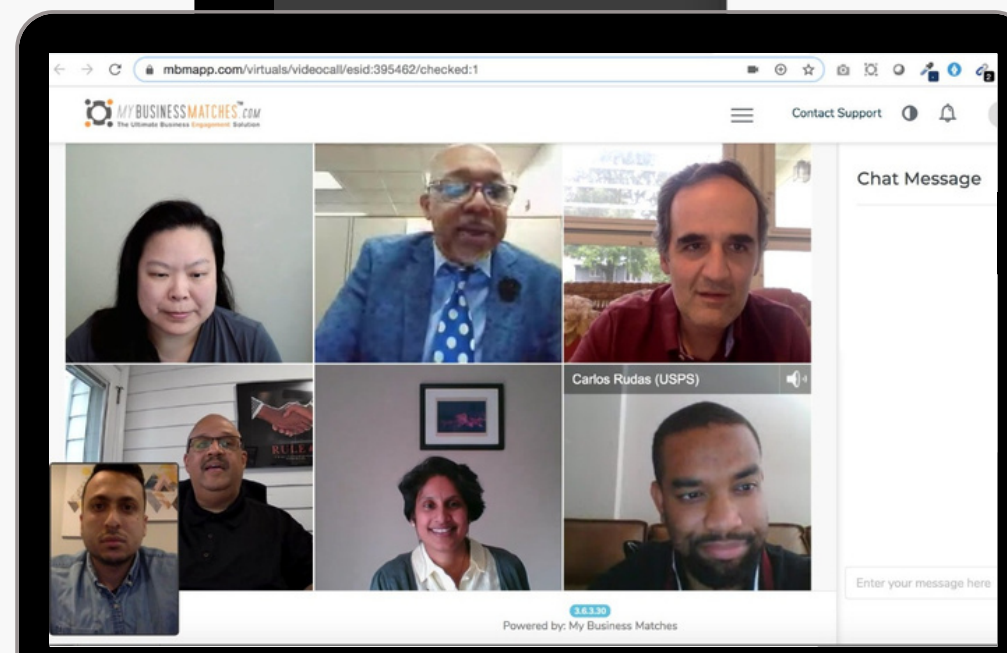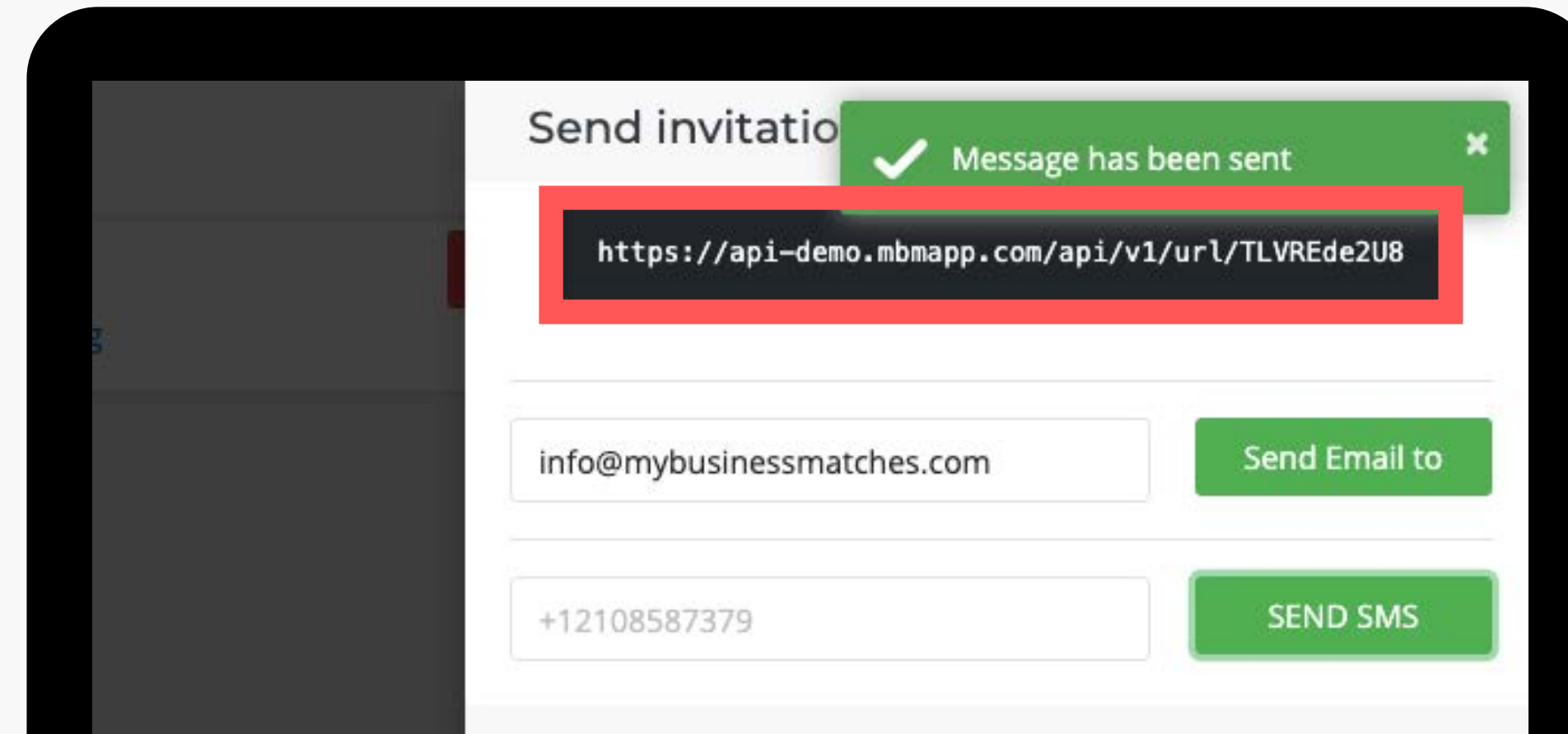Cam Off

Powered by: My Business Matches

# 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**

Send invitatio

Message has been sent

https://api-demo.mbmapp.com/api/v1/url/TLVREde2U8

info@mybusinessmatches.com

Send Email to

+12108587379

SEND SMS

# DO YOU HAVE ANY QUESTIONS?
# CONTACT US!

info@mybusinessmatches.com

**CHECK OUR SUPPORT PAGE**
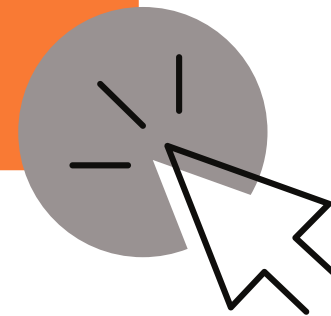
If you need extra support you can follow the steps with our video tutorial

NMSDC | National Minority Supplier Development Council