

# GUIDE FOR USER - VIRTUAL MEETINGS PLATFORM

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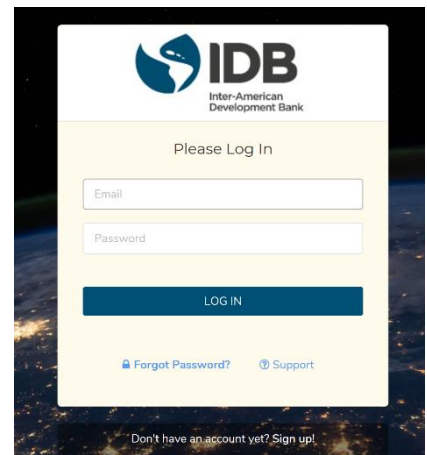
## LOG IN

Go to this link <https://mbmapp.com/users/login/5e9755240ed0b>

Enter the email address that you **used for the registration process** and the password that you've chosen.

## IMPORTANT

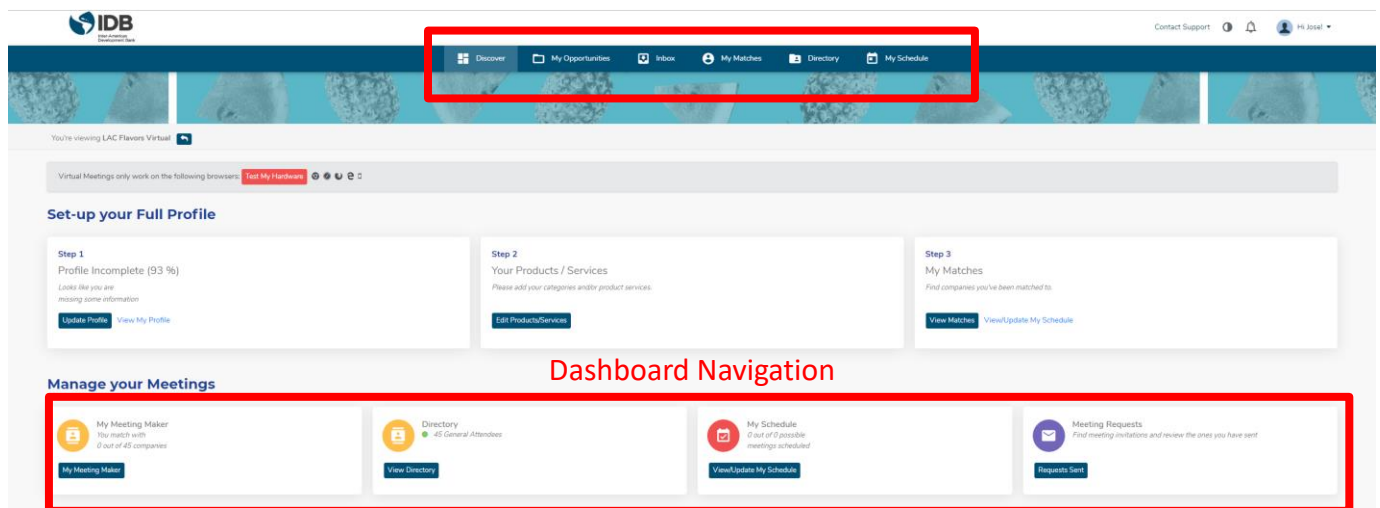
**PLEASE TEST YOUR HARDWARE CLICKING HERE**



## DASHBOARD

Once you are logged in, you will find the below dashboard, with the following tabs:

### Top Navigation Bar



### Dashboard Navigation

**Profile: In this section, you can take the following actions:**

**Your time zones.** Please update your time zone in order to schedule your meetings in the right time.

**View My Profile.** You can see your company profile as your counterparts can view it.

**Edit your profile.** Please verify if your profile is complete. A complete profile of your company will be more appealing to your counterparts.

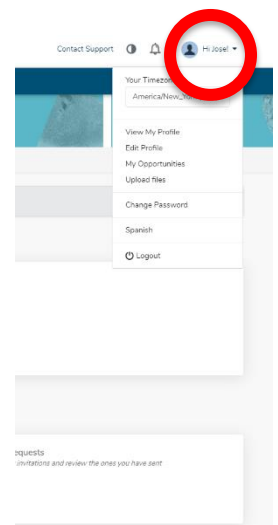
**My opportunities.** You can update your products/services.

**Upload Files** - Here you can upload files that will provide other attendees with more information about your company.

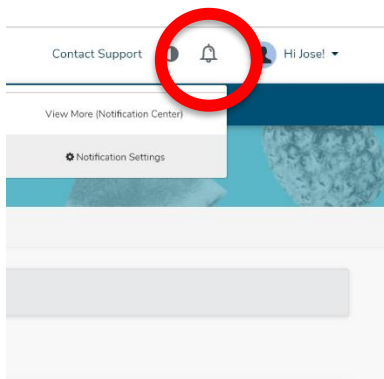
**Change your password** – You can change your password

**Change language** - Select from Spanish or English

**Logout**



[Notifications - Access by clicking on the Bell Icon next to your name on the top right:](#)

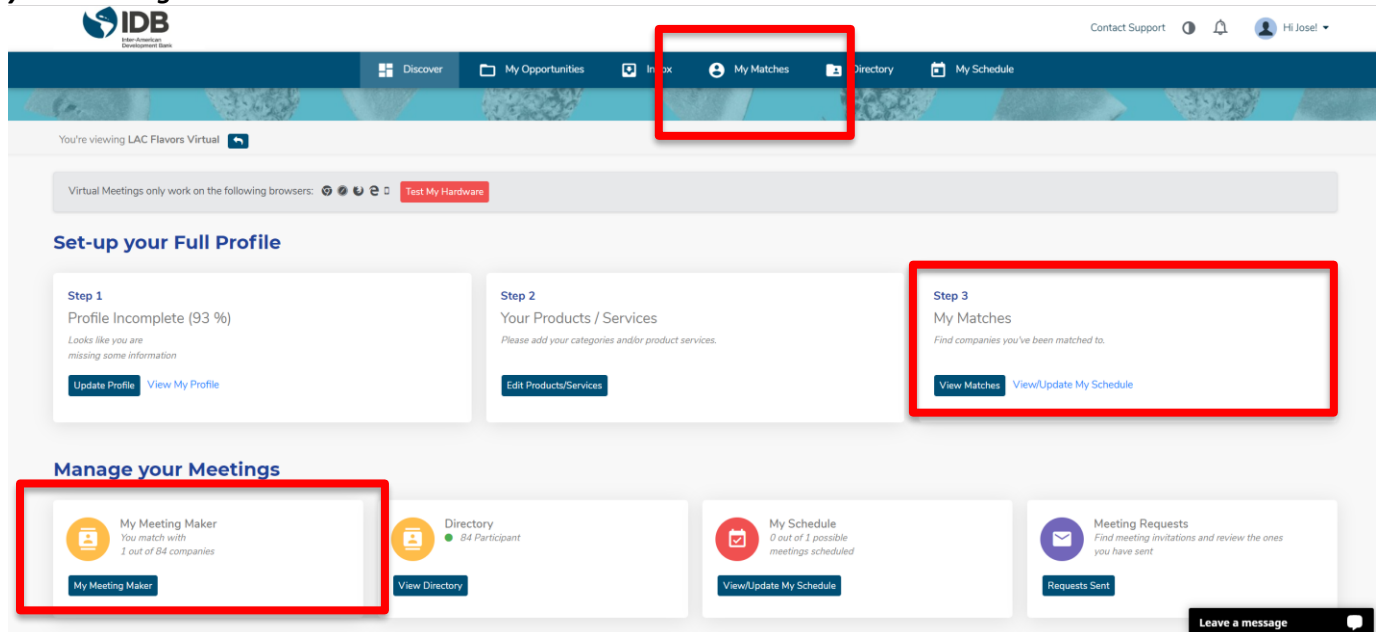


Notification Center - Here you will find all relevant notifications about your account.

Notification Settings – You can customize how you would prefer to receive notifications (by email or SMS)

[My Matches.](#)

You can access your meeting maker in your dashboard by clicking the “My Matches” icon located on the **top navigation bar**, or by clicking on “My Matches” in the **Ste-up your full profile** or in “My Matches” in the **Manage your Meetings** section.



**My Matches:** you can see which companies you’ve matched with, based on those products that you’ve chosen

- Find more information about each company by clicking “View Profile” (shown below).
- Build your schedule by selecting the companies from the list that you would like to meet with (and that you would consider potential clients)
- You will send an invitation to the company that you want to meet with by clicking on “Request Meeting” (see below)
- Select companies as “Favorites” by clicking on “Add to Favorites.”
- Click on the button “Let’s connect”– here, you can use the platform’s internal messaging service. This feature doesn’t schedule meetings, it only sends messages.

ANDESMX S DE RL DE CV  
 INGRID RODRIGUEZ  
 Buyer  
 Add to Favorites  
 Website  
 Top Categories: Dry Fruit snacks,Baked Snack Food  
 Country: Mexico



Request Meeting Let's connect View Profile

You're viewing LAC Flavors Virtual

Company Name, Individual, or Keyword Search

Clear search

Show Favorites ONLY

Show only available participants

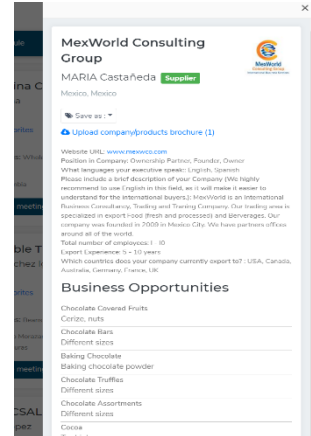
Product / Services

Country

State

On the left-hand side of the page, you can search by selecting specific filters: product, country or keyword

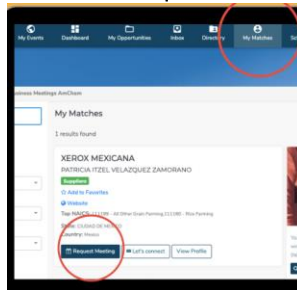
Click **“View Profile”** to see more information about the given company on the right-hand side of the screen



**“Schedule Meeting”**

This Matchmaking Virtual will be held **from July 13<sup>th</sup> to July 22<sup>nd</sup>** except the **weekend July 18 – 19**, and the time will be from **8 am EDT to 8 pm EDT**.

1. Build your schedule by selecting the company from the list that you would like to meet with (and that you would consider potential clients) and click on **“Request Meeting”**.



2. Click on the All Times you will choose the day of the meeting.
3. Click on the empty box for the times available to choose the preferred time for your meeting request.
4. You can choose 3 possible times for each meeting.
5. Click on the green button labeled **“Send request”** located on the bottom of the page.

Request meeting with Brandstorm, Inc.

Brandstorm, Inc. / Dulce Fernandez

All Times

Apr 1st

Apr 2nd

Apr 3rd

Apr 6th

Apr 7th

Apr 8th

Apr 9th

Apr 10th

Apr 1st, 2:00 - 2:45 PM (America/NewYork)

Apr 1st, 3:00 - 3:45 PM (America/NewYork)

Apr 10th, 2:00 - 2:45 PM (America/NewYork)

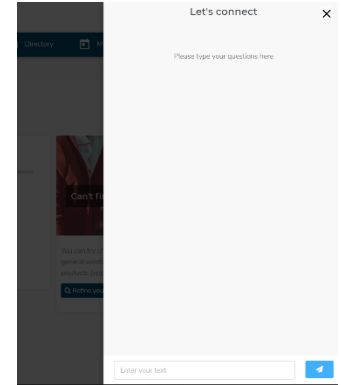
Apr 10th, 3:00 - 3:45 PM (America/NewYork)

Apr 10th, 4:00 - 4:45 PM (America/NewYork)

Send Request

**PLEASE NOTE EACH MEETING REQUEST EXPIRES 48 HOURS AFTER YOUR'VE SENT IT.**

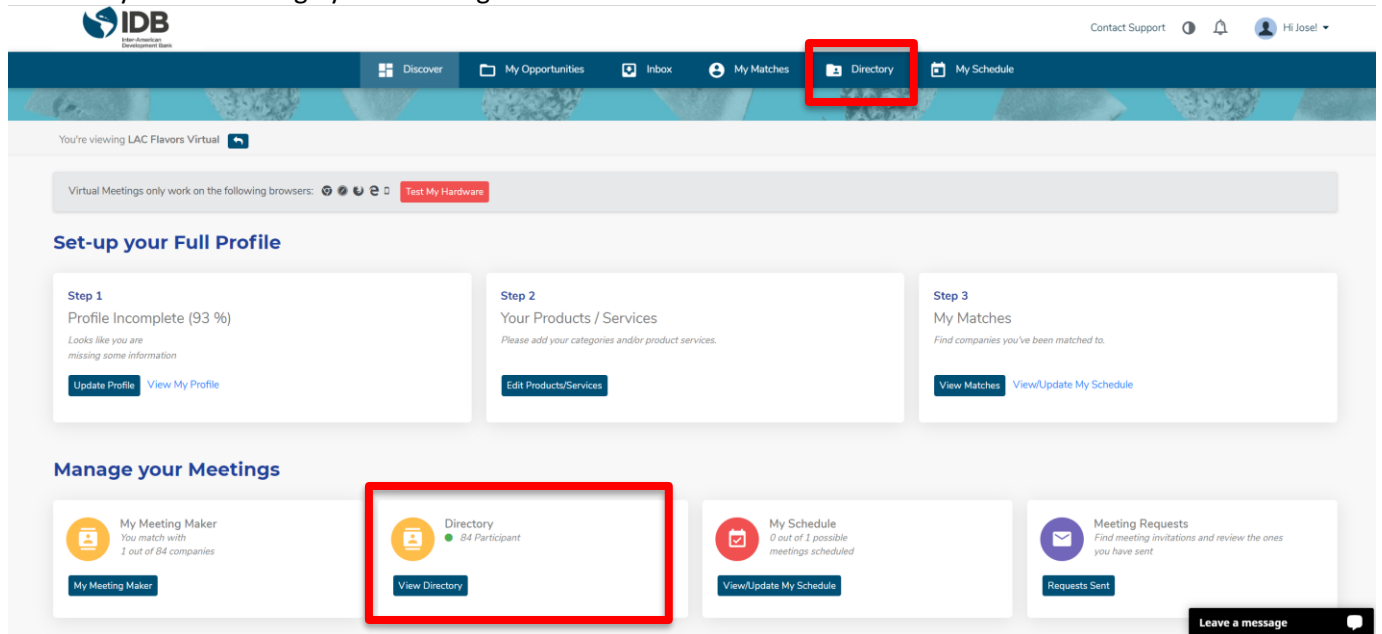
**“Let’s Connect”** – This feature allows you to send internal messages to investors. **You DON’T schedule meeting with this feature.**



**Directory:**

Here, you can access the list of companies registered. You can use the search filter/s to find companies based on your filter choices.

You can select the Directory Icon on the top navigation bar or click on “Directory” from the second square labeled “Directory” in the Manage your Meetings section.



**IMPORTANT**

***PLEASE TEST YOUR HARDWARE CLICKING HERE***

## Schedule:

**View your schedule** – *Option A:* over the “Schedule” icon on the top navigation bar to open the sub menu. Select “View/Update Schedule”. *Option B:* You can also click on the “View/Update Schedule” button located on the third square labeled “My Schedule” in the Manage your Meetings section.

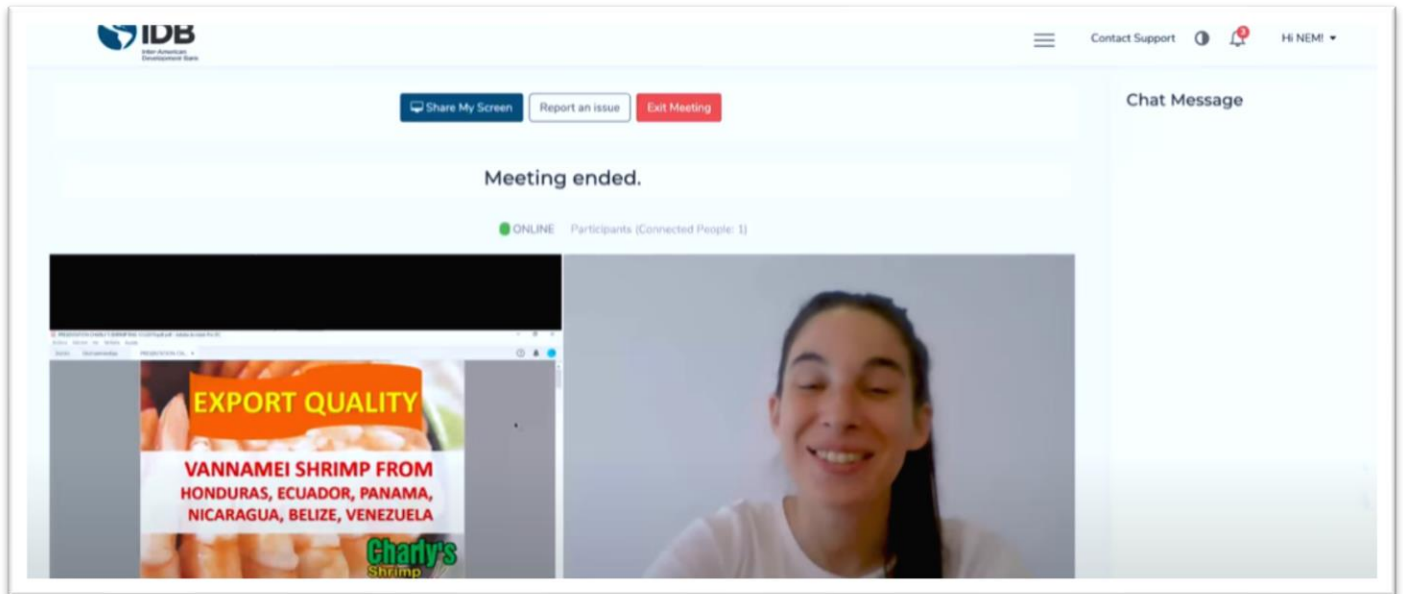
The screenshot shows the IDB user dashboard. At the top, there is a navigation bar with icons for Discover, My Opportunities, Inbox, My Matches, Directory, and My Schedule. The 'My Schedule' icon is highlighted with a red box. Below the navigation bar, there is a section for 'Set-up your Full Profile' with three steps: Step 1 (Profile Incomplete), Step 2 (Your Products / Services), and Step 3 (My Matches). Below this is the 'Manage your Meetings' section, which contains four cards: My Meeting Maker, Directory, My Schedule (highlighted with a red box), and Meeting Requests. The 'My Schedule' card shows '0 out of 1 possible meetings scheduled' and a 'View/Update My Schedule' button. A 'Leave a message' button is visible in the bottom right corner.

Here you can see your schedule of meetings and cancel a meeting if you wish. You can select the confirmed meetings or the empty space you have.

The screenshot shows the 'View My Schedule' page. At the top, there is a navigation bar with icons for Discover, My Opportunities, Inbox, My Matches, Directory, and My Schedule. The 'My Schedule' icon is highlighted with a red box. Below the navigation bar, there is a section for 'View My Schedule' with two toggle switches: 'Only Confirmed Meetings' and 'show\_future\_times\_only'. Below this is a section for 'BUSINESS CONNECTION BRAZIL: food & beverage'. Below this is a section for 'Show only future times'. Below this is a list of meetings. The first meeting is titled 'Meeting' and is scheduled for 'Jun 22, 2020 09:00 AM - 09:45 AM'. The second meeting is titled 'Meeting' and is scheduled for 'Jun 22, 2020 10:00 AM - 10:45 AM'. Each meeting card includes the name of the meeting, the date and time, and buttons for 'Add to My Calendar', 'Cancel Meeting', and 'Join Virtual Room'.

We highly recommend test your hardware before the meetings in order to have a unique virtual experience.

## VIRTUAL ROOM



You will see yourself along with your potential client when you enter the virtual room.

At the top of the screen, you will see three buttons:

1. On the blue button - Share My Screen – here, you can share your screen with your potential customer, showing your products or services, as well as relevant information for the negotiations.
2. On the white button – Report an issue – a person from the organizing team will assist you with whatever you might need when you click this button
3. On the red button – Exit – We recommend that you exit the virtual meeting by clicking the red Exit Meeting button. Once the virtual meeting is over, you will receive a request to complete our survey.

### **IMPORTANT**

The Virtual Room allows the presence of up to 2 people per company. In order to invite someone else from your company, you need to send the **Magik Link** which the system will send you via email or SMS five minutes before your virtual meeting.

Please don't hesitate to contact [jose@connectamericas.com](mailto:jose@connectamericas.com) for any questions about the Business Meetings.

**IMPORTANT**  
**PLEASE TEST YOUR HARDWARE CLICKING HERE**