How to Select Your Appointments for 
Brand USA One-to-One Business Meetings 2021 
For Exhibitors and Buyers’ Primary Delegates

1. Log into the Brand USA Global Marketplace Portal 
   Log in [here](#) using your username and password. If you need help resetting your password, please 
   follow the ‘Forgot your password’ instructions or contact the Brand USA Global Marketplace team at 
   Info@BrandUSAGlobalMarketplace.com.

2. Enter Matchmaking for One-to-One Business Meetings 
   Within your Directory Profile, go to Events and within the One-To-One Business Meetings event, click 
   the ‘Enter Matchmaking’ button. This will take you into the Matchmaking zone for this event. You can 
   return to the main Directory Profile by pressing Back to Directory.

3. Matchmaking - Add additional delegates 
   If you would like to register additional delegates* to participate with your meetings, you can add them 
   by clicking on the ‘Manage Event Registration’ tab. Exhibitors have the option to register up to [5] 
   additional delegates to share your schedule and join the appointments. Buyers have the option to 
   register [1] additional delegate. By clicking ‘Invite Members of your Company to Attend,’ you can use 
   the drop-down list to view and select a delegate from approved Brand USA Global Marketplace users 
   assigned to your organization. If you would like to add a delegate who is not on the approved Brand 
   USA Global Marketplace user list, just enter their email address, which will send them an email inviting 
   them to register for Brand USA Global Marketplace and the event simultaneously. 

   *Additional delegates will be subject to approval. Once approved they will be able to enter the Matchmaking zone and participate in the One-to-One Business Meetings event.

4. Matchmaking – Select* your preferred appointment requests 
   *Only primary delegates can select appointments. Invited Additional delegates will have read-only permissions. 
   Under ‘Manage Schedule’ primary delegates can select companies of interest. Additional instructions 
   and recommendations can be found within this page in the portal. We recommend adding as many 
   companies to your preferred choices as possible, as only mutual matches will have a meeting 
   generated, please note all meetings are not guaranteed as they will depend upon availability and 
   matches.

5. Matchmaking - Check in regularly 
   Primary delegates can continue to make appointment requests between now and Monday, March 8. 
   Following the primary delegate’s submission of appointment requests, additional instructions will be 
   sent out regarding your final schedule and details of the event.

6. Matchmaking - Block off times and days of your availability 
   You are registered for all 4 days of the event. If you or no one else from your organization (including 
   additional delegates) are unable to attend certain days and times, you can block these off. Go to the 
   Individual Schedule tab within ‘Manage Schedule’ and use the ‘Block Slots’ button. It is important this is 
   actioned prior to the appointment matchmaking deadline on Monday, March 8.