



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.