

b2match User Guide: Company Representative





Welcome to Orion Talent's Event Management platform B2match, a powerful platform designed to facilitate interview coordination, presentations, and networking during our Hiring Events. This guide provides detailed, step-by-step instructions to help you navigate the platform and maximize your participation.

Step 1

1. You will receive an email once the Orion team has created an account for your company.

2. Click the link next to “You can login here” and login using your email address and the password provided in the email.

Jessica,

You are now set with registration.

Email is: jessicaboydorion@gmail.com

Password is: MQ0hu6hlvxG4

You can login here: <https://b2match.io/e/13485/login>

Warm regards,



Jessica Boyd
Recruiter (Skillbridge)

 [\(512\) 904-1018](tel:(512)904-1018)

 jboyd@orientalent.com

 www.orientalent.com



Find your next career with Orion Talent. >

Step 2

1. Once you click the link, you will be directed to the B2match login screen.

2. Login using your email and the one-time password you received in the initial email.



Orion Talent Military &
Veteran Hiring
Conference - Norfolk VA
(April 2025) >

6-7 April 2025
Norfolk VA, United States

Log in

Welcome back! Please log in with your details below.

Email

This field is required.

Password

This field is required.

☐ Remember me

[Forgot password?](#)

Log in

Don't have an account? [Sign up](#)

or



Continue with LinkedIn



Continue with Google

Step 3

1. Once you login with your email address and one-time password, you will be prompted to create your own password.
2. Enter your password, confirm your password, and check the box.
3. Next, click “Save and continue”.

Welcome to b2match!

Thank you for registering. Before continuing, set up a password for your account and accept our terms of service and privacy policy.

Password

Confirm password

- ☐ By signing up, I agree to b2match's [terms of service](#) and [privacy policy](#). I understand that b2match will share my information with the event organiser.

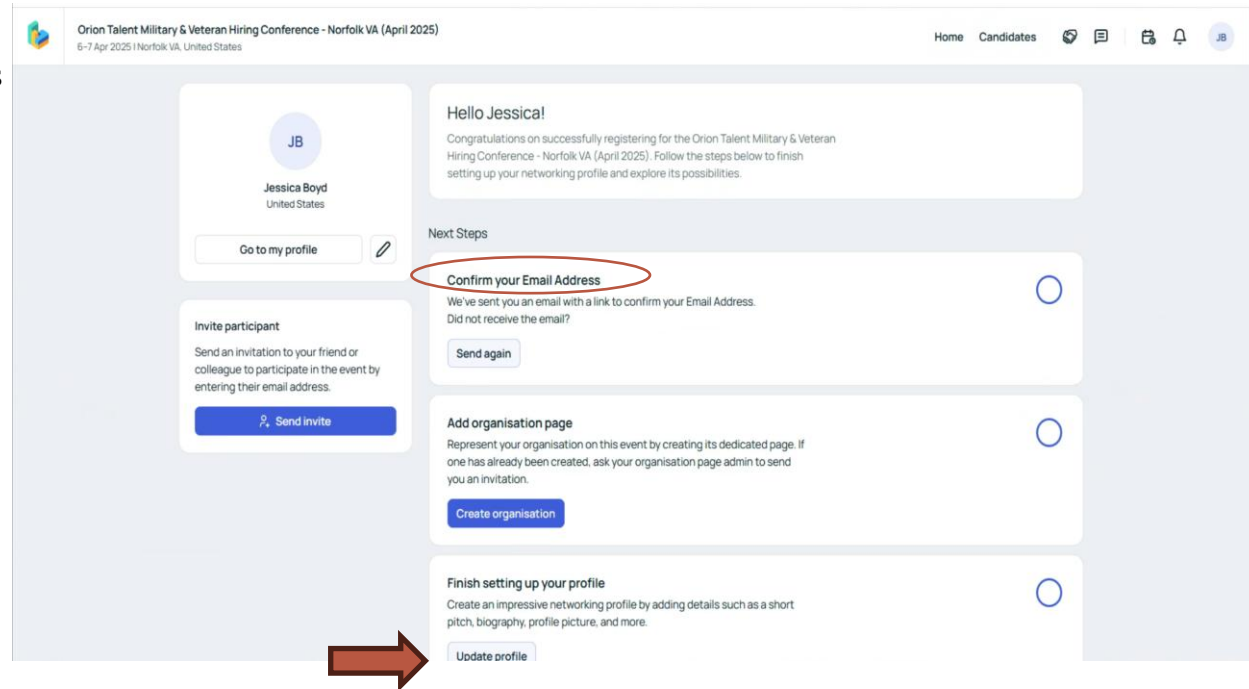
Save and continue

Step 4

1. Once you have logged in, you will see this home page. Be sure to confirm your email address.

2. Next, click “Update profile”.

****You do not need to add an organization page, the Orion team will do this for you****



Step 5

1. Upload a headshot so that candidates can place a face with your name.
2. Under “Job Position”, enter your current title or position (for example: Hiring Manager)
3. Under “Pitch”, give a short summary about yourself and your background.

Complete your profile

Profile image



Upload profile image

Delete

Your profile picture should be a JPG, PNG, or GIF file, and it should not be larger than 800 kb.

Job Position

Pitch

Introduce yourself to other participants with a short summary.

Step 6

1. Select your country and city in the corresponding box.
2. Enter a valid phone number.
3. The “Biography” box is **not required**, however you may fill in this box if you would like to give candidates a description of your background, time spent at your company, etc.

Country*

Choose an option



City*

Phone number



+1

Only the event organiser can see your phone number.

Personal details

Biography

B

I



Step 7

1. Under “Position Title”, list the position you intend to fill.
2. Under “Number of positions looking to fill”, list the number of positions you intend to fill at conference.
3. Under “Location of Positions”, list the city and state of positions you intend to fill.

****You do not need to upload any files pertaining to the position you are interviewing for. The Orion team will input that for you****

When you are finished, click “save” in the bottom right corner.

Additional information

Positon Details

Please upload positions you are interviewing for here

 Add file

Maximum upload file size: 20MB

Position Title*

Number of Positions Looking to Fill*

Location of Positions *



Save

Step 8

At the bottom of your screen, under the tab Book Meetings, click on “My availability”.

JB

Jessica Boyd
United States

Go to my profile

Invite participant

Send an invitation to your friend or colleague to participate in the event by entering their email address.

Send invite

Hello Jessica!

Congratulations on successfully registering for the Orion Talent Military & Veteran Hiring Conference - Norfolk VA (April 2025). Follow the steps below to finish setting up your networking profile and explore its possibilities.

Next Steps

Confirm your Email Address

We've sent you an email with a link to confirm your Email Address.
Did not receive the email?

Send again

Finish setting up your profile

Create an impressive networking profile by adding details such as a short pitch, biography, profile picture, and more.

Update profile

Create opportunities

Add Marketplace opportunities to showcase what you can offer to other participants.

Add opportunities

Book meetings

You can request 10 more meetings until 7 April 2025, 23:59.

Book meetings

My availability

Step 9

1. Highlight all times you will be available on the Monday of the event to complete interviews.

2. Click Save.

****If you do not highlight your availability, you will not be able to request meetings with candidates****

Monday 7 April 2025

On-site

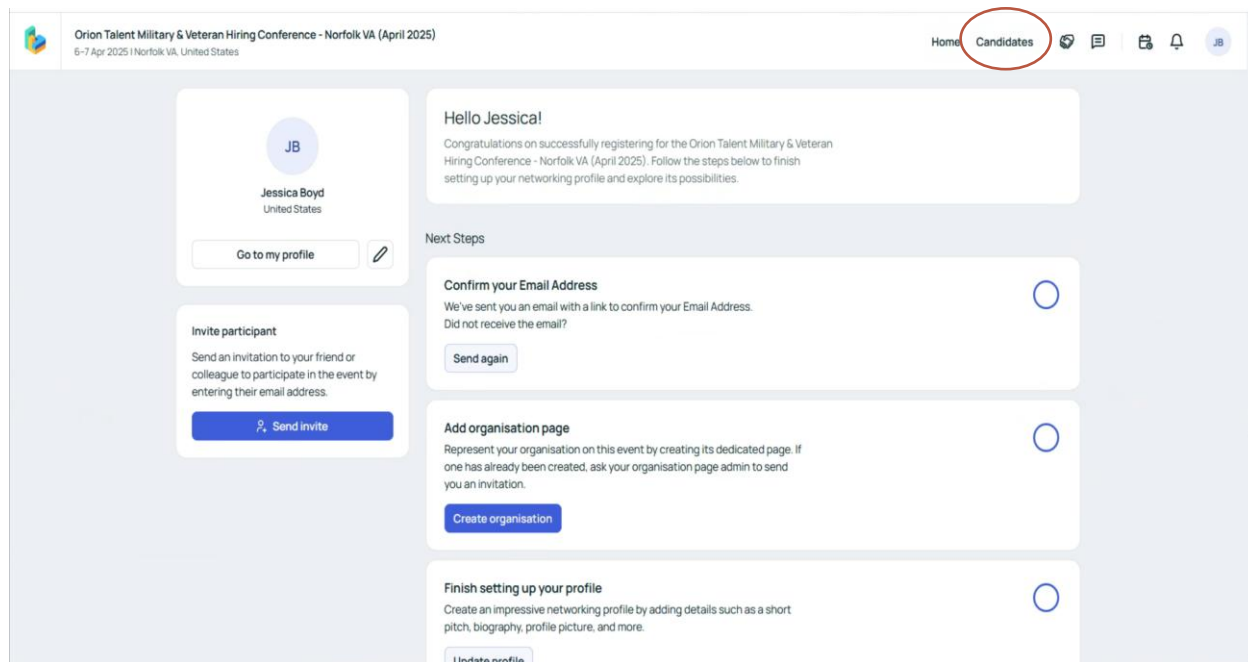
Scheduled meetings will be held at the dedicated meeting point.

☒ Mark all free time slots as available

✓	08:00
✓	08:45
✓	09:30
✓	10:30
✓	11:15
✓	13:00
✓	13:45
✓	14:45
✓	15:30
✓	16:15

Step 10

At the top of your screen, you can click “candidates”. This is where you can view all of the candidates that have registered for the conference. This is updated daily, so be sure to check back periodically leading up to the conference.



Step 11

1. This page lists all of the registered candidates that you will see at the conference.

2. You can click the blue + button to schedule a meeting with a candidate.

3. You can click the message button if you would like to send a message to a candidate.

4. You can click the ribbon if you want to bookmark the candidate to refer back to later.

Orion Talent Military & Veteran Hiring Conference - Norfolk VA (April 2025)
6-7 Apr 2025 | Norfolk VA, United States

Home Candidates [Icons] JB

ALL TOP MATCHES + Relevance

Sonny Ducote
Technical Project Manager
Leonardtown, United States

Hello, my name is Sonny Ducote. I excel in project management, cost reduction, and supplier relations.

SKILLS Engineering project management program management Supply Chain Operations Agile SQL +9

INTERESTS Art Learning languages Physics Sculpting travel outdoor activities

[Bookmark] [Message] [Schedule Meeting]

Jake Heimbruch
Navy AEGIS Fire Controlman
Norfolk, United States

SKILLS electronics Corrective Maintenance preventative maintenance Troubleshooting high voltage +8

[Bookmark] [Message] [Schedule Meeting]

Thomas Eaton
Navy Electronics Technician
Virginia Beach, United States

Electronics Technician with 9.5 years experience in the US Navy. RADAR and communication electronics, maintenance, troubleshooting, installation, calibration.

SKILLS electronics Corrective Maintenance preventative maintenance Troubleshooting high voltage +7

[Bookmark] [Message] [Schedule Meeting]

31 RESULTS Reset

Search participants Q

☐ Bookmarked

COUNTRIES

☐ United States (31)

LOCATION PREFERENCE

☐ VA (23)

☐ TX (13)

☐ FL (11)

☐ NC (9)

☐ CA (8)

Show all 48 v

Step 11 (cont'd)

You can click a name on the “candidates” page and it will bring you to this page, their profile. Here you will find the candidate’s background information and skills.

pril 2025)

You are signed in as Ben Hager - SIGN OUT

Go back

Send message

Request meeting

 **Sonny Ducote** 
Technical Project Manager
Leonardtown, United States
[1 profile visit](#)

Hello, my name is Sonny Ducote. I excel in project management, cost reduction, and supplier relations.

Recommended based on your activity

Scroll to the bottom of the profile page



About me

Hi, I'm Sonny Ducote. I have a strong background in project management, cost reduction, and supplier relations, with a focus on creating efficient processes and building strong partnerships. Right now, I'm finishing up my MBA in Data Analytics, which has given me a deeper understanding of how to use data to drive better business decisions. I enjoy tackling challenges head-on and finding creative solutions that improve operations and reduce costs.

Outside of work, I have a passion for art, 3D modeling, and sculpting. I also love learning new languages and experiencing different cultures through travel, whether for work or just for fun. Being outdoors is another big part of my life—I always enjoy getting outside and exploring new places. I'm always looking for opportunities to grow, both professionally and personally, and I thrive in environments that encourage learning and collaboration.

SOCIAL MEDIA

in

SKILLS

Engineering project management program management Supply Chain Operations Agile SQL Microsoft Project

Microsoft Visio data visualization PLC Software development negotiation proposal writing procurement six sigma

INTERESTS

Under Upload Resume, click the file and you can view and download the candidate’s resume.

SKILLS

Engineering project management program management Supply Chain Operations Agile SQL Microsoft Project

Microsoft Visio data visualization PLC Software development negotiation proposal writing procurement six sigma

INTERESTS

Art Learning languages Physics Sculpting travel outdoor activities

ADDITIONAL QUESTIONS

Military Status

Separated

Location Preference (Select all that apply)

AZ AR CA CO CT DE FL GA HI ID IL IN IA KS KY LA ME MD MI MA MN

MS MT NE NV NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT

VT VA WA WV WI WY

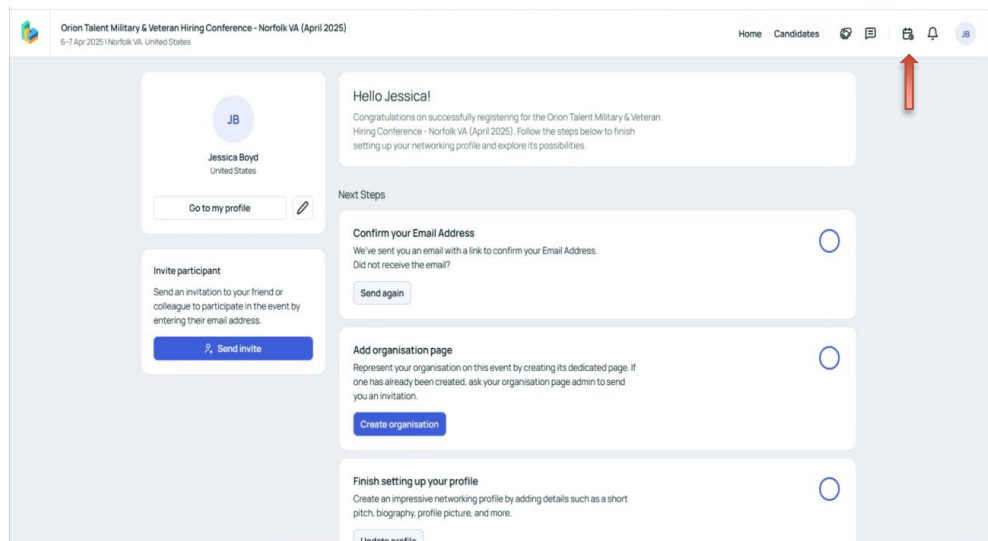
Military Career Field/Military Job Title

Aviation

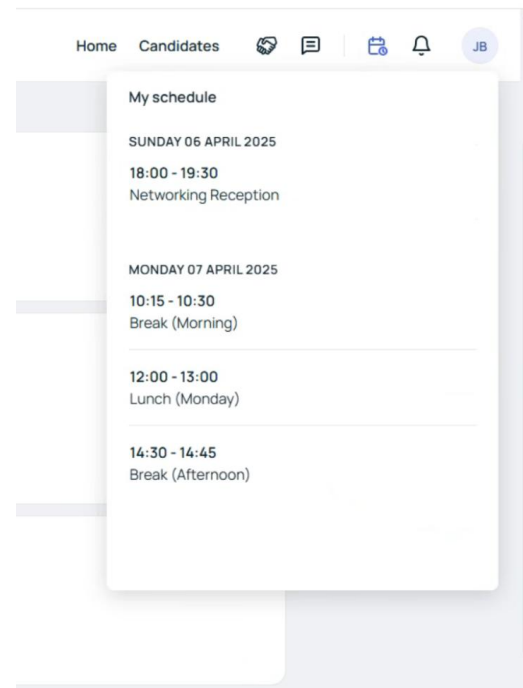
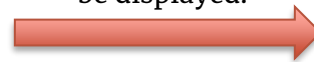
Upload Resume

 Sonny Ducote_Resume_2025.docx →

Step 12



Once you click the calendar icon, this is the window that will be displayed.

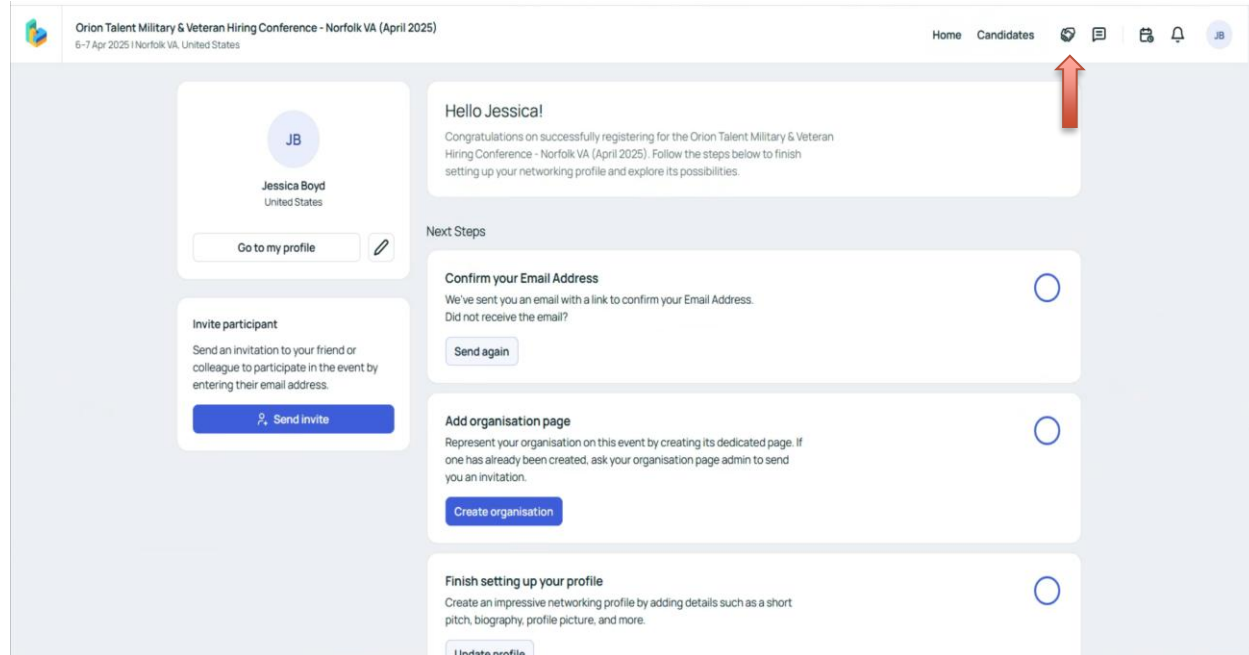


Click the calendar icon to view your schedule of events for the weekend of conference. This is where your presentation time on day one will appear.

Step 13

The handshake icon is where you will see your scheduled interviews with candidates.

This will be scheduled for you will be visible to you no later than Sunday evening.



Success! You have completed your B2match profile. We look forward to seeing you at conference.

