Client User Guide for B2Match

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,

ORION TALENT

Jessica Boyd
Recruiter (Skillbridge)

(512) 904-1018

jboyd@oriontalent.com

www.oriontalent.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
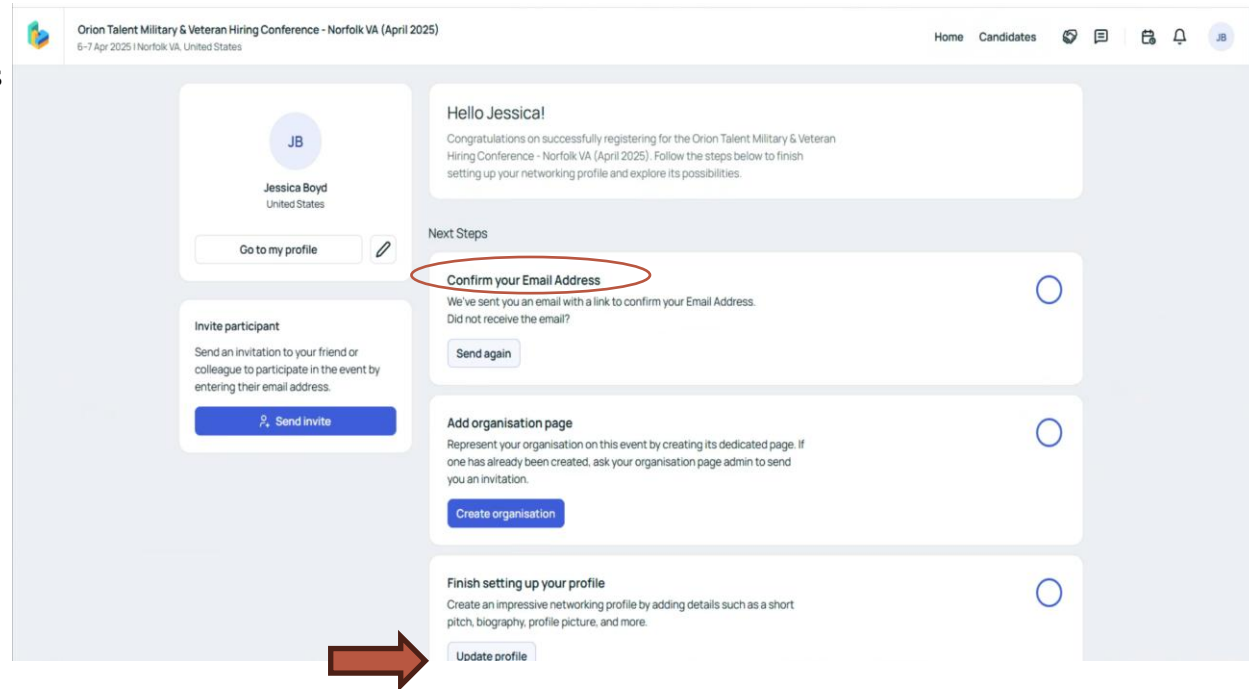
Step 5

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.

160

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".

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

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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.
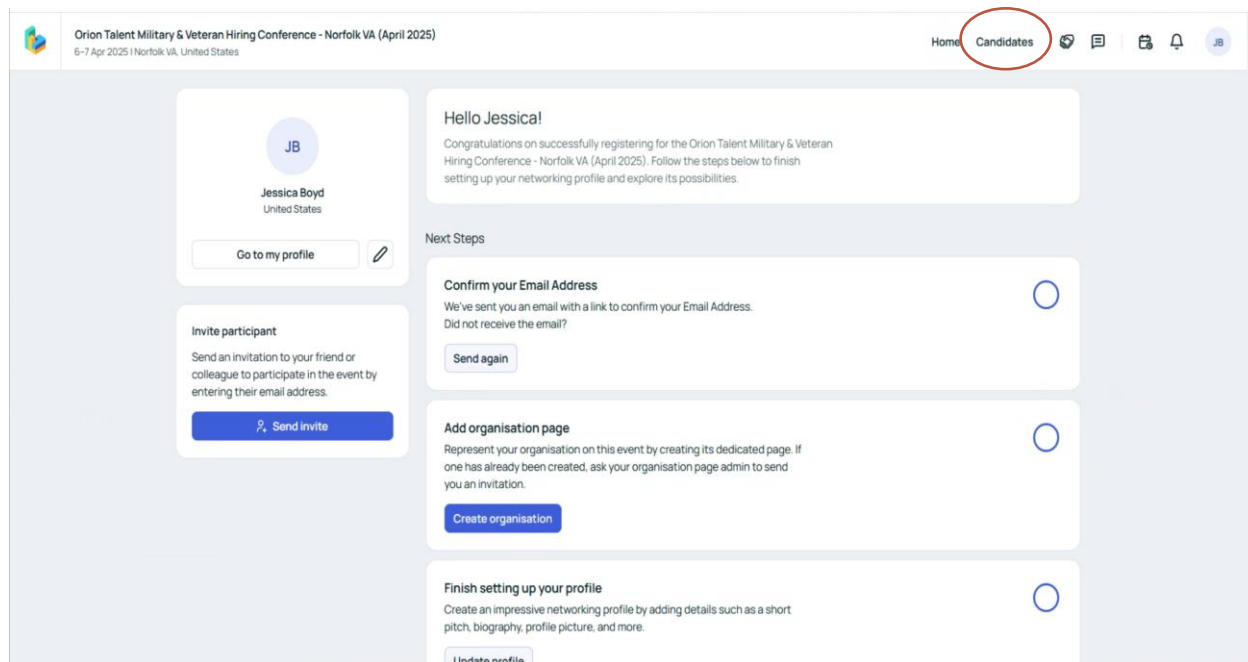
Step 11

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.

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.

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

Scroll to the bottom of the profile page

Step 12

Once you click the
calendar icon,
this is the window
that will
be displayed.
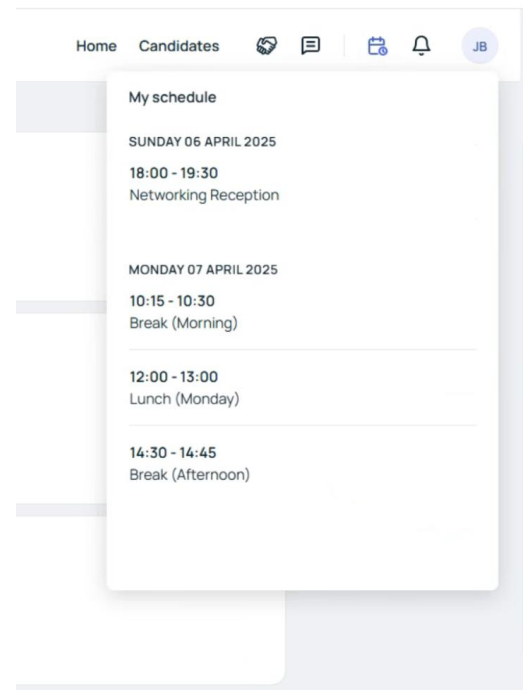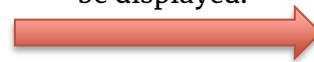
Click the calendar icon to view your schedule
of events for the weekend of conference. This is where your
presentation time on day one will appear.

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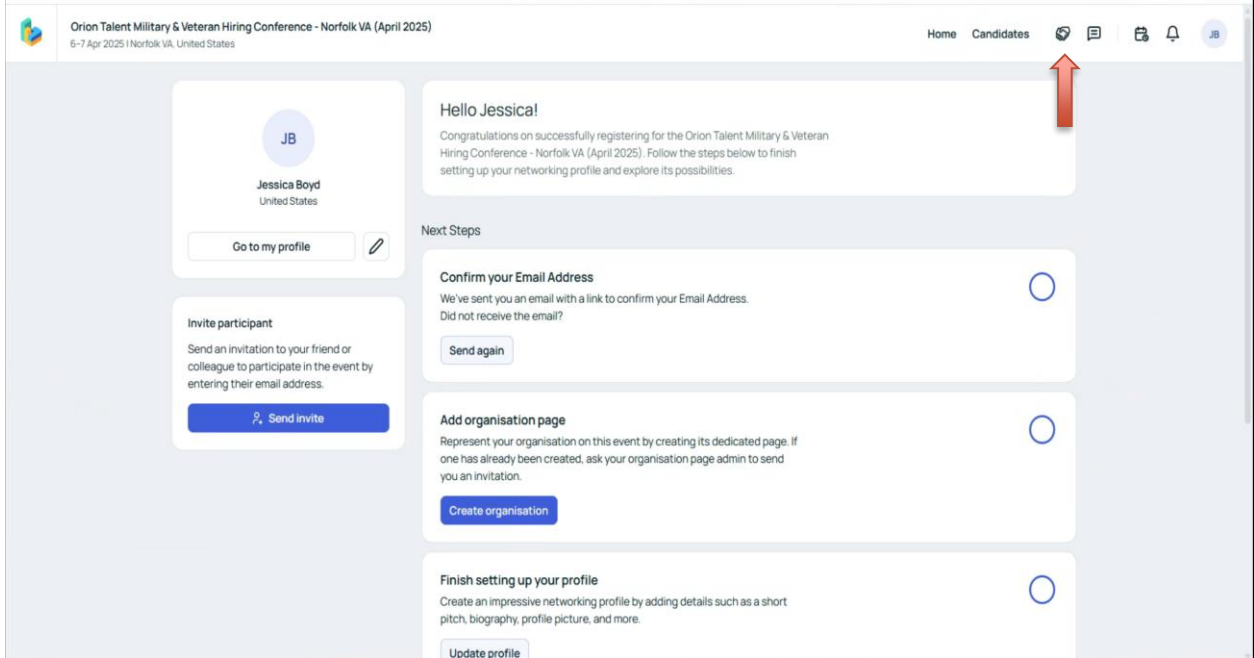
Success! You have completed your B2match profile. We look forward to seeing you at conference.