

Guida/Istruzioni per utilizzo Agenda per fissare appuntamenti al Workshop tra buyer e seller *Guide/Instructions for Agenda Use to schedule appointments at the Buyers' and Sellers' Workshop*

The registration form titled 'Registration' asks the user to 'Choose how to proceed and start signing up for the event.' It offers three options: 'Continue with LinkedIn' (blue button), 'Continue with Google' (red button), or 'Continue with Email' (blue button). Below the email option, there is a text input field for 'Enter your email' and a 'b2match' logo at the bottom.

1) Registrarsi/ Register:

Riceverete via mail un link , cliccando potrete crearvi il proprio Account, viene richiesto un indirizzo mail e una password

Cliccate/click **Continue With Mail**

You will receive a link by e-mail, by clicking on it you can create your own account, an e-mail address and password are required

The 'Complete Your Profile' form is divided into three main sections: 'Personal Information', 'Organisation Information', and 'Address'. Each section contains several input fields for details like name, email, phone, and company. There are also checkboxes for 'I am a buyer' and 'I am a seller'. The form includes a 'b2match' logo and a 'Save' button at the bottom right.

2) Completa il tuo profilo

si compone di tre parti:

Personal Information

Organisation Information

Address

Areas of Activities

I campi con asterisco sono obbligatori ma vi consigliamo di compilarli tutti

2) Complete your profile

consists of three parts:

Personal Information

Organisation Information

Address

Areas of Activities

Fields marked with an asterisk are mandatory but we recommend that you complete them all

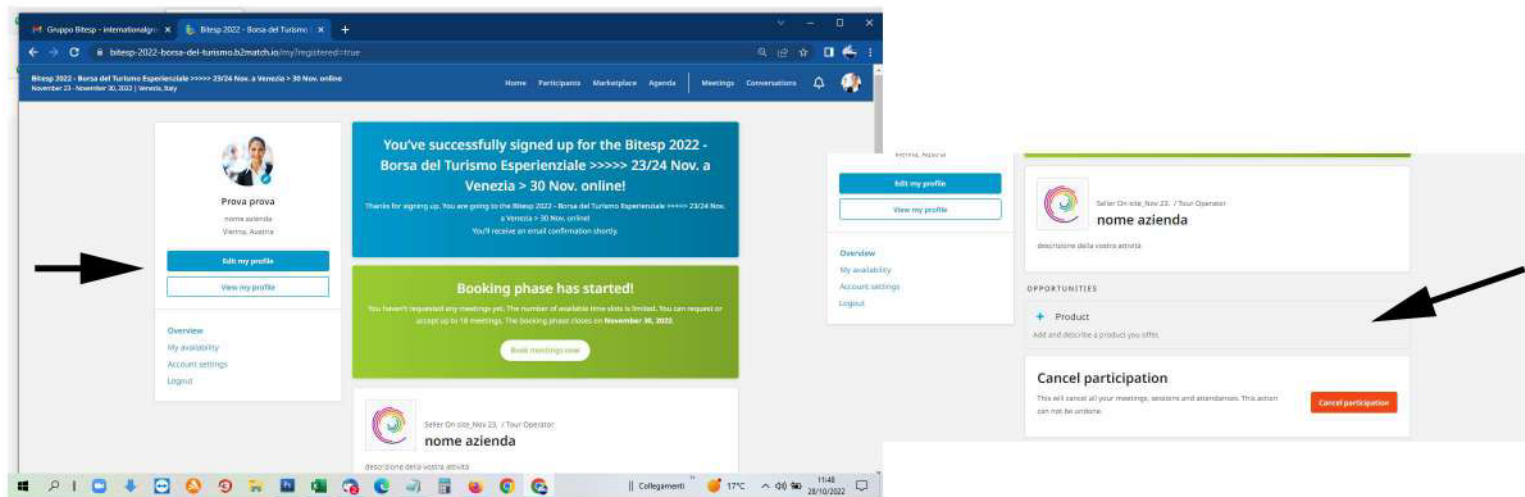
The 'Plan your attendance' form for Wednesday, November 23, 2022, lists three sessions: 'B2B2 Meetings - Session 1' (9:30 - 13:00), 'Lunch Break' (13:00 - 14:00), and 'B2B2 Meetings - Session 3' (14:00 - 18:00). Each session has a checkbox to select attendance and a 'Continue' button. A 'Go Back' button is at the bottom left.

3) Plan your attendance/Pianifica la tua Partecipazione

Qui dovete fleggere tutte le sessioni, questo è molto importante altrimenti non riuscirete a prendere e a ricevere appuntamenti

3) Plan your attendance

Here you must tick all sessions, this is very important otherwise you will not be able to make and receive appointments



4) Registrazione avvenuta con successo

Sulla sinistra:

"Edit my Profile" troverete i dati che avete inserito in fase di registrazione e potrete anche modificarli

"View my Profile" potrete vedere il vostro profilo e verificare se le cose inserite vi vanno bene.

Overview per creare la vostra scheda, poi cliccare il rettangolo + product (aggiungere il prodotto)

Successful registration

On the left-hand side:

"Edit my Profile" you will find the data you entered during registration and can also edit them

"View my Profile" you can view your profile and check whether the things you have entered fit.

Overview to create your profile, then click the rectangle + product (add product)

5) Compilare i campi obbligatori e la descrizione della vostra attività

Add Image: per inserire le foto

File Uploads: per inserire documenti pdf

Video: per i video

Noi consigliamo di inserire tutto in un unico prodotto, ma se volete dividere o se avete prodotti diversi sotto troverete di nuovo il bottone

+ Product....

5) Fill in the mandatory fields and the description of your activity

Add Image: to insert photos on different hips

File Uploads: to insert pdf documents

Video: for videos

We recommend placing everything in one product, but if you want to divide it up or if you have different products below you will find the button again

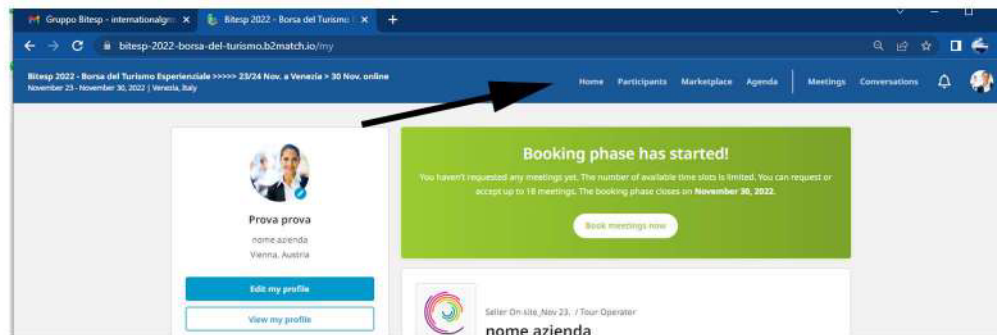
+ Product....

Con questi semplici passaggi avete finito di creare il vostro profilo
With these simple steps you have finished creating your profile

COME FUNZIONA LA PIATTAFORMA/HOW THE PLATFORM WORKS

Spiegazione
del menù

Explanation
of the menu



Home: troverete i nostri contatti

Participants: se siete seller troverete l'elenco dei buyer, se siete buyer troverete l'elenco dei seller

Marketplace: un altro modo di vedere i buyer e i seller in base al profilo che hanno caricato

Agenda: troverete le sessioni e i vostri appuntamenti ed in alto potrete scaricarVi il pdf degli stessi

Meeting: i vostri appuntamenti

Conversazioni: compariranno le conversazioni avute con i partecipanti

Notifiche: vi vengono notificati appuntamenti e cancellazioni etc

Home: Our contacts

Participants: if you are a seller, you will find the list of buyers

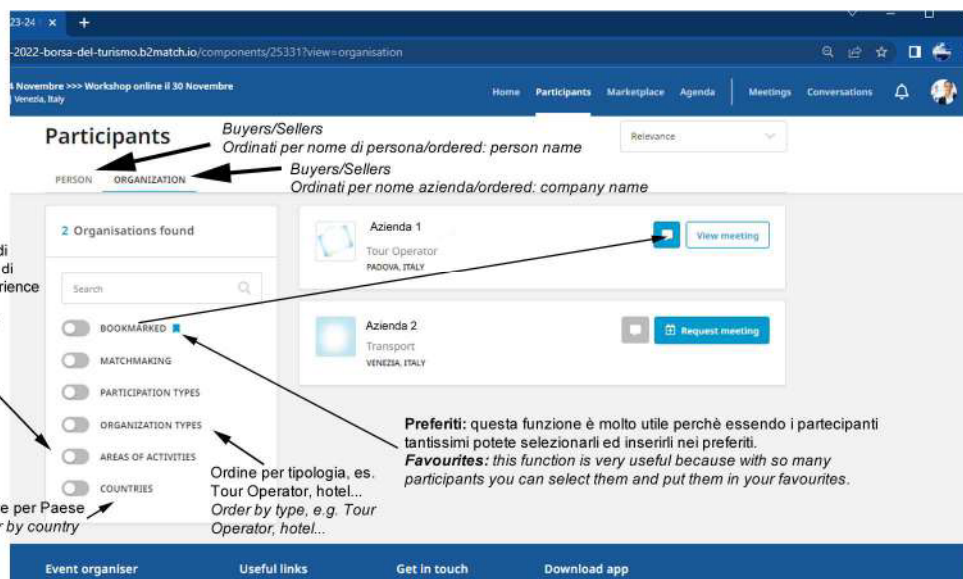
Marketplace: another way of viewing buyers and sellers according to the profile they have uploaded

Agenda: you will find the sessions and your appointments and at the top you can download a pdf of them

Meeting: your appointments

Conversations: conversations held with participants will appear

Notifications: you are notified of appointments and cancellations etc.

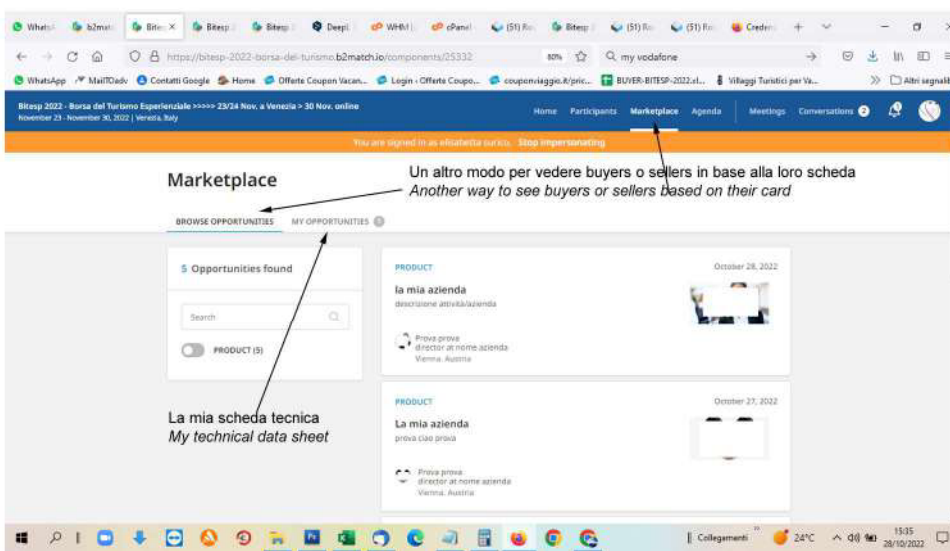


Per facilitare la scelta degli operatori vi consigliamo di ordinarli a seconda dei propri interessi:

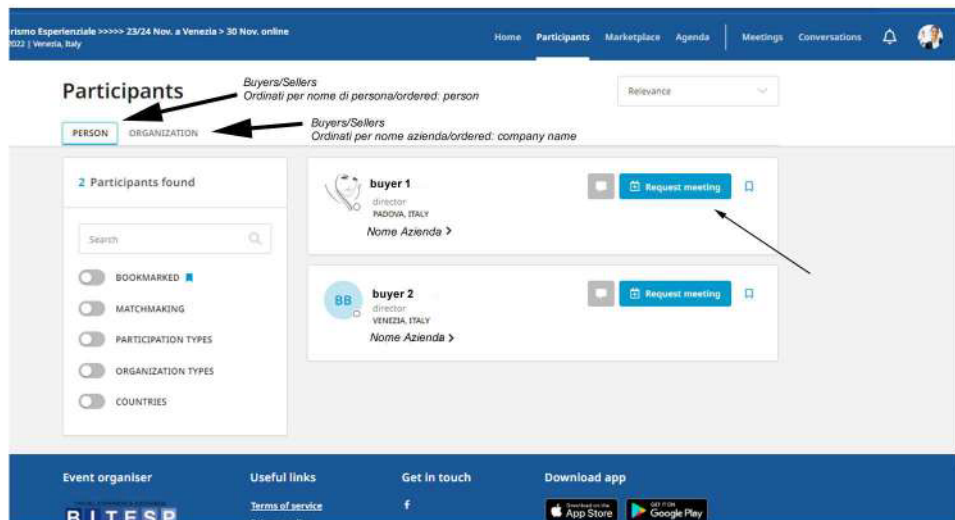
Tipologia di Attività, Tipologia di Turismo... come indicato dalle frecce

To facilitate the choice of operators, we recommend that you order them according to your interests:

Type of Activity, Type of Tourism... as indicated by the arrows

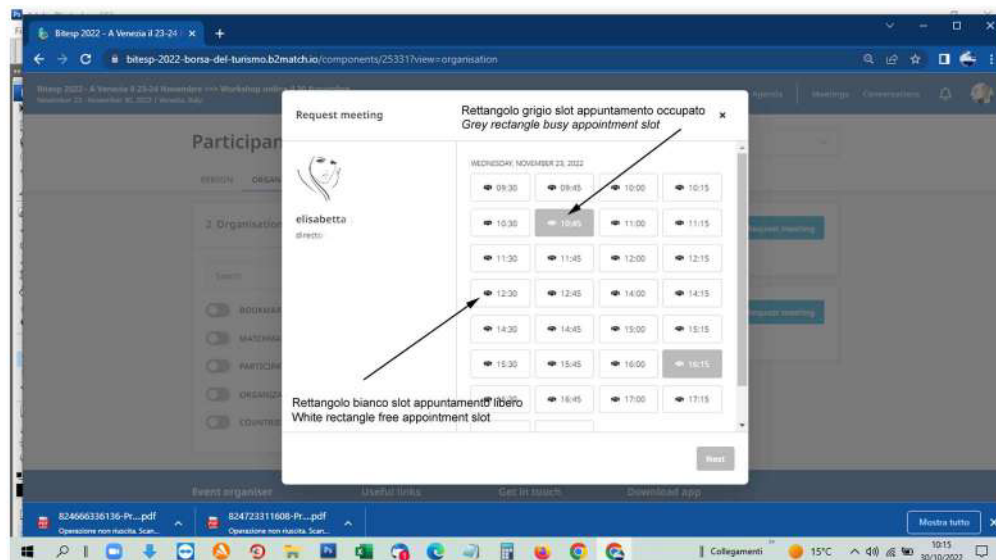


COME FISSARE GLI APPUNTAMENTI *HOW TO MAKE APPOINTMENTS*



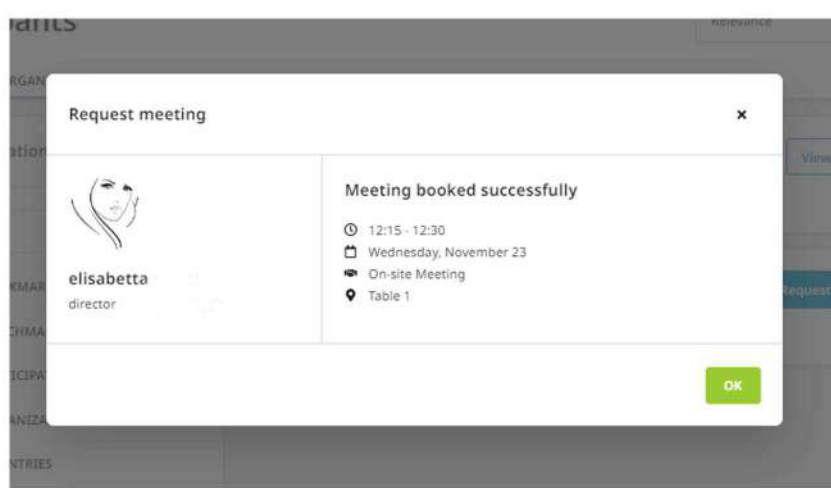
Andare sulla pagina participants (menu orizzontale in alto) visualizzare i buyers/sellers per nome di persona o per nome di azienda. In base all'operatore scelto, cliccare sul bottone "Request Meeting" per fissare l'appuntamento.

Go to the Participants page (top horizontal menu) and display the buyers/sellers by person name or company name. Depending on the chosen participant, click on the "Request Meeting" button to schedule

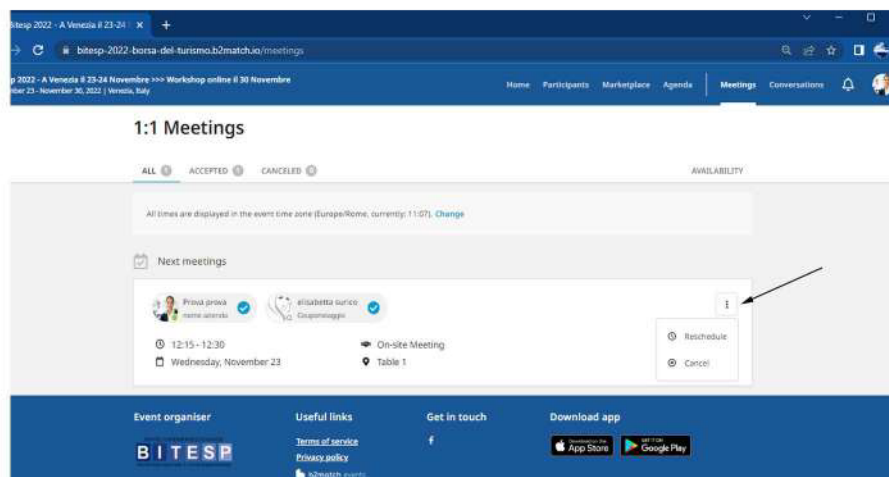


Cliccando sull'orario scelto compare una videata dove bisogna cliccare il tasto "Send Request" per confermare l'appuntamento

By clicking on the chosen time, a screen appears where you have to click the 'Send Request' button to confirm the appointment



Le richieste di appuntamento si intendono accettate automaticamente, successivamente possono essere annullate
Appointment requests are considered automatically accepted, they can be cancelled afterwards



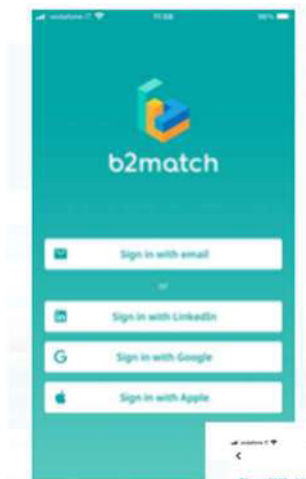
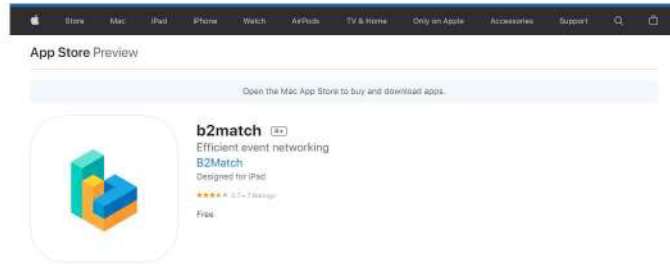
Cliccando i tre puntini potrai rischedulare (cambiare orario) o cancellare un appuntamento

Riscordarsi che quando si rischedula un appuntamento poi rimane pendente (solo quando si rischedula) finchè non viene confermato dalla controparte

Click the three dots to reschedule (change the time) or cancel an appointment

Remember that when you reschedule an appointment then it remains pending (only when you reschedule) until it is confirmed by the other party

SCARICARE L'APP DOWNLOAD THE APP



Nell'app che va scaricata sul cellulare, si entra con lo stesso account

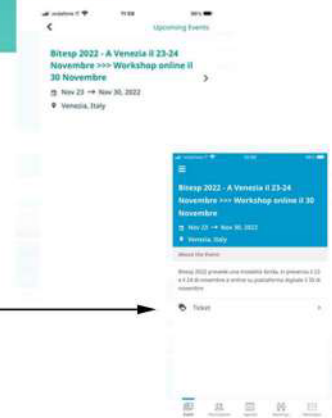
Il menu in basso è lo stesso di quello spiegato per l'accesso da computer

In the app, which you download to your mobile phone, you log in with the same account

The menu at the bottom is the same as that explained for access from the computer

Il ticket non serve

The ticket is not needed



Stesso menù che avete sul computer

Same menu as on your computer