

Thank you for registering for the 2019 CVMSDC BOC!!!

We are excited to announce that we are using the Eventdex Web & Mobile App as a Matchmaking Software again this year. This process is designed so that our corporate partners can schedule appointments using a convenient web portal to ensure each corporate partner meets their best match.

You will have a detailed list of your meetings schedule ahead of time, making your day at the 2019 CVMSDC BOC more efficient and productive.

Eventdex Instructions for Corporate Partners:

1. Visit eventdex.com on your desktop or laptop (Please also download the Eventdex app for you mobile app store to be used during the conference)
2. Sign up using the email address that was used to register for BOC. If you registered last year and have forgotten your password, please click forgot password.
3. Passwords should not contain the first 4 characters of your email address
4. Use the login above the blue bar of the website. Once logged in, please follow the process provided below. (images are included below for your reference)
5. The instructions are highlighted and in [].
6. All corporate partner registrations are buyers, if you have registered more than 1 attendee for your company and every attendee will not match make, please send me the names of attendees in your company that I need to block appointments for.
7. All appointments are 12 minutes long with 3 minute transition periods between appointments
8. You will receive an email confirmation for each appointment scheduled
9. The MBE will also receive an email confirmation
- 10. Please note matchmaking will open to the MBEs on July 17. You may receive requests from MBEs at this time requesting an appointment. If you do not wish to receive appointment requests from MBEs, please email me before July 17.**
11. Please check your emails & the Eventdex desktop & app for additional appointments added, declines or reschedules
12. If you have any questions regarding the event or do not wish to participate in matchmaking, please reply to this email and I will remove you from the matchmaking view.
13. If you are not going to schedule 8 matchmaking appointments, please contact me to block the times you will not be available for you.
14. If you do not see any of the images below, please contact me for support.

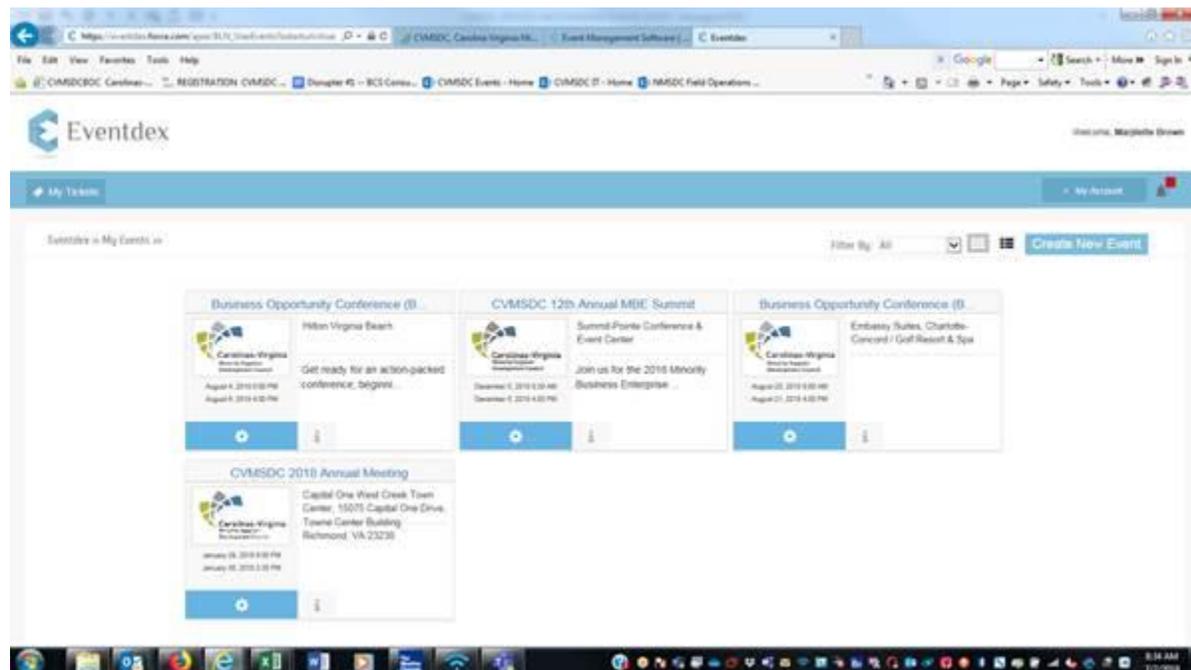
Desktop Process

[Register a username & password]



The image shows the Eventdex registration page. At the top left is the Eventdex logo. On the right, there is a login field with the email 'marjette.drown@cvmsdc.org' and a password field with a masked password. Below the login fields is a blue banner that says 'Welcome to Eventdex - Mobile First Platform for your Events'. In the center is a graphic of a cloud with various social media icons and a smartphone below it. To the right of the graphic is a 'Sign Up for FREE' form with fields for 'First Name*', 'Last Name*', 'Company', 'Email Address*', and 'Password*'. Below the form is a checkbox for 'I have read and agree to the Terms and Conditions and Privacy Policy' and a 'Signup' button. At the bottom, there are two QR codes and buttons for 'Download on the App Store' and 'GET IT ON Google Play'.

[Choose the Business Opportunity Conference Hilton Virginia Beach ticket.]

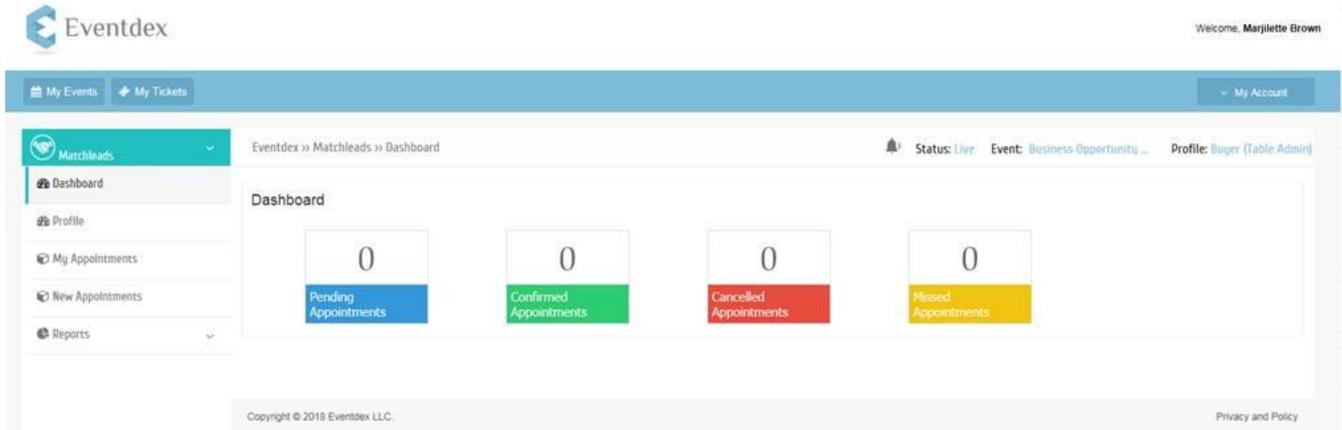


The image shows the Eventdex dashboard. At the top left is the Eventdex logo. On the right, there is a user profile for 'Marjette Drown'. Below the logo is a navigation bar with 'My Tickets' and 'My Account'. The main content area is titled 'Selected in My Events' and has a 'Filter By: All' dropdown and a 'Create New Event' button. There are four event cards displayed:

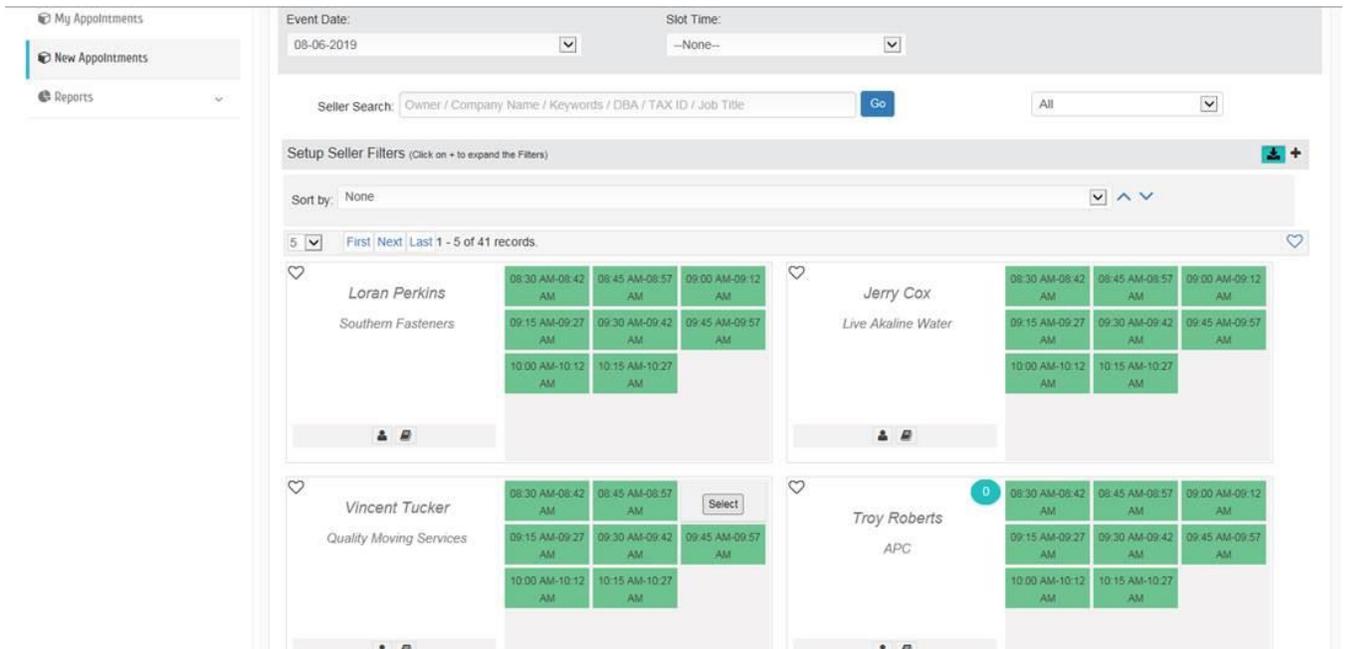
- Business Opportunity Conference (B...)**
Hilton Virginia Beach
Get ready for an action-packed conference, begin...
- CVMSDC 12th Annual MBE Summit**
Summit Pointe Conference & Event Center
Join us for the 2016 Minority Business Enterprise ...
- Business Opportunity Conference (B...)**
Embassy Suites, Charlotte-Concord / Golf Resort & Spa
- CVMSDC 2016 Annual Meeting**
Capital One West Creek Town Center, 15071 Capital One Drive, Towne Center Building, Richmond, VA 23238

The dashboard also shows a taskbar at the bottom with various application icons and a system clock showing 9:38 AM on 11/2/2016.

[Your dashboard numbers will begin at 0 until you choose a MBE to match with. Click on New Appointments from the side menu bar to review the list of MBEs.]

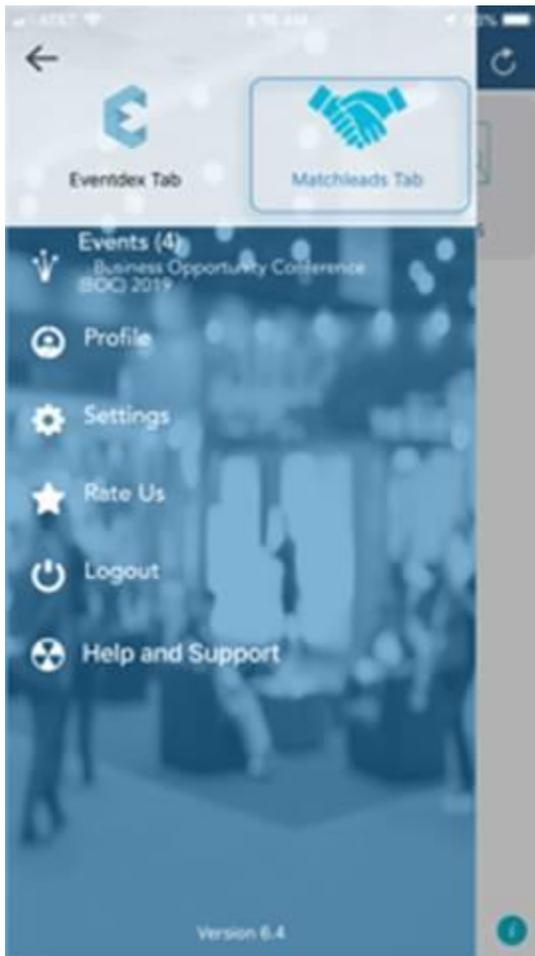


[Begin choosing the MBEs you wish to match with by clicking on the green timeslot you are available for the meeting. If you would like to see the MBE description click on this profile icon  on the left side under the MBEs company name.]



Mobile App Process

[Click on the BOC 2019 ticket. Select the Matchleads Tab]



[Click on the seller's icon]



[Begin choosing the MBEs you wish to match with. If you would like to see the MBE description click on this profile icon  on the MBEs profile.]

