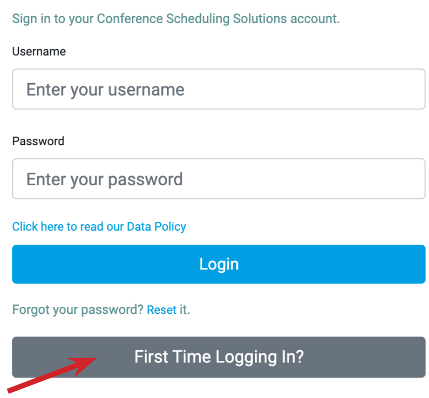
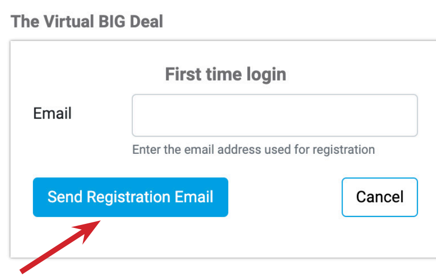
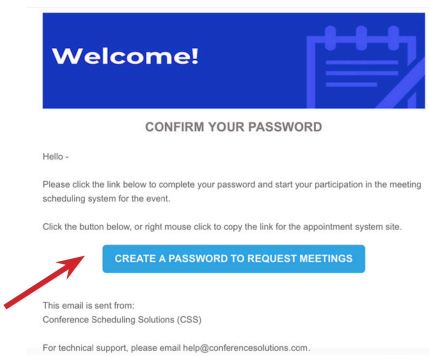
LOGGING IN

*** Your login is unique to this event. Even if you have used the CSS meeting tool before, you must create a new password/ profile. ***

1. Click on the link to go to The Virtual BIG Deal landing page
2. On the Landing Page, click "**First Time Logging In?**"
3. Enter the email you used to register for The Virtual BIG Deal
4. You will receive an email asking you to create a password to begin scheduling meetings. Create the password, return to the landing page, and log in

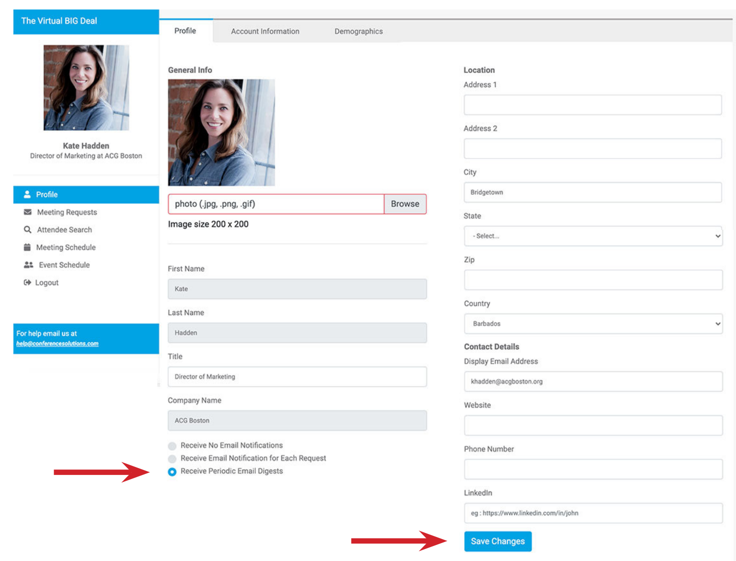




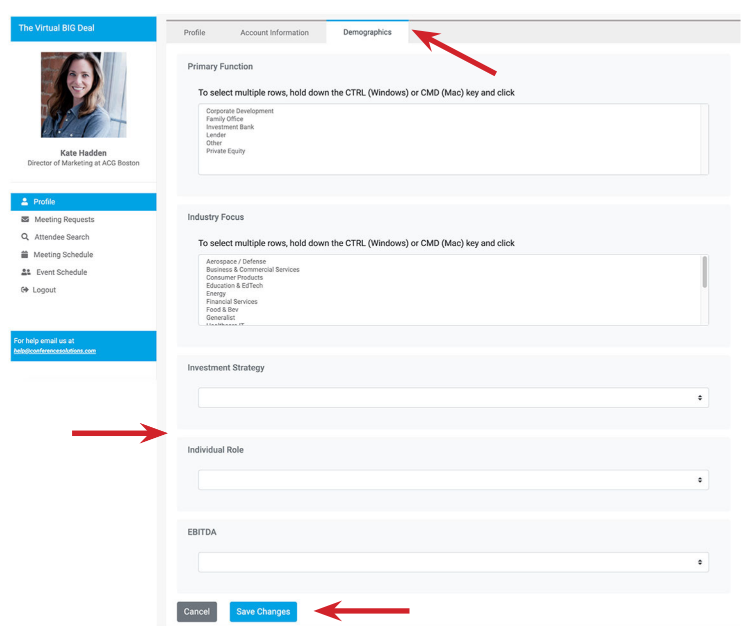


SET UP YOUR PROFILE

- Upload a profile picture
- **Select how frequently you would like to receive emails from the tool about your meeting requests**
- Update any other information
- Click "Save Changes" at the bottom



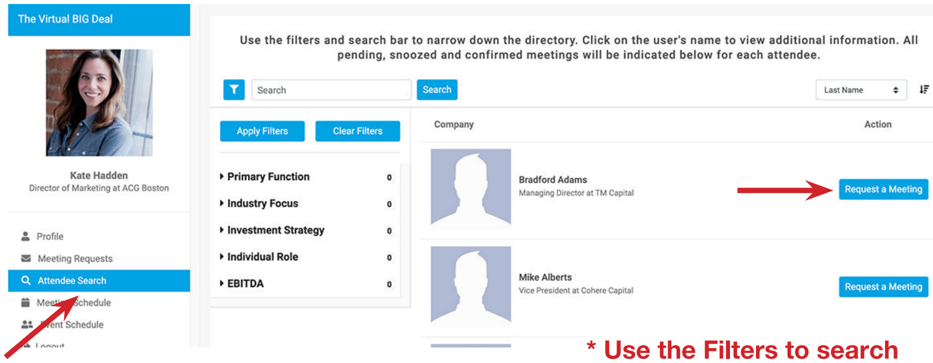
- Navigate to the "**Demographics**" tab at the top of your Profile
- **Click "Change Answers" to add/select demographics**
- **Select what information you would like to provide - note: these will help other attendees find you in the tool**
- Click "Save Changes" at the bottom



*** We *HIGHLY ENCOURAGE* you to fill out the Demographics of your profile - it is how other attendees will find you, in order to request meetings with you. ***

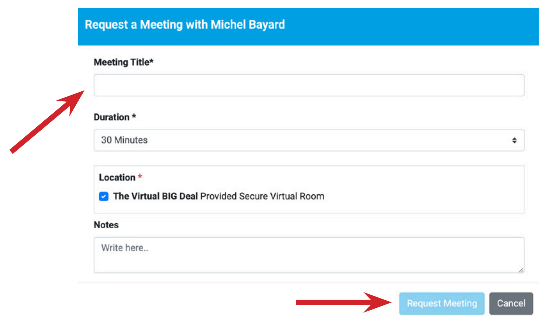
SEND & ACCEPT MEETING REQUESTS

- Navigate to the "**Attendee Search**" section of the tool
- Use the filters, or search by Name and Company, to find the individual with whom you'd like to meet

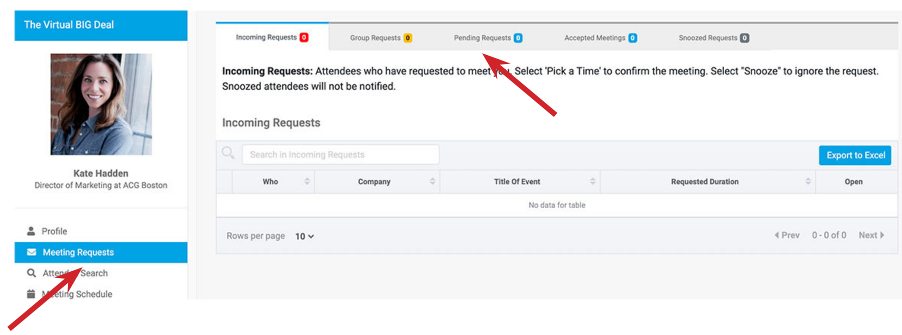


*** Use the Filters to search by Demographic (primary function, industry, etc.). Use the Search bar to search by Name and Company ONLY. ***

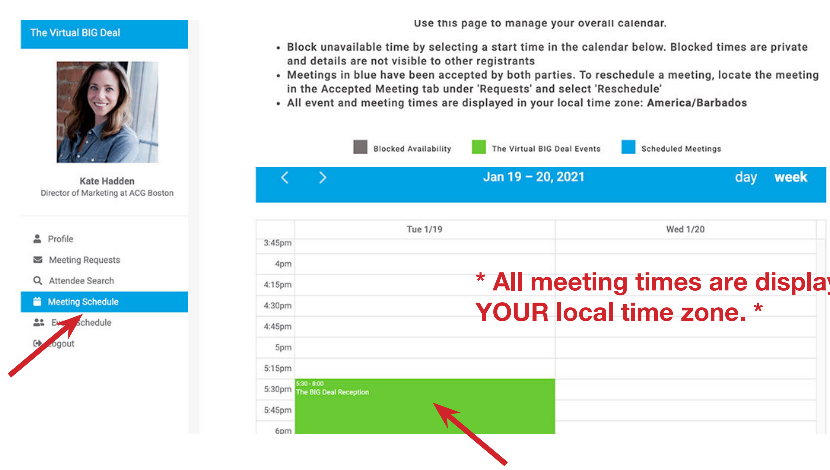
- **When you're ready to send a meeting request, click "Request a Meeting"**
- Type in a "Meeting Title" (ex. Request to meet), select the Duration of the meeting, and write a Note to the individual, if desired. Click "Request Meeting"
- **The person who *receives* the meeting request will be able to select a mutually available time to meet**



- In the "**View All Requests**" section of the tool, you'll also be able to see **"Incoming Requests"** (meeting requests sent TO you), **Pending Requests, Group Requests, Accepted Meetings, and Snoozed Meetings** (meetings you're unsure you want to accept just yet)
- From here you can see your incoming requests, accept them, snooze them (if you aren't ready to accept just yet), and add or accept group meeting requests



- In the "**My Meeting Schedule**" section of the tool, you'll see your personal meeting schedule
- **TO START A MEETING: when it's time to start a meeting, simply click on the meeting on your calendar, and the private link to your virtual meeting will appear**

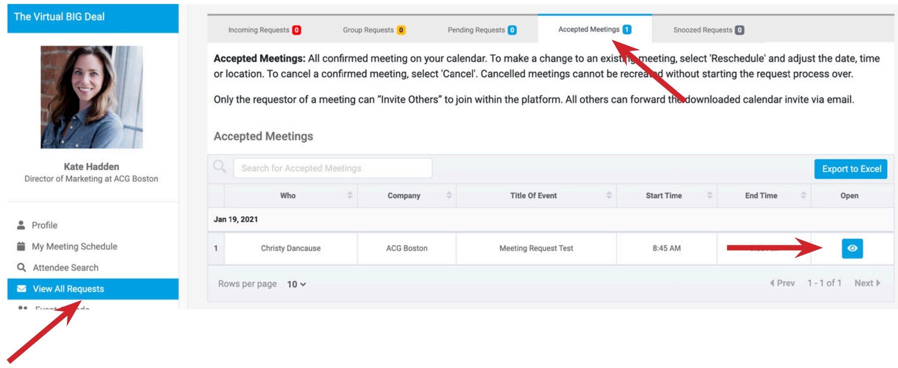


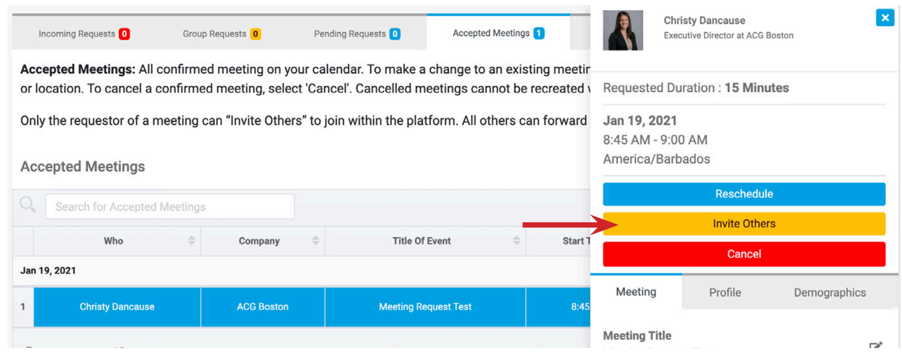
*** All meeting times are displayed in YOUR local time zone. ***

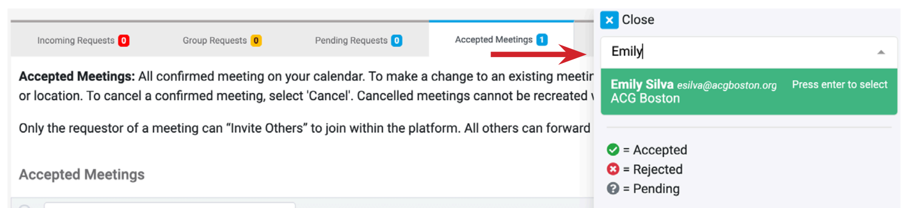
GROUP MEETINGS

- **If you have SENT a meeting request (i.e., you are the originator of the meeting), there is the option to add extra individuals to your meeting**
- **Once your meeting request has been accepted,** go to "View All Requests," and **"Accepted Meetings" - click on the Eye Icon next to the accepted meeting**
- From there, click "Invite Others"
- Search for the individual you would like to invite, select her or his name, and hit "enter"
- The individual will now be able to see the group meeting request in their "Group Requests" section
- If the other individual accepts the group meeting request, she or he will now appear in the list of attendees when you view your meeting

Unfortunately, if you did not originate the meeting request, then you are unable to add extra individuals to the meeting at this time.

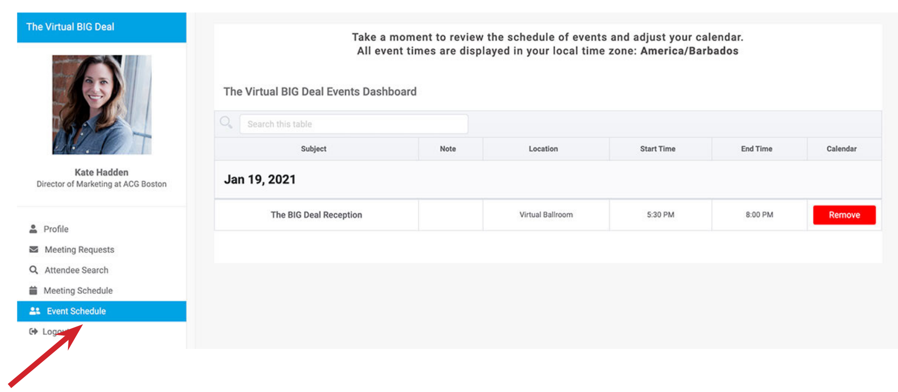






EVENT AGENDA

- In the "**Event Agenda**" section, you can add any events you'd like to attend (for ex. the Virtual BIG Deal Reception).
- These will show up in "My Meeting Schedule" as well, and will block off the time from your calendar, so you won't be able to schedule 1:1 meetings during that time



EXPORT YOUR MEETING SCHEDULE

- ***When all your meetings are finalized,*** you can export your meetings – you can download to Outlook. Note: each meeting has a UNIQUE URL embedded in the .ics file, which is your private meeting link. The meeting link can also be found in the "My Meeting Schedule" section of the tool, when you click on the meeting you would like to join.