



OSDBU

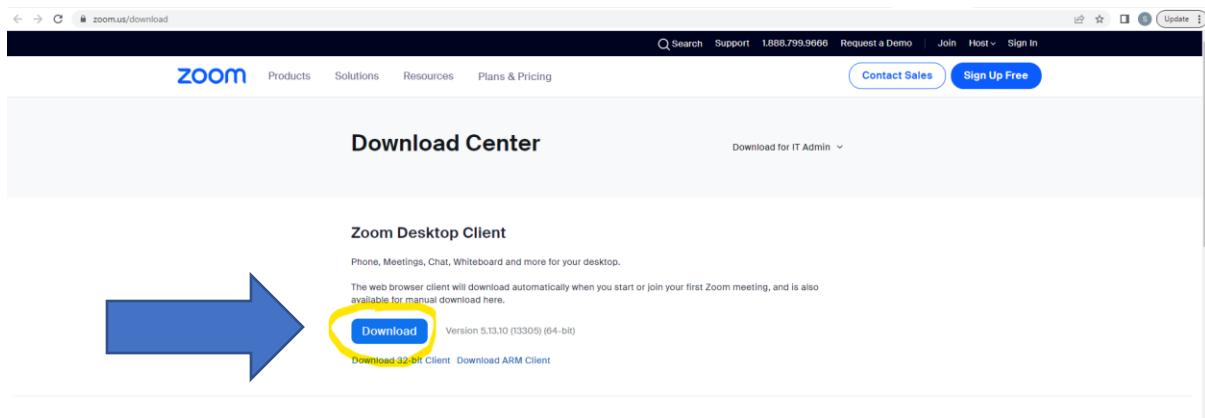


Engage

Engage Platform – Day of the Event

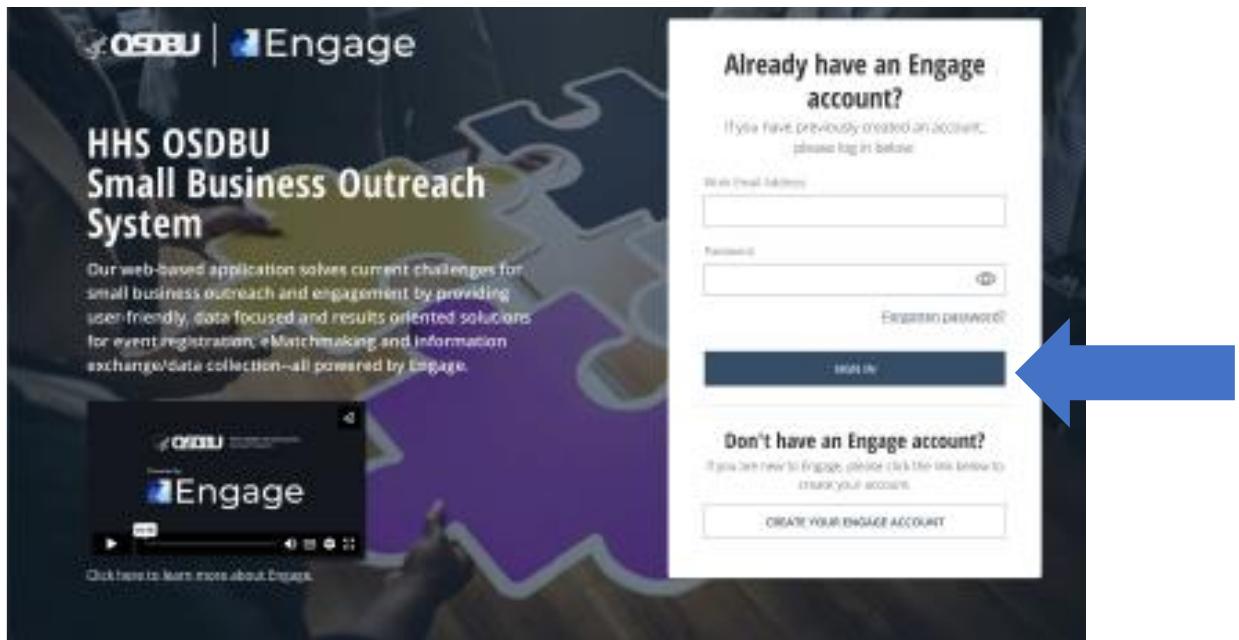
Instructions for All Participants

1. *If not already done: Download and install the **Zoom Host application** from <https://zoom.us/download> for the best experience.



If you have issues with this step, please follow the instructions here:
<https://support.zoom.us/hc/en-us/sections/200704559-Installation>

2. Sign into your user account by entering the email address and password you previously created and clicking “SIGN IN” to login into the **Engage dashboard** (<https://engage.hhs.gov/>).



**OSDBU****Engage**

3. Verify your email by entering the six-digit verification code sent to your mailbox. You may need to wait up to five minutes to receive the code.

Verify your email address

We have sent a six-digit code to neowebart.acc@gmail.com

Please keep this window open while you check your inbox, then enter the code below.

Be sure to keep this window open while you check your inbox. Please note that it may take a few minutes for the code to be delivered to your email address. If you have not received the code within a few minutes, please check your spam folder. To request a new code, please click Resend Code and a new one will be generated and sent to you.

Resend code

4. Upon signing in, scroll down to the **“My Matchmaking: Scheduled Appointments”** section of the Event you’re participating in, where you will see all your scheduled appointments.

Note: Meetings are scheduled for 15 minutes, followed by a five-minute break.

Click on the **“Enter the Meeting”** icon  when it is time for your scheduled appointment. Please wait until the Small Business enters the meeting waiting room or wait for the Buyer to start the meeting. The Buyer will need to admit the Small Business. End the meeting when the time expires.

Upcoming Event

Available Events

My Matchmaking

Dashboard

My Profile

My Favorites

My Attendees

View Matches

My Events

All Events

Login Details

Help

01 MARCH Internal Testing Event dummy testing event Type: Virtual Matchmaking: YES Learn more

01 MARCH Internal testing event #2 internal testing event Type: Virtual Matchmaking: YES Learn more Register Now

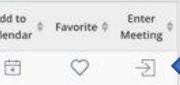
09 MARCH UX Testing No1 User Experience testing event Type: Virtual Matchmaking: YES

Congrats! You are almost there. Click below to learn more how to prepare and get ready for Matchmaking LEARN MORE

My Matchmaking: Scheduled Appointments

01 March Internal Testing Event dummy testing event Type: Virtual ADD TO CALENDAR

Time Organization Website Capability Statement Match % Meeting Details Add to Calendar Favorite Enter Meeting

12:20PM Small Biz ABC http://www.abc.com View 95.83% 

Matchmaking Slots Available



Scheduled Available

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5. Repeat **Step 4** for all upcoming Appointments you have scheduled.
6. [Optional step] – Alternatively you can navigate to “**View Matches**” on the left in your sidebar and view appointments, enter the meetings, view organization profile, and enter and save notes.

If you need help or assistance, email us at engagesupport@strategixmanagement.com

Additional tip:

Ideally, have Engage opened on another display, or have split screen view. Your login session is limited, and you will be asked if you are still here; you will have a 60-second window to confirm it. If the login session ends, you will need to login again.