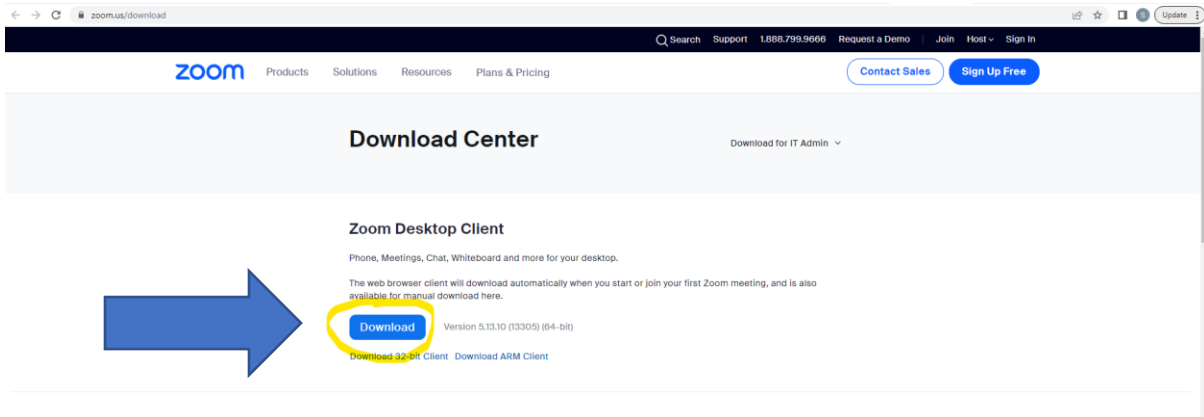


## Engage Platform – Day of the Event

### 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.

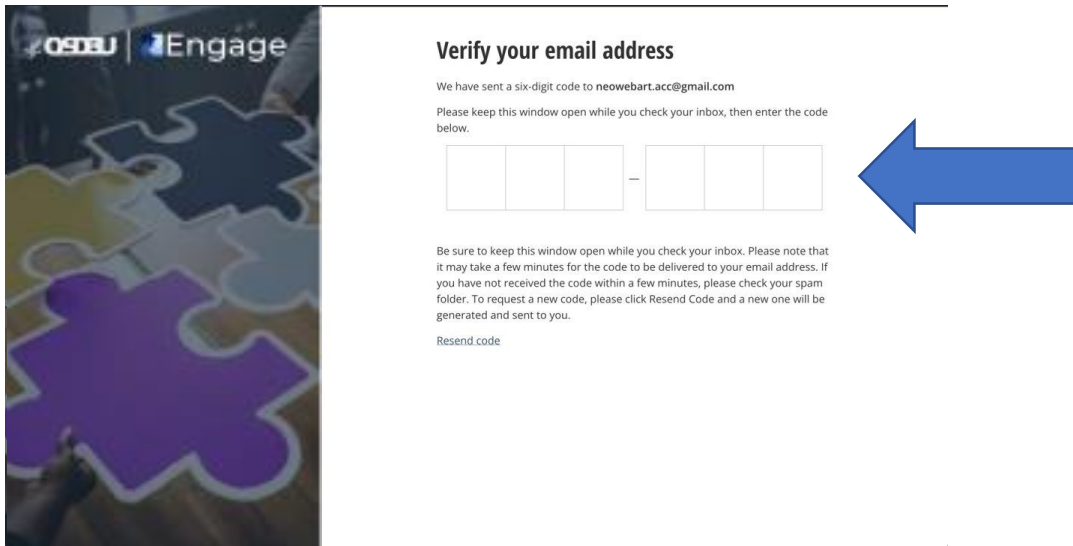


If you have issues with this step, please follow the instructions here:  
<https://support.zoom.us/hc/en-us/sections/200704559-Installation>

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/>).




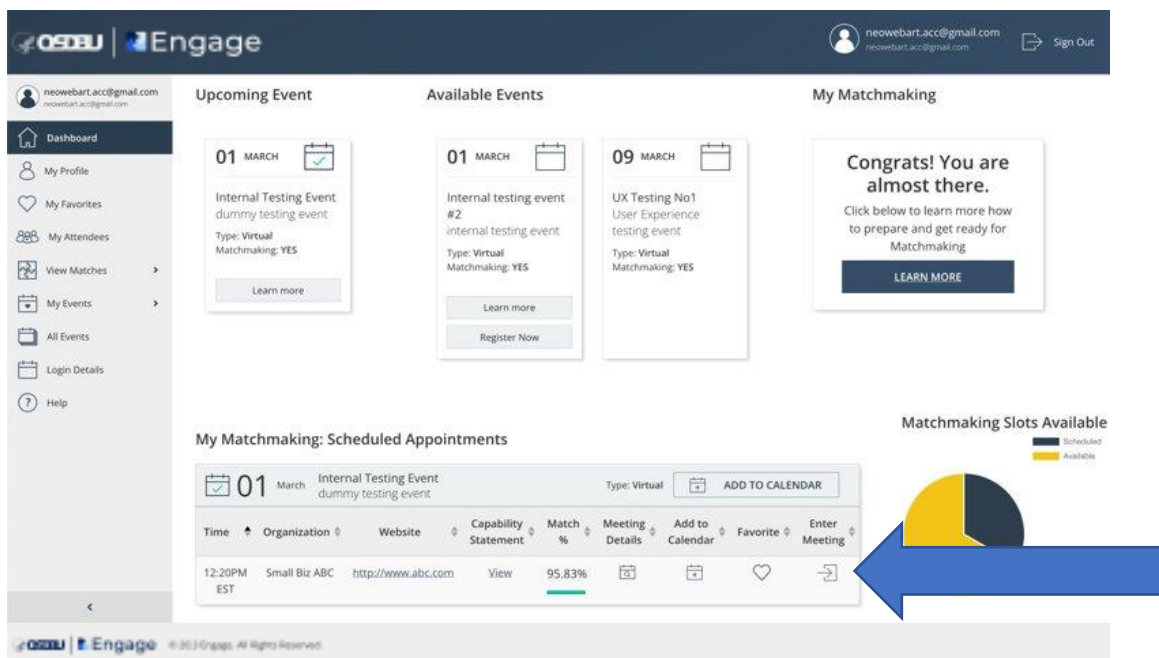
- Verify your email by entering the six-digit verification code sent to your mailbox. You may need to wait up to five minutes to receive the code.



- 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**

01 MARCH

Internal Testing Event  
dummy testing event  
Type: Virtual  
Matchmaking: YES

Learn more

**Available Events**

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


**My Matchmaking**

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 EST	Small Biz ABC	http://www.abc.com	View	95.83%				

**Matchmaking Slots Available**

Legend: ■ Scheduled ■ Available

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](mailto: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.