



# Fair Match

## Matchmaking starts here

connect · chat · meet!

# How it works!

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# Open website or download app

## 1.1 Web

Open website

[www.prowein.de/fmv](http://www.prowein.de/fmv)

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## 1.1 App

Download the app



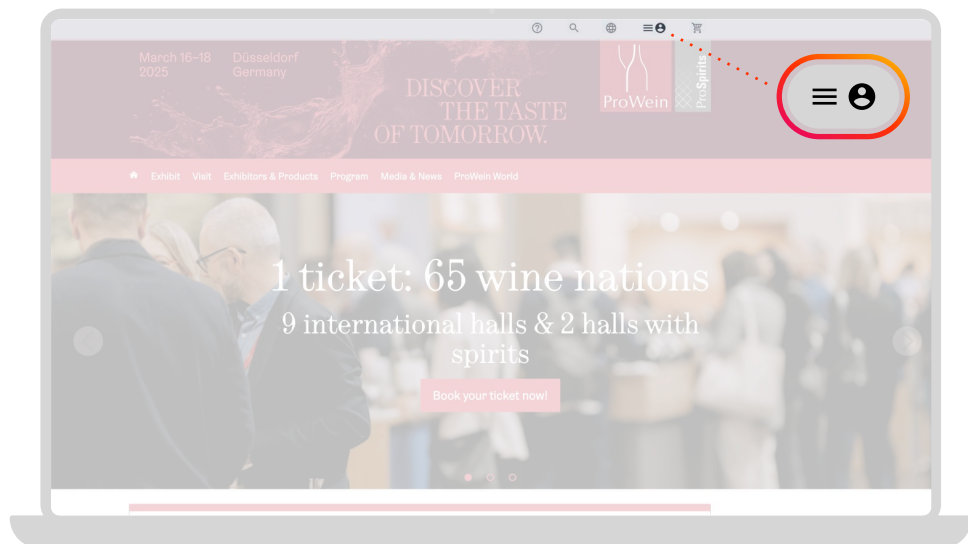
01 • **02** • 03 • 04 • 05 • 06 • 07 • 08

# Login

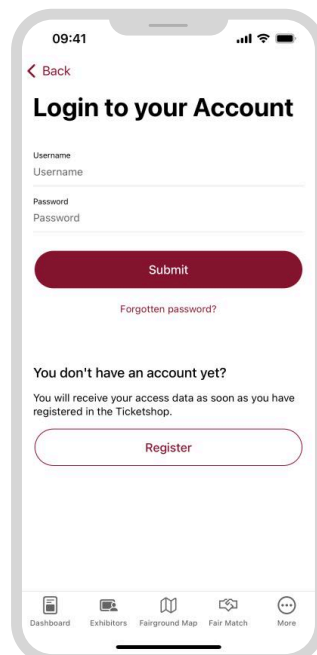
## 2.1 Login via website

### Open the website

Log in to the website at the top right of the menu bar with your e-mail address and password. After logging in, you can access your personal profile or Fair Match.



## 2.2 Login via app



### Open the app

Log in with your e-mail address and password. After logging in, you can access your personal profile or Fair Match.

### Not yet registered?

Click on 'Register now' behind the username.

# Edit personal profile


Your personal profile is your business card in Fair Match. Create an appealing profile to attract as much attention as possible and get better recommendations in Fair Match.

## 3.1 Personal details

**Enter personal details**

Adjust your personal master data.

Profile image (optional)



File formats: jpg, jpeg, png.

Salutation (optional)

Mrs.

Title (optional)

First name

Maxine

Last name

Musterfrau

Position

Other salaried staff, skilled worker, [civil servant]

Job title (optional)

Industry (optional)

Sales agent for wine, sparkling wine and spirits

Profile text (optional)

**B** *I*

### Edit your personal details

In section 'Personal details' you can add personal data such as the job title, a personal profile text and an appealing photo.

## 3.2 Company details

**Enter address data**

Company

Weingut Rotbeere

Country

Germany

Zip code

12345

City

Winzerort

Street, Number

Weinstraße 123

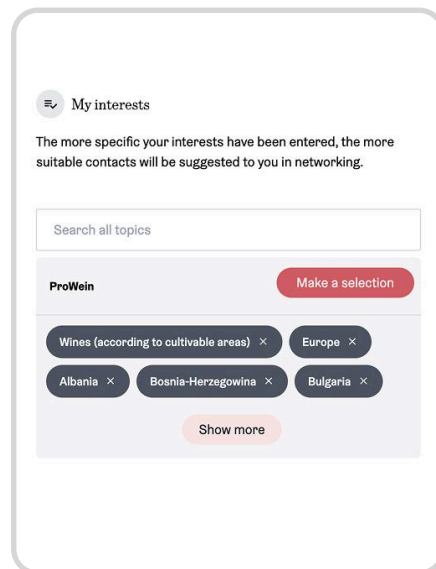
### Edit your address details

In this area you have the option of changing the address of your company, e.g. if you work at a different location.

# Edit personal profile

Your interests are particularly relevant for the recommendations in Fair Match. Refine your details from the registration. Under 'I'm looking for' you can select your personal area of interest in multiple categories.

## 3.3 Interests



### Narrow your area of interest

Browse through the different categories and choose your personal interests.

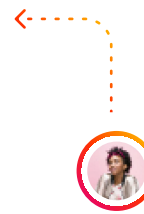
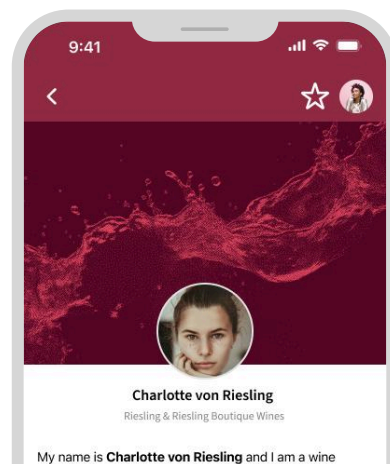
### Good to know

If you add your experience to your profile text, you have created a very compelling profile!

# Recommended profiles

You will receive tailored recommendations in Fair Match! The recommendations are based on the interests you provided during registration and become even more accurate the more precise you fill in your personal profile.

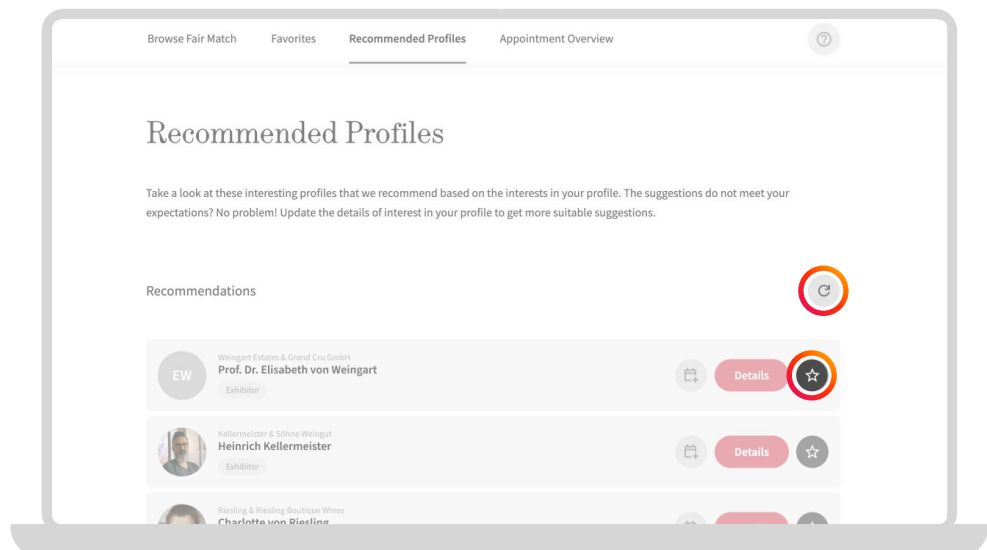
## 4.1 More precise recommendations



**For more effective recommendations: Edit your personal profile**

An appealing photo in your own profile increases the chance of being discovered and contacted.

## 4.2 Bookmark recommendations as favorites



**More recommendations & favorites**

View more recommendations.

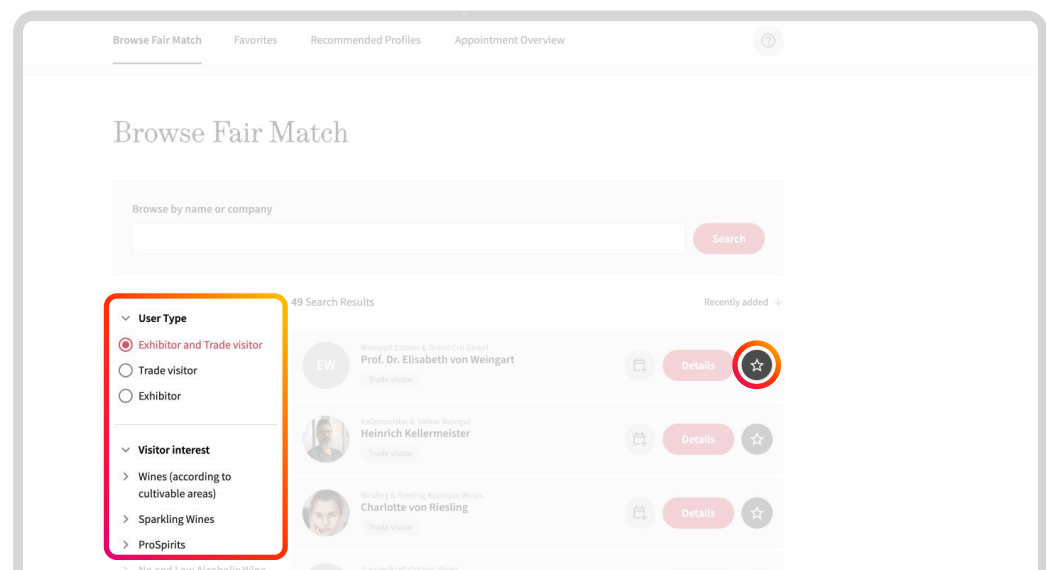


You can mark your favorites with the star. You can find your bookmarked exhibitors under the menu item 'Favorites'.

# Find and bookmark exhibitors

You can search for all registered participants via the menu item “Browse Fair Match”.

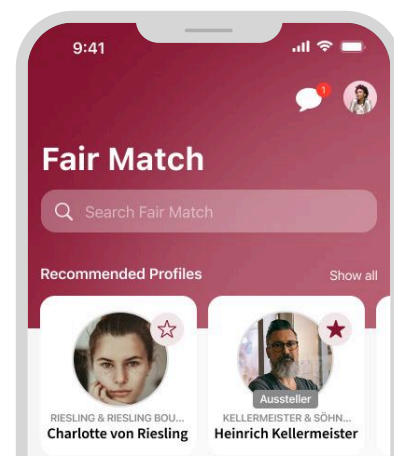
## 5.1 Filter



Use the filter options on the left-hand side to narrow down the search results by user type, visitor interest, trade, area of responsibility, position, etc. As soon as you have selected a filter, the search results are updated automatically.

Participants that you have already bookmarked can be identified by the star.

## 5.2 Search bar



In the search bar you can search directly for the name of the exhibitor or the exhibiting company.

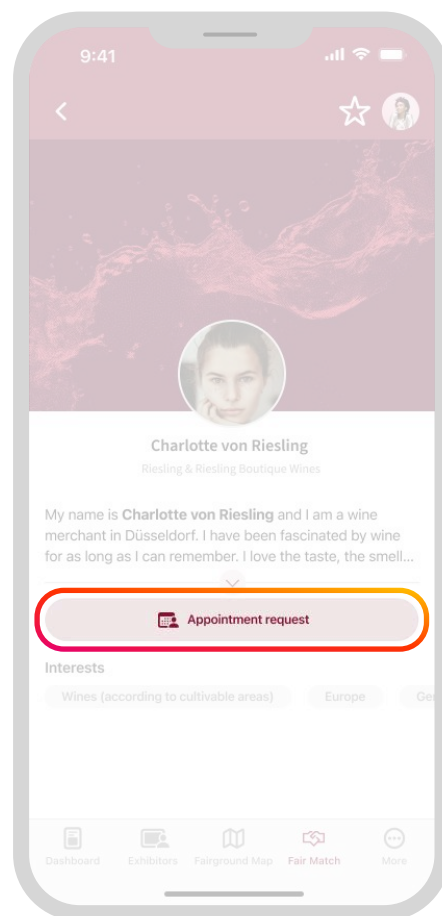




# Arrange / Cancel appointments

In Fair Match you can arrange personal appointments with other participants during and outside the trade fair period.

## 6.1 Appointments



### Appointments

You will find the calendar symbol on every Fair Match user.

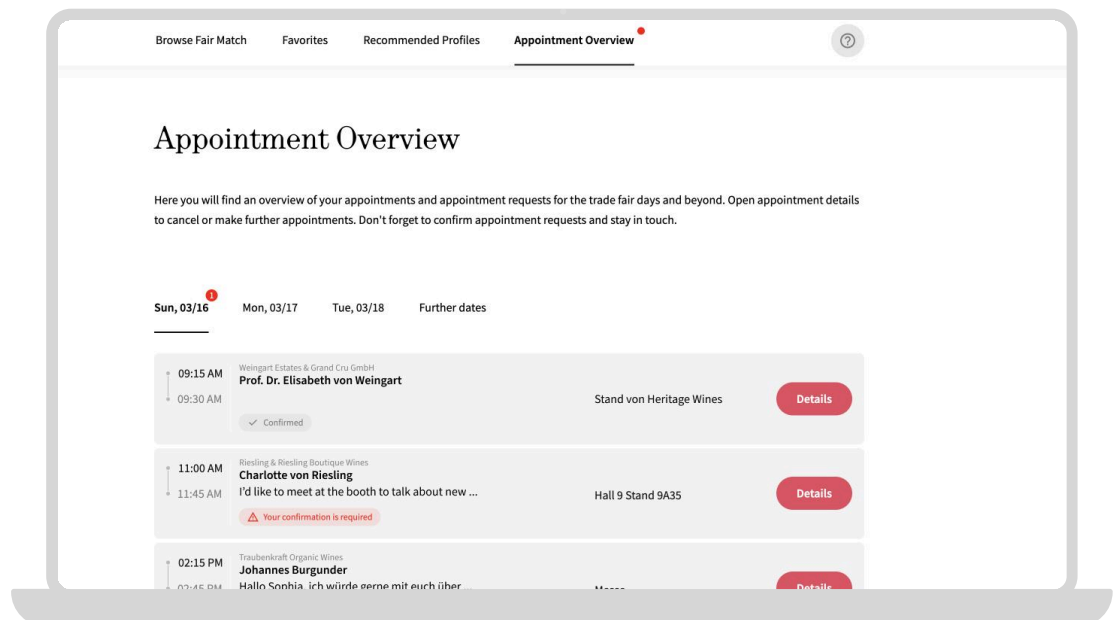
### Locations

You can choose any location for your event. You can find the stand number of the exhibitor in our [exhibitor and product database](#).

# Keep track of appointments

In the tab 'Appointment Overview' you will find an overview of all confirmed appointments and appointment requests with other Fair Match participants.

## 7.1 Appointment Overview

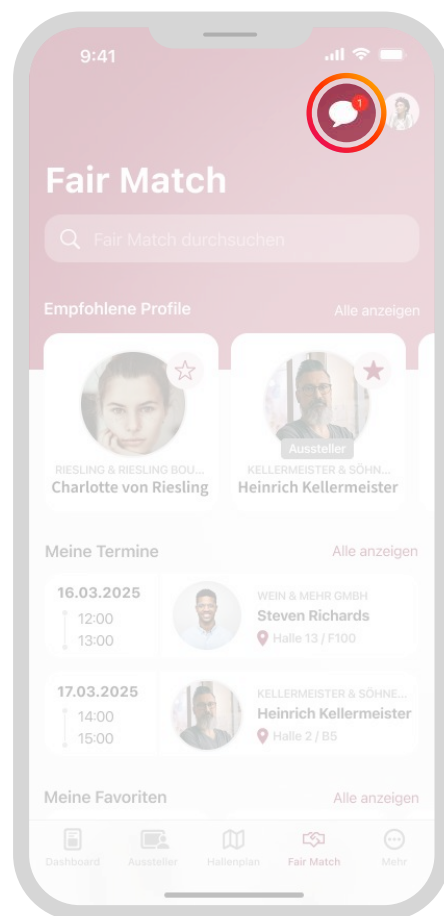


### Notification

Both participants will receive an e-mail notification of the booked appointment. Cancelled appointments are no longer displayed in the appointment overview.

# Send messages

Have you found an interesting participant and would like to find out more?



## Chat

Use the chat tool in the ProWein app by clicking on the chat symbol. There you will also find your previous chats, if available.



# Fair Match

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