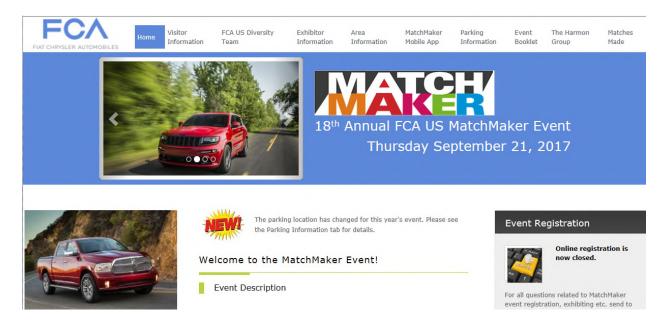
MatchMaker - Instructions to enter monthly Matches Made info

Updated 11/27/2017

1. Go the MatchMaker website at http://www.fcausmatchmaker.com/.



2. Click the Matches Made tab. •



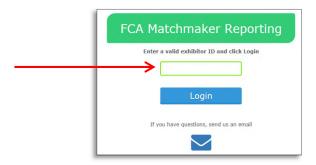


Click <u>here</u> for instructions to enter monthly Match info.

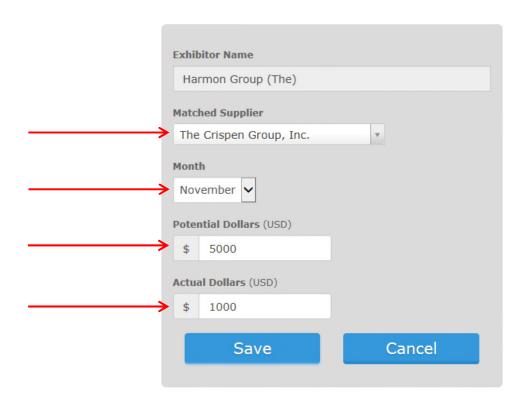
FCA Matchmaker Reporting	
Enter a valid exhibitor ID and click Login	
Login	



3. Enter your Exhibitor ID and click the Login button. Your Exhibitor ID will be a 4-digit number assigned by FCA.



4. Select the Matched Supplier from the drop-down list of event Attendees. Select the Month that you are reporting against. Enter Potential Dollars. Enter Actual Dollars. Click the Save button.



5. You will see a message that your data has been saved. You may click the link to enter more data.

