

PROFILE REGISTRATION INSTRUCTIONS FOR RIVCircular MATCHMAKING PLATFORM

Link to RIVCircular Matchmaking Platform

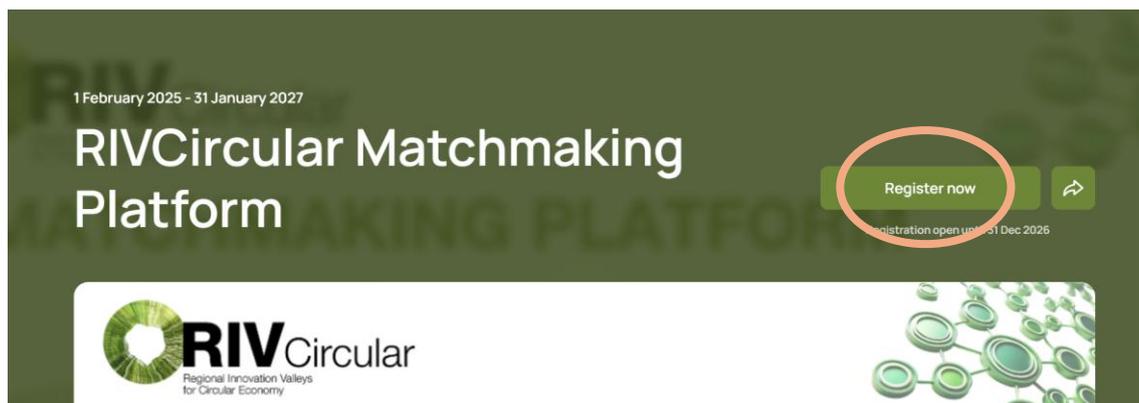
The RIVCircular Matchmaking Platform is a powerful matchmaking tool designed to facilitate professional networking, business collaborations, and partnership opportunities in virtual, hybrid, and in-person events. It helps participants efficiently connect with potential business partners, investors, suppliers, or clients through structured meetings. By leveraging smart matchmaking features, the platform ensures meaningful interactions, saving time and maximizing networking potential. Within the context of the RIVCircular Project, this platform is of great utility because it will serve as a brokerage space for companies and research centres from the six regions that are part of the consortium of this project and the ones that are launching a cascade funding call on five different topics related to deep tech and circular economy:

1. Construction and Demolition Waste (CDW) circularity
2. Waste– Resource and energy recapture
3. Electric Vehicle (EV) batteries recycling and reuse
4. Circular economy in the textile industry
5. Improving the digitization of the circular economy

This platform is designed to hence the development of connections in order to create consortiums to present proposals for the cascade funding calls.

STEP 1: ACCESS THE PLATFORM

1. Open your web browser and go to the RIVCircular Matchmaking Platform [website](#). [Home | RIVCircular Matchmaking Platform](#)
2. Click on **Register Now**



STEP 2: CREATE AN ACCOUNT

1. Choose **Sign up with Email** or use an existing Google/LinkedIn account.
2. Enter your **name, email address, and password**.
3. Accept the **terms and conditions** and click **Register**.
4. **Check your email for a verification** link and click on it to activate your account.

Create new Account
or [log in](#) with your existing b2match account

Your email address

Password

First name* Last name*

or

[Cancel registration](#)

[Continue with LinkedIn](#)

[Continue](#)

In order to complete your Profile and My Opportunities information bare in mind the key priorities for the RIVCircular project that are related to the cascade funding calls.



STEP 3: COMPLETE YOUR PROFILE

1. Log in to your account.
2. Navigate to the **Profile** section and provide the following details:
 - **Profile Picture:** Upload a professional photo
 - **Personal Information:** Full Name, Job Title, Organization.

Organization name: company details, Website, Industry, and Location, may add a link, if it is not registered yet you can create your company in the platform. If it is needed **create a new organisation**, please complete all the compulsory entries or all the entries you consider and press continue.

○

The screenshot shows the 'Organisation details' step of the registration process on the RIVCircular Matchmaking Platform. On the left, a progress indicator shows four steps: 'Create an account' (checked), 'Complete your profile' (checked), 'Organisation details' (active), and 'Plan your schedule' (not started). Below the progress indicator is a 'Cancel registration' link. The main content area is titled 'Organisation details' and includes the text: 'You can join an existing organisation or create a new one as its representative.' There are two main options: 'Find and join an organisation' (selected with a radio button) and 'Create a new organisation' (unselected). The 'Find and join an organisation' option is expanded to show a search input field labeled 'Organisation name*' with the placeholder text 'Start typing' and a search icon. At the bottom of the page, there are 'Back' and 'Continue' buttons.



Don't forget to mention the area of activity of your company.

- **Personal details:** Bio/Introduction/Pitch. Briefly describe yourself and your professional background. This is very important because you may sound attractive
- **Social Media Links:** Add LinkedIn or other relevant profiles (optional) to other members of the platform that based on this information could contact you to start with the networking.
- **My skills:** Add tags to show what are you good at.
- **My Interests:** Specify what you are looking for (e.g., partnerships, clients, suppliers)
- **Additional information:** indicate your region and support office.

Press continue

- **You can plan your schedule:** you can select whether to join networking or not. It is advisable to do so. In this case you'll be added to all meeting time slots and can adjust your availability later.





RIVCircular Matchmaking Platform >

1 February 2025 – 31 January 2027

- Create an account
- Complete your profile
- Organisation details
- Plan your schedule

[Cancel registration](#)

Plan your schedule

Select whether to join networking. You can update your preferences after you finish registering if needed.

- Sign me up for networking**
Enable meetings with other participants during the event. You'll be added to all meeting time slots and can adjust your availability later.

[Back](#)

[Continue](#)

STEP 4: COMPLETE YOUR MARKETPLACE (“YOUR OPPORTUNITIES ENTRY”)

The **Marketplace (Your Opportunities section)** is a crucial feature of the RIVCircular Matchmaking Platform, that helps showcase your products, services, or projects to attract relevant connections. When you finish the registration of the main features of your profile you will find this section:

Finish setting up your profile

Create an impressive networking profile by adding details such as a short pitch, biography, profile picture, and more.

[Update profile](#)

Create opportunities

Highlight what you're offering or looking for to increase your visibility and the likelihood of successful networking.

[Add opportunities](#)

Please press add the opportunity, a new page will open showing different types of opportunities you can add. **Please select what you need** considering the description of each opportunity.



Choose opportunity type

+

Product

Add and describe a product you offer

+

Service

Add and describe a service you offer

+

Project cooperation

If you are interested in finding a partner for your project

+

Expertise

Add your area of expertise and describe what you can offer

Cancel
Next

Complete

1. Title
2. Short description
3. Full description
4. Topic.

You will be able to add specific features regarding the type of opportunity you chose. **IMPORTANT:** you can add the number of opportunities you need.

Completing it ensures:

1. **Higher Visibility** – A well-filled profile increases exposure to other participants.
2. **Relevant Contacts** – Potential partners, clients, or investors can easily find your offerings.
3. **Better Matchmaking** – The platform suggests strategic connections based on your interests.
4. **Competitive Differentiation** – A strong profile makes you stand out from others.
5. **Optimized Networking** – Participants can review your offer before the event and request meetings.

STEP 5: PLEASE CHECK HOW YOU DEFINE YOUR PARTICIPATION

1. Make sure you have selected your **areas of interest** to ensure relevant matchmaking.



2. Indicate your **availability** for meetings.
3. **Browse the members list** and send meeting requests to potential partners. The meetings that you schedule will appear in the Meeting section of your profile.

STEP 6: CONFIRM YOUR REGISTRATION

1. Review your profile information and make any necessary updates.
2. Click **Save & Complete Registration**.
3. Wait for event organizers to approve your registration if required.

STEP 7: ENGAGE AND NETWORK

1. Check the **event schedule** for important sessions.
2. Accept or decline meeting requests.
3. Join scheduled meetings via video calls.

REMEMBER

- You can utilize **Advanced Search Filters**: Leverage the platform's advanced search functionalities to narrow down potential partners. Filters allow you to search by criteria such as registration status, areas of activity, organization type, and country, enabling you to identify organizations that align with your objectives.
- **You can schedule and manage meetings on the platform!**

INFORMATION ABOUT PERSONNEL DATA

Registration on the RIVCircular Matchmaking Platform constitutes acceptance of the processing of personal data, for which the FUNDACIÓN PARA EL CONOCIMIENTO MADRI+D, acting in its capacity as a partner of the RIVCircular project, serves as the data controller. Such processing is carried out for the purpose of enabling access to and use of the platform and of promoting cooperation among its participants. Comprehensive information regarding the processing of personal data may be consulted at: <https://www.rivcircular.eu/privacy-policy/>.

B2Match GmbH is the entity providing the platform and, in so doing, acts as the data processor. For the performance of its services, it relies on Google cloud



infrastructure, which necessitates the data subject's acceptance of Google's privacy policy and terms of service at the time of registration.

