

How to... Matorixmatch (English version)

Registration

For the registration you need an e-mail-address from the University of Göttingen, such as @stud.uni-goettingen, @uni-goettingen, @iik etc. Later, you can add a private e-mail-address to your profile.

The password can only contain 8 characters. If you use a longer password, the last characters won't be saved.

After the registration you will get an automatic e-mail with an identifier (also check your spam folder). You need the identifier for every login. If you forget your password, you also need the identifier to set back your password. If you can't find your identifier, I can send it to you again.

Now, you can log into your account with your e-mail-address, your identifier and your password. Matorixmatch will tell you what to do now.

Profile

At first you will fill out your profile (Steckbrief). Please complete all templates. Most importantly, you need to state which language(s) you want to learn and which you can offer. But also the timetable is very important. Here, you indicate, when you will be available for Tandem. Matorixmatch will compare your profile with others and if you don't have a matching timetable, it won't be a match. And: If you don't choose any time at all, you won't be considered for a matching!

The timetable exists to guarantee that the matched tandem partner's actually have time for each other. But to have the best chances for a match I recommend you to turn all the boxes from the timetable green or yellow.

In the profile there is also the option to write a message for your partner that they receive after the matching. This is not necessary, but good for your partner to get a first impression.

Important note: I start the matching, but Matorixmatch compares your profiles automatically, so don't underestimate the importance of your profile.

Survey

After filling in the profile, Matorixmatch asks you to fill in a survey. Please do this, otherwise your profile won't be complete. Afterwards you need to confirm your profile in order to be considered for the matching process.

Matching

Now you need to be patient. Maybe you directly get a partner in the next matching, but if there is an imbalance of supply and demand, you might need to wait some time. In this case, you don't get mails from Matorixmatch, but you can still always write me if you have a question or want me to check your profile or language combination.

If you have been matched successfully, you will get an automatic e-mail. Now it is very important that you log into Matorixmatch and indicate, if you accept the match or not. If you don't do this, I

don't know if your Tandem is active. After some reminders I will cancel the match so that you get to the matching pool again. As long as you are matched in the system, you can't get a new partner.

End of Tandem

If you end your tandem – i.e. because it didn't work out or your partner left the university – you can cancel your match. Then you have the chance to get a new partner. You can also write me an e-mail and I will cancel the match. If you don't do this, you will stay blocked from the matching as the system thinks your tandem is still active.

If you have any further questions, don't hesitate to write me an e-mail!

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