

Quick Guide: Registering for the Tandem Program

1. Go to the website <https://tandem-fh-zwickau.matorixmatch.com/> .
2. Click on "Registrierung" (Register), top left, and enter your student email address (e.g. max.munster.es@fh-zwickau.de) and choose a password.
3. You will receive an email with an identification number: **It is important that you store this identification number required for accessing the system.**
4. On the Tandem webpage, click "Login", then "Meine Daten" (My Data). You should enter all relevant personal data, the preferred gender of your tandem partner as well as the language(s) you wish to offer and one(s) you are aiming to improve - including level(s).
→ click on "Ändern" (edit) to enter each sections details.
→ click on "Speichern" (save) to save the details you have entered.
5. "Nachrichten" (Messages) allows you to provide information to Dr. Thomas Edeling, the "Operator", as well as to the tandem partner (e.g. you are interested in specific parts of the language).
6. Next indicate your availability: you need to choose at least 5 yellow boxes (possible availability) and 5 green boxes (preferable availability). It is recommended, though, that you mark as many yellow or green boxes as possible to better support the matching process.
7. Click on "Matching" (on the right top), then click on "Fragebogen freigeben". You must fill out this short questionnaire to indicate which language skills you wish to improve and can help in the tandem program. This data helps to increase the quality of the matching process.
8. The system confirms your registration in the program immediately. The "Operator" carries out the matching process once or twice a week, so please don't expect a result at once.
9. To log off, click on "Abmelden" (top left).
10. When the "matching process" is successful, you will receive an email. By clicking on "Matching" and on "Ergebnisse". You can confirm if you wish to participate with the matched tandem partner (check the box "Ja", then click "Speichern")
→ Unless you confirm, the matching process is on hold!

Note: Please do not use the browser "Back Button".

Please ask the "Operator" if you need more information:

Dr. Thomas Edeling

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