

CREATING YOUR APPOINTMENT SCHEDULE

1

Log in and Set Your Breaks

- When the appointment process opens, click [Member Log in](#) to begin
- Review your profile information then begin the appointment process
- Click **Appointments** in the Member Area drop down menu
- Tell the system when you are available by clicking blocks of time to set up your breaks

2

Select Companies

- Return to the Appointments landing page and click **Select Companies**
- Add companies to your Request List by clicking the company's name
- Use the filters provided to make finding companies easier
- Click the **My Profile Matches** button to find companies that match information found in your profile. The higher the profile match score, the more likely they are to be a good match.
- Click the **Return to Original List** button to view all companies
- Click **Schedule** to check that company's availability

3

Request Meetings

- Return to the Appointments landing page and click **Request Meetings**
- Open one of the four marketplaces by clicking one of the big **Marketplace** buttons
- Click the **Find Companies** button on any of the time slots to start slotting appointments into place
- The Available Companies column lists all companies in your request list that are available to meet at that date and time
- Simply click company names to submit appointment requests for that time slot

4

Approve Appointment Requests

- Click any **Marketplace** button that shows pending requests
- Click the **Respond** button beside each blue pending request
- From there, a dialogue box will appear that will allow you to accept the request, decline the request, or suggest to meet at a different time