DIRECT SCHEDULING

The Go West Summit
Appointment Selection Process

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This Session Includes

SET YOUR BREAKS

SELECT COMPANIES

REQUEST APPOINTMENTS

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Set Your Breaks

- Log in
- Click **Appointments** at the TOP of your screen
  - This option will not appear unless payment is received
- Click **Set My Breaks**
- Click the blocks of time to let the system know when you will be unavailable for an appointment

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| HOME | ACCOUNT DETAILS | APPOINTMENTS | REGISTRATIONS | PAYMENTS | PUBLIC SITE |

Appointment Selections

Subscribe to receive email alerts when new companies register for Go West Summit [Subscribe]

You are currently subscribed to Daily Appointment Summary Emails. [Unsubscribe]

Companies Selected **0**	Requests Sent **0**	First Request Sent
Avg. Selected **38.8**	Avg. Requests Sent **26.1**	Last Request Sent
Requests Received **7**	Awaiting Replies **0**	Awaiting Your Reply **7**
Confirmed **0**	Declined **0**	Reschedules **0** Canceled **0**
Total Appt. Slots **73**	Appt. Slots Remaining **66 (90%)**	[Cross-Reference Tool]

Completed Steps: **0%**

1. Set My Breaks
2. Select Companies
3. Request Meetings with Companies and View Schedule
4. Respond to Requests
5. View Pending and Confirmed Requests
6. View Declined/Canceled/Auto-Approved Requests and Reschedules
7. Download Profiles
8. Your Meeting Schedule   (Download Schedule as Excel Spreadsheet Here)

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Select Companies

- Click **Select Companies**
- Add companies to your Request List by clicking the company's name

Select Companies

Select Companies You Want to Meet

Welcome Monica Barton -- you are logged in as a Supplier

Show Instructions

ON ⬤ **Meet with Media** — Clicking this button will allow you to view media delegates, select to meet with them, and them with you.

ON ⬤ **Meet with Sponsors** — Clicking this button will allow you to view sponsor delegates, select to meet with them, and them with you.

Save List	Save / Exit	Clear List

* - a company has selected your company for an appointment selection.

Companies I Want to Meet   **13** companies added

Hide List

Audley Travel (T9683) Summer Emily United Kingdom	↑ ↓	Remove | Details | Availablity
Connections (T9654)	↑ ↓	Remove | Details | Availablity

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Select Companies

- 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

- Click the **Return to Original List** button to view all companies

- Click **Availability** to check that company's availability

Request Appointments

- Click **Request Meetings**

- Open one of the four marketplaces by clicking one of the red **Marketplace** buttons

Request Appointments

- 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 the name of the company to request a meeting

Reviewing Requests

○ Click any **Marketplace** button that shows pending requests

○ Click the **Respond** button beside the blue pending request within 96 hours

○ From there you can accept the request, decline the request, or suggest to meet at a different time

○ You will have an opportunity to explain why you'd like to reschedule or decline each request

Appointments > Respond to Pending Requests

Respond to Pending Requests

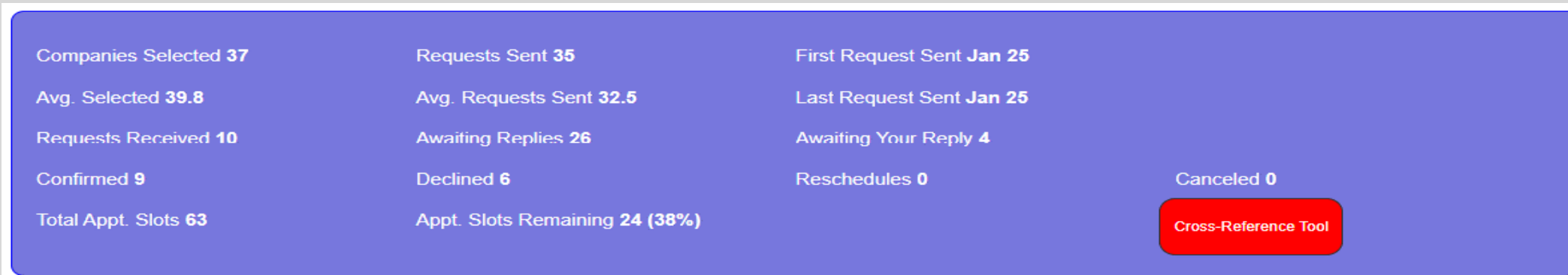|	Meeting Time	Company	When Sent
Reply	Feb 28 10:12 AM	Hansji Hotel Group	Jan 25 1:09 PM
		Details	
Reply	Feb 28 11:24 AM	Cumbres & Toltec Scenic Railroad	Jan 25 2:23 PM
		Details	
Reply	Feb 28 2:51 PM	Willamette Valley Visitors Association	Jan 25 3:34 PM
		Details	

X

Reply to Appointment Request

*Hansji Hotel Group would like to meet with you at 10:12 AM.
○ Accept the request
○ Decline the request
○ You want to meet at a different time

Please give a reason if you are declining the request or want to reschedule the appointment.

Reply

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Appointments Dashboard Key

Companies Selected **37**	Requests Sent **35**	First Request Sent **Jan 25**	
Avg. Selected **39.8**	Avg. Requests Sent **32.5**	Last Request Sent **Jan 25**	
Requests Received **10**	Awaiting Replies **26**	Awaiting Your Reply **4**	
Confirmed **9**	Declined **6**	Reschedules **0**	Canceled **0**
Total Appt. Slots **63**	Appt. Slots Remaining **24 (38%)**		**Cross-Reference Tool**

○ **Companies Selected** shows how many companies are in your Select Companies list

○ **Avg. Selected** is the current average for your registrant type (Buyer/Supplier/Media/Sponsor)

○ **Requests Received** is a running total of how many requests you receive

○ **Confirmed** shows how many appointments have been confirmed

○ This registrants shows 68 **Total Appointment Slots**

○ This registrant has sent three appointment requests

○ **Avg. Requests Sent** is the current average for your registrant type (Buyer/Supplier/Media/Sponsor)

○ **Awaiting Replies** is the current number of requests you have sent that are pending. Pending requests automatically approve 96 hours after being submitted.

○ This person has zero **Declines**

○ Since this registrant has zero confirmed appointments, all 68 appointment slots are still available.

○ **First Request Sent** shows when your first request was sent

○ **Last Request Sent** shows when your most-recent request was sent

○ **Awaiting Your Reply** shows how many pending requests are awaiting your reply. Click the **Respond to Requests** link on your landing page to respond.

○ **Reschedules** shows how many rescheduled appointments you have confirmed.

○ **Canceled** shows how many appointments have been canceled.

○ **Cross Reference Tool -** Use this tool to be sure you've requested meetings with everyone on your list.

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