DIRECT SCHEDULING

The Go West Summit
Appointment Process

Go West
SUMMIT

This Session Includes

SET YOUR BREAKS

SELECT COMPANIES

REQUEST APPOINTMENTS

Set Your Breaks

○ Log in

○ Click **Appointments** in the Member Area Drop Down Menu

  ○ 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

Select Companies

- Click **Select Companies**

- Add companies to your Request List by clicking the company's name

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

○ 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 Dashboard Key

Companies Selected **10**

Avg. Selected **30.2**

Requests Received **1**

Confirmed **0**

Total Appt. Slots **68**

Requests Sent **3**

Avg. Requests Sent **0.0**

Awaiting Replies **0**

Declined **0**

Appt. Slots Remaining **68 (100%)**

First Request Sent: **Jan 5**

Last Request Sent: **Jan 11**

Awaiting Your Reply **0**

Reschedules **0**

Canceled **1**

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 expire 72 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 were 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.

- **Cancelled** 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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