APPAREL DECORATION SUMMIT

@apparelist_

SCHEDULING INSTRUCTIONS

STEP 01 ▶ SIGN IN

- Open your schedule using the link provided from the Event Manager.
- **Last Name:** Enter your last name
- **Email:** Enter your email (must match the email you used to register for the event)

STEP 02 ▶ VIEW SCHEDULE

- After logging in, you will be taken to an overview of your 1:1 meeting schedule.
- The schedule is organized by Date and Time which align to the designated 1:1 Meeting Sessions.

STEP 03 ▶ SCHEDULING A MEETING

- Choose a meeting time slot and to the far right select "+" to view all available attendees.
- A window will pop up with only attendees who have open availability during that time slot.
- Find the attendee you wish to meet with and select "Request Meeting".
- The attendee will now appear in your meeting schedule as tentative until they approve the meeting.

STEP 04 ▶ EDIT SCHEDULE

- To delete a meeting, select "-" in the row of the meeting you want to remove.

STEP 05 ▶ VIEWING THE DIRECTORY

- Follow the appropriate "View All Attendees" or "View All Sponsors" button.
- This page provides an up to date list with Names, Titles, Companies and additional demographic information.
- On the far right is a column to "View Availability". When you select this button a new window pops up listing all available meeting times. *Note: this list reflects the overlapping open times between you and the attendee.*
- If you select a time in this window, the meeting will automatically generate in your schedule.

STEP 06 ▶ ACCEPTING MEETING REQUESTS

- The scheduling tool will be open to all. If someone requests to meet with you, you will receive an email with the meeting request information. Within the email, you will be able to "accept" or "decline" the meeting.

Questions? Contact Lisa Jones at ljones@napco.com

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