

NETWORKING PLANNER: QUICKSTART GUIDE

Step 1: Log in to the Attendee Service Center using your login credentials & navigate to the Networking Planner

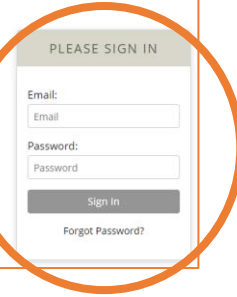
Attendee Service Center

Welcome to the Attendee Service Center (ASC) for AUSA NOW!

Within the Attendee Service Center, you can do the following:

- Update your profile
- Make networking connections
- Make session selections (COMING SOON)

Please login with the email and password provided in your registration confirmation! Questions? Contact our registration manager at meetings@ausa.org.

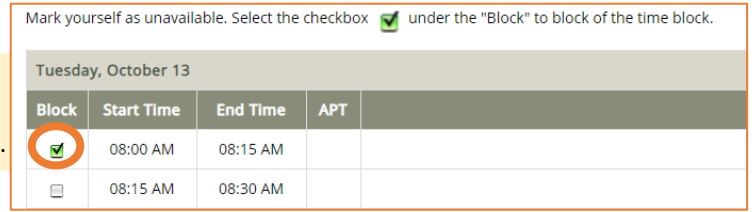


Step 2: Complete your Profile Setup



Step 3: Manage your availability on the Time Blocks tab.

Check the boxes next to the timeslots that you are NOT available.

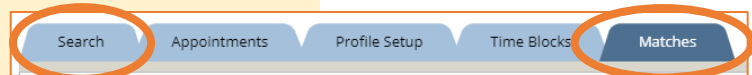


Step 4:

Identify **Matches** or **Search** for attendees/companies to connect with.

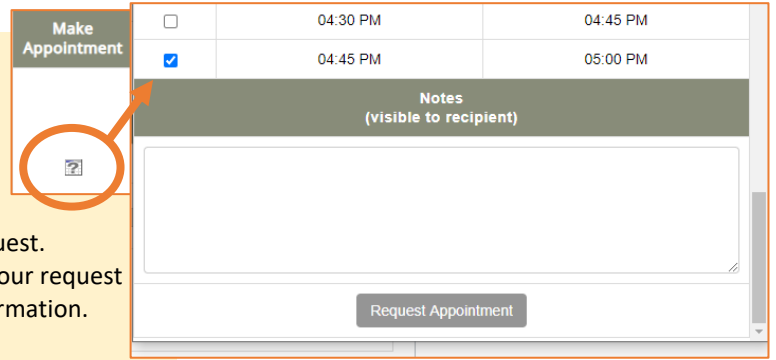
*Find individuals/companies that answered the profile questions the same way you did.

*Filter the attendee and exhibitor lists using the search options.




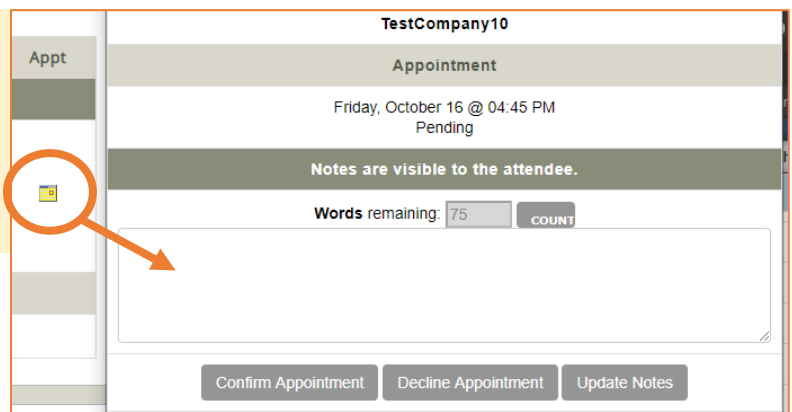
Step 5: Request an Appointment

1. Click on the  icon, choose a time, leave a note (optional) and click **Request Appointment**.
2. The attendee/company will receive an email indicating they received an appointment request.
3. When the attendee/company accepts or declines your request for an appointment, you will receive an email confirmation.



Step 6: Accept/Decline an Appointment

1. Go to the **Appointments** tab.
2. Click on the  icon and the button that applies; Confirm, Decline, or Update Notes.
3. The attendee/company will receive an email indicating the appointment has been updated.



Step 7: Accessing the Appointment

1. Log in to the **Virtual Venue**
2. Navigate to the **Lounge** & click on **SmartMatch Appointments**
3. Click on the **Appointments** tab to find all your appointments listed.
4. Click on the Chat Balloon to enter your 1:1 chat.

