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

**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.