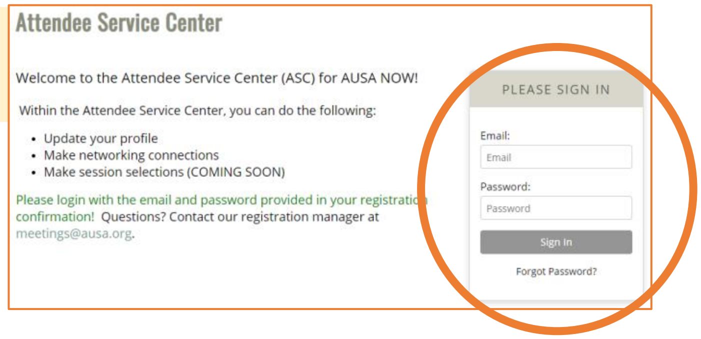
NETWORKING PLANNER: QUICKSTART GUIDE

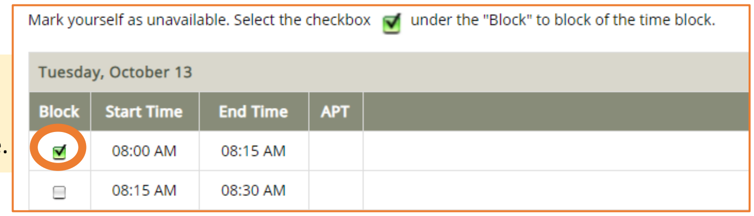
Step 1: **Log in** to the Attendee Service Center using your login credentials & navigate to the Networking Planner



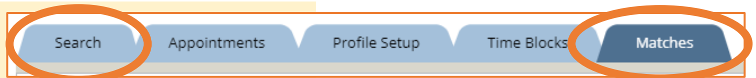
Step 2: Complete your **Profile Setup**

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

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



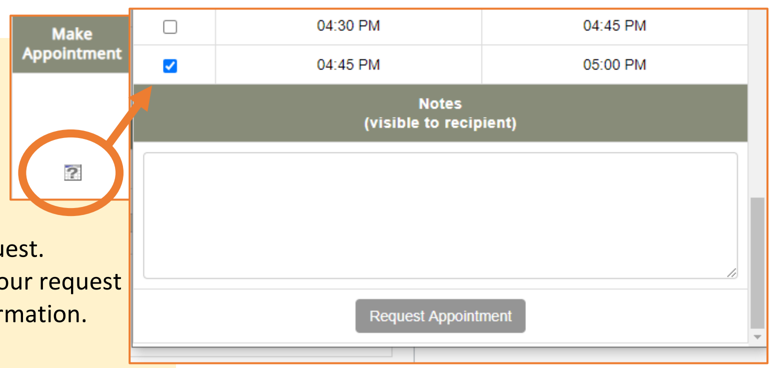
Step 4:



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.

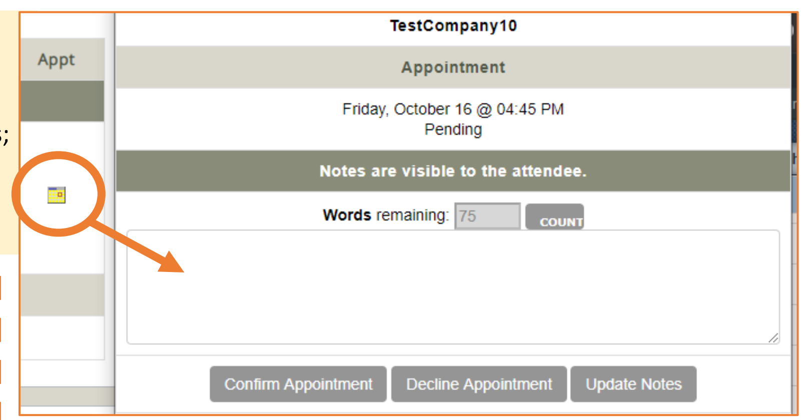
Step 5: **Request an Appointment**

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.