CAMX
THE COMPOSITES AND ADVANCED MATERIALS EXPO

EXHIBITOR RESOURCE CENTER

Schedule Appointments

Instructions for Exhibitors

This user-friendly tool streamlines exhibitors' ability to set up and manage appointments with attendees via the Exhibitor Resource Center (ERC). Exhibitors can post available appointment slots in their Online Directory listing, which attendees can reserve within My Show Planner, making connections with exhibitors a seamless experience.

1. Upon logging into the ERC, navigate to the Appointments section.

Create an Appointment Schedule

1. Select **'Create New Appointments'** to open your schedule, creating a range of available time slots for attendees to choose from when scheduling meetings with you.

2 **Enter the appointment fields.**

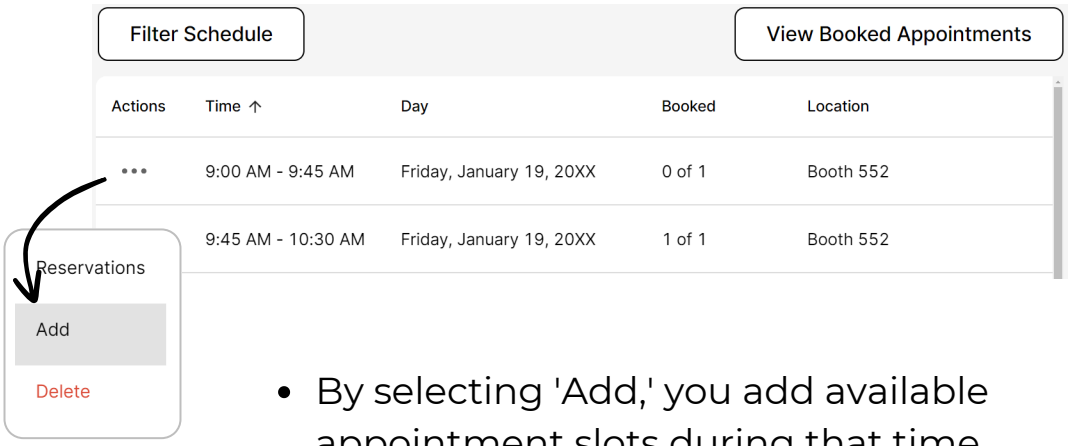
3 **Confirm and click 'Add New Appointments.'**

Repeat these steps to add more available appointment time slots to your schedule.

Manage your Appointment Schedule

Add or Delete an Appointment Timeslot

1 When viewing your Schedule Summary, **click the dots in the actions column next to the appointment time** you'd like to edit **and select 'Add' or 'Delete.'**



- By selecting 'Add,' you add available appointment slots during that time.
- Selecting 'Delete' will remove available appointment slots during that time frame.

Reserve an Appointment

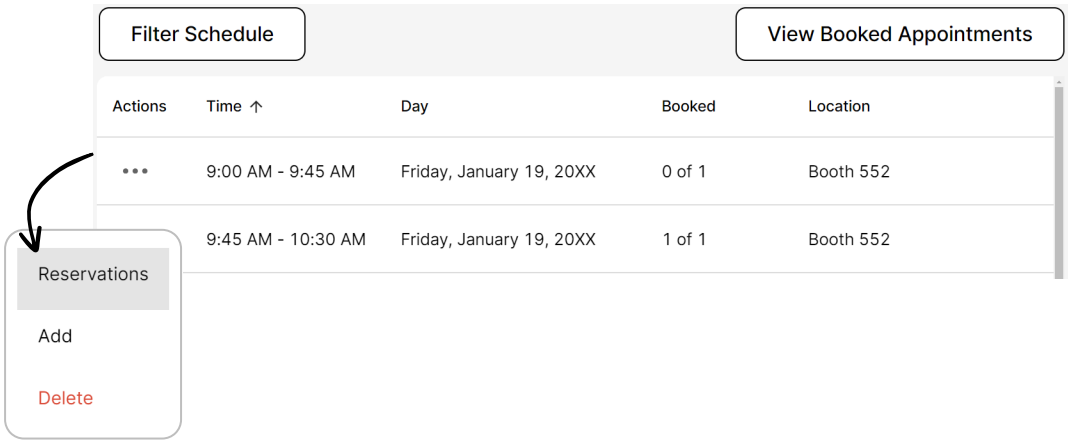
Reserve an Appointment through My Show Planner

After creating your available appointments, they will be instantly visible on your exhibitor listing in the My Show Planner, allowing users to book them.

Manually Reserve an Appointment

Manually reserving an appointment for an attendee may be necessary in various situations. Follow the steps below to reserve an appointment manually.

1. When viewing your Schedule Summary, **click the dots in the actions column next to the open appointment time** you'd like to book **and select 'Reservations.'**



2. **Again, under the actions column, use the schedule icon to reserve a spot.**

3 **Choose a staff member to host the appointment**

Select from the list or use the 'Add Staff Member' button to add additional members.

TIP

When adding a new staff member, refresh the staff member list so that new members appear.

4 **Add notes and enter the attendee information.**

5 **Click 'Add/Update Notes'** to save.

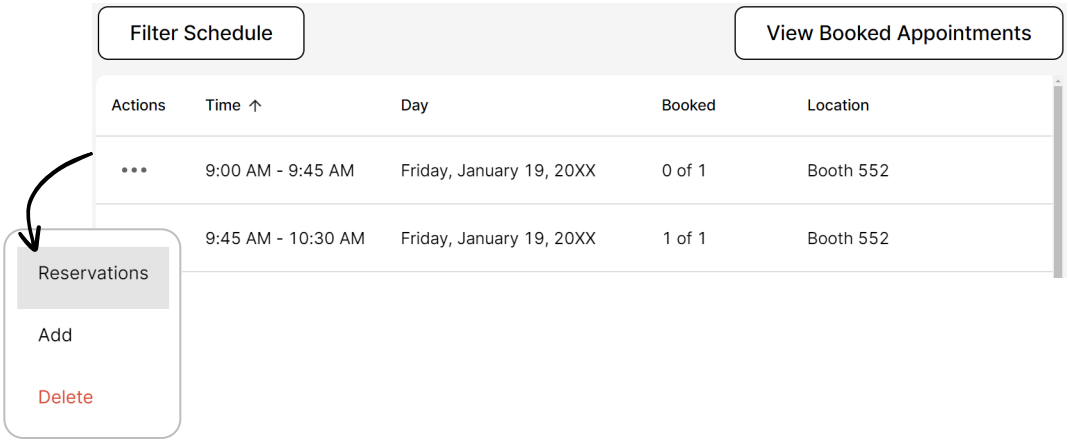
After saving, all updates are saved in real time on the Schedule Summary and your online listing.

Manage Reserved Appointments

All appointments are displayed on the Schedule Summary page. Use the filters to filter appointments by days, availability, and location.

Edit or Delete an Appointment

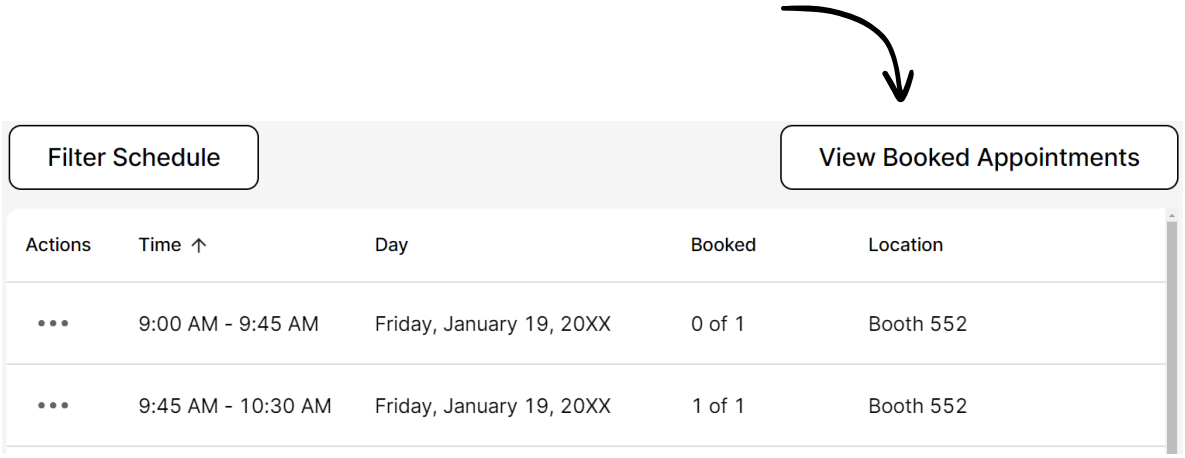
1. When viewing your Schedule Summary, **click the dots in the actions column next to the appointment time** you'd like to edit or delete **and select 'Reservation.'**



2. Again, under the actions column, **use the pencil icon to edit the appointment or the trash icon to delete a booked appointment.**

When deleting a scheduled appointment, a standard cancelation email will be sent notifying the attendee of the cancelation.

'Click Delete Appointment' and again confirm that you want to delete the scheduled appointment.

View Booked Appointments

You can view your booked appointments in spreadsheet format using the' View Booked Appointments' button. Use the filters to organize your entries and export them to an Excel sheet.