

# Atlantic Canada Showcase 2019 Manual Scheduling Guide

This guide will explain how Buyers and Sellers delegates can manage their appointments for Atlantic Canada Showcase.

*You can access Appointment Requests via your MyACS page.*



We will show how to make requests as a Seller, but the steps will be nearly the same if you are a Buyer. Differences will be noted where applicable.

*NOTE: You must be registered as an appointment-taking delegate to make requests. If you are unclear of your status, please contact the ACS project team.*

## Request New Appointments

1 To request an appointment for any of your open appointment slots, you can either **click on an open appointment slot to select it**, or you can hold down the 'Ctrl' key and select multiple appointments.

2 You can also click on the **Select Open** button to highlight all of your open appointment slots, or go to the **Open Appointments** tab and click **Select All**.

4 Once you have selected any or all open slots, click on the **Request Appointment** button. This will open the search window.

APPOINTMENT SCHEDULE	REQUESTS BY ME	INBOX MESSAGES (4)	SETTINGS
OPEN APPOINTMENTS 3	REQUESTS TO ME	SENT MESSAGES	NO SHOW REPORTING

Appt No.	Time	Booth	Status	Delegate	Company	City, State, Country
12	11:20 AM		Open			
13	11:30 AM		Open			
14	11:40 AM		Open			
15	11:50 AM		Open 1			
16	12:00 PM		Open			
17	12:10 PM		Open			
18	12:20 PM		Open			
	12:30 PM		Lunch			
Day: Monday Afternoon 07-October-2019						
19	02:00 PM		Open			
20	02:10 PM		Open			

REQUEST APPOINTMENT 4	CANCEL APPOINTMENT	SEND MESSAGE	VIEW PROFILE(S)
2 SELECT OPEN	SELECT SCHEDULED	DESELECT ALL	

*If you need help, click the Help button in the Appointment Requests tab of MyACS.*



The **New Appointment** pop-up is where you can refine your search parameters by company name, delegate name, or registration type.

1 If you would like to see a list of all delegates with common open slots, click on the **Search** button.

2 To search for specific delegates, click the **Buyers** checkbox (or **Sellers** if you are searching for sellers). A new section will open and you can refine your search. Click on a heading to see all available options and select any desired. Once you have made your selections, click the **Search** button. To start your search over, click **Reset**.



## Search Results:

When you click Search, available delegates will be listed in the Search Results listing. You will notice that delegates are sorted into different categories which include:

- **Available:** Delegates listed here are available and can be selected for a manual appointment request.
- **Requested By Me:** you have already submitted a request to meet with this delegate, and the request is pending. This request must be approved or declined by the listed delegate.
- **Scheduled:** you already have an appointment scheduled with this delegate.
- **Scheduled Appointment with Colleague:** another delegate from your company has an appointment with this delegate.

*Note: if you do not see a delegate in the search results, it does not mean they are not registered. It simply means that they do not have an opening during the time(s) you selected. To search for registered delegates, please click "View Attendee Profiles" on your MyACS homepage.*

## To Submit a Request:

To request an appointment with an available delegate, you can either click on the delegate name to select it, or you can hold down the **Ctrl** key and select multiple delegates. You can also click on the **Select All** button to highlight all of the available delegates.

- 1 Click on **Add Delegate(s)** to add the selected delegates to the 'Recipients' field, then click
- 2 **Request Appointment**. Click the 'X' to close the pop-up confirming your request.

Search Results of Recipients with Common Open Slots.

Company	Delegate	Registration Type
Status: Available		
Annie Test Buyer Company	anitta pinsa	Buyer
Ed-Ventures, Inc.	L. Mark Larsen	Buyer
Ed-Ventures, Inc.	Larry Larsen	Buyer
EPN Travel Manager	Stephanie Davis	Buyer
Status: Scheduled		
Educational Journeys	Thomas Barry	Buyer
Educational Tours Inc.	Patricia Dyson	Buyer
Explorica	Gail Bremner	Buyer
Festive Holidays	Test Test	Buyer
First Priority Trailways, Inc.	Katina Lacey	Buyer
Florida Tour Connection	Bill Hardin	Buyer
Friendship Tours	Barbara Hackenyos	Buyer

1 SELECT ALL      Deselect All      VIEW PROFILE(S)

2 ADD DELEGATE(S)      REMOVE DELEGATE(S)

Recipients

4 To: L. Mark Larsen

3 REQUEST APPOINTMENT

When you submit a request, the delegate(s) listing in the "To" box 4 will receive an email and will have the option of accepting or refusing the request. If you send a request to multiple delegates, the first person to click "Accept" will receive confirmation. You will then receive an email to let you know that your meeting is confirmed.



# Managing your Requests

- 1 To view the status of requests you submitted, click on the Requests by Me box.
- 2 Review requests to meet with you:

If you have any open timeslots, you may receive requests from other delegates to meet with you. You will be alerted to requests that require a response with a number in the **Requests To Me** tab. Click on this tab to view all requests to you.

In the **Requests To Me** tab, a request with a status of **Pending** requires a response from you.

- 3 Click **Action** in the **Details** column and you will get a popup showing the time(s) that delegate would like to meet with you.
- 4 To confirm an appointment, click on the time that you would like and click **Accept**. To decline, select all of the suggested times and click **Decline**.

Request Type	Status	Delegate	Company	Time	Registration Type	City, State, C	Details
Appointment	Pending	Lincy Shine	Adventure	08/08/2019 12:50 PM	Seller	Grand Falls-Windsor, Newfoundland and Labrador, Canada	Action

Slot	Start Time	Date	Comments
19	02:00 PM	10/07/2019	
20	02:10 PM	10/07/2019	
21	02:20 PM	10/07/2019	
22	02:30 PM	10/07/2019	

# Changing Your Schedule

From your **Appointments Schedule**, you can make two types of changes: Request Cancellation or Request Change.

- Request Cancellation:** this will send a cancellation request to the selected delegate. To request an appointment cancellation with a delegate, you can either click on the delegate name to select it, or you can hold down the **Ctrl** key and select multiple appointments. Then, click **Request Cancellation**. In the pop-up, explain the reason for the cancellation and click **Request Cancellation**. Please check back regularly to see if your request has been accepted. The appointment will automatically be cancelled and removed from the schedule of both parties if no action is taken within 24 hours.

APPOINTMENT SCHEDULE	REQUESTS BY ME	INBOX MESSAGES (4)	SETTINGS
OPEN APPOINTMENTS	REQUESTS TO ME	SENT MESSAGES	NO SHOW REPORTING

Day △

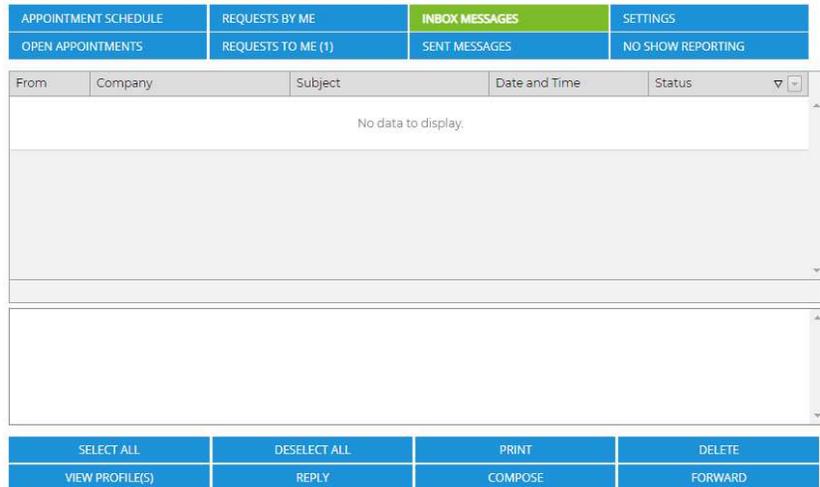
Appt No.	Time	Booth	Status <span style="float: right;">▼</span>	Delegate	Company	City, State, Country
12	11:20 AM		Open			
13	11:30 AM		Open			
14	11:40 AM		Open			
15	11:50 AM		Open			
16	12:00 PM		Open			
17	12:10 PM		Open			
18	12:20 PM		Open			
	12:30 PM		Lunch			
☐ Day: Monday Afternoon 07-October-2019						
	02:00 PM		Open			
	02:10 PM		Open			

REQUEST APPOINTMENT	CANCEL APPOINTMENT <span style="font-size: 24px; font-weight: bold;">1</span>	SEND MESSAGE	VIEW PROFILE(S)
SELECT OPEN	SELECT SCHEDULED	DESELECT ALL	



# Sending a Message

The appointment scheduling system includes a messaging system to communicate directly with other delegates. This is useful if you want to pitch a meeting. Messages sent through this system are copied to the addressee's email address.



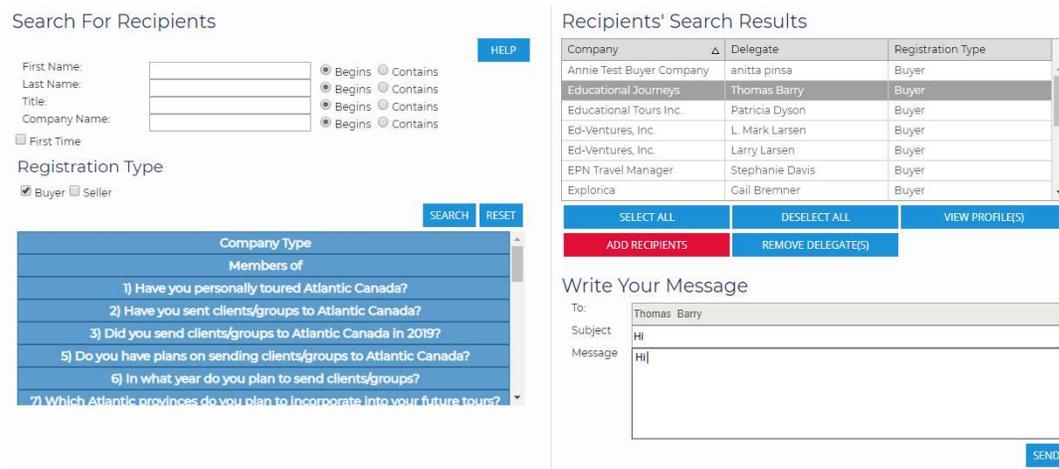
## Compose:

The **Compose** pop-up is where you can find a delegate by company name, delegate name, or registration type. The message **Search** functions the same as the appointment **Search**.

Click **Search** to see a list of all delegates.

To send a message to a delegate, you can either click on the delegate name to select it, or you can hold down the **Ctrl** key and select multiple delegates. You can also click on the **Select All** button to highlight all of the available delegates.

- Click on **Add Recipient(s)** to add the selected delegates to the **To** field, then compose your message and click **Send**.



*See you at Atlantic Canada Showcase 2019!*

