Atlantic Canada Showcase

Salon du Tourisme du Canada Atlantique

Appointment Requests Guide

Presented by:

Newfoundland Labrador CANADA

#EXPLORE NB CANADA

Prince Edward Island CANADA

NOVA SCOTIA CANADA

CANADA

tianb aitnb
Tourism Industry Association of New Brunswick
Association de l'industrie touristique du Nouveau-Brunswick

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APPOINTMENT REQUEST GUIDE

MyACS

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- Appointment Requests
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- Find Delegates ˅
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- Upload/Change Picture
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This guide will help you how to make appointment requests for Atlantic Canada Showcase (ACS) as a Buyer or Seller.

You can access the Appointment Requests via your personalized My ACS Portal.

NOTE: To make requests, you must be registered as an **"Appointment-Taking"** or **"Appointment-Sharing"** delegate. If you are unclear about your status, please get in touch with the ACS Registration office at registration@atlanticcanadashowcase.com.

THE APPOINTMENTS ARE SCHEDULED ON THE FOLLOWING BASIS:

- Appointments requested by both Buyers & Sellers (**Perfect Match**)
- Buyer-only requests for Sellers
- Seller-only requests for Buyer

PASSPORT ACCESS

You have until **August 23rd, 2023, at 11:59 PM (ET)** to submit your Appointment Requests. You can edit your requests whenever you like up to that date.

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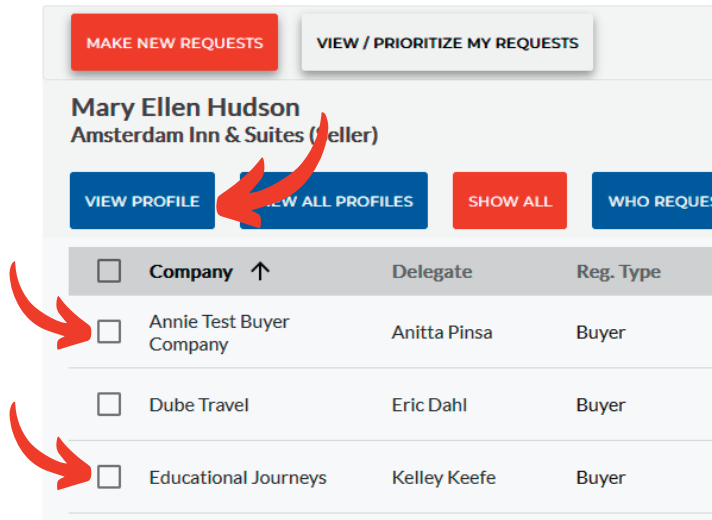
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VIEWING OPTIONS

VIEW PROFILE
Select the company you would like to see and click on the "View Profile" button to view an organization's profile.

VIEW ALL PROFILES
If you prefer to see details on all organizations listed, click "View All Profiles".

Then you can click through all the organizations using the navigation buttons in the upper right corner of the screen.
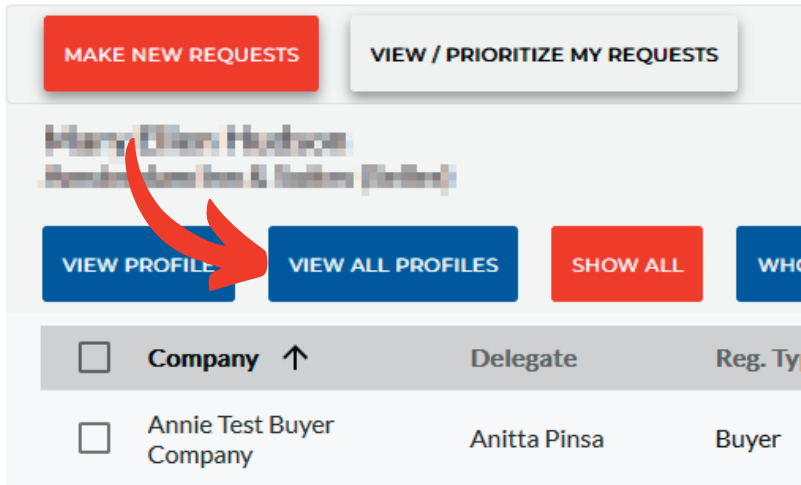
WHO REQUESTED ME
Please give special consideration to those who requested to meet you. Appointment requests are computer-generated according to the following priorities*:

You may not notice the difference in the listings. However, the view of the "Who requested me" button will only display the list of companies that have already sent an appointment request to your organization.

The system determines the time and days of each of your appointments. Once our first stage of appointments is finished, a preliminary schedule will be generated where you can view the appointments that the system was able to confirm based on your requests and if they are mutual.
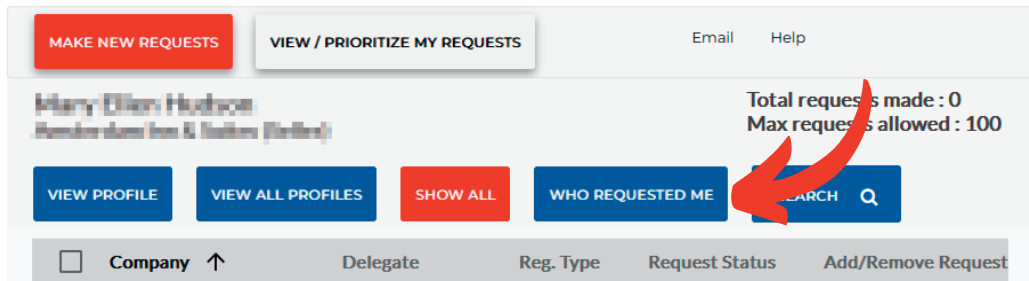
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MAKE NEW REQUESTS

1 Make/Remove appointment requests using the "Add/Remove Request" function. organization.

	Company ↑	Delegate	Reg. Type	Request Status	Add/Remove Request
☐	Annie Test Buyer Company	Anitta Pinsa	Buyer		ADD REQUEST
☐	Dube Travel	Eric Dahl	Buyer	Requested	REMOVE REQUEST
☐	Educational Journeys	Kelley Keefe	Buyer		ADD REQUEST
☐	ISSI Blank Tester 1	Henrietta Macdonald	Buyer		ADD REQUEST
☐	ISSI Blank Tester 5	Kelley Keefe	Buyer	Requested	REMOVE REQUEST
☐	ISSI Blank Tester 6	Kristy Boone	Buyer		ADD REQUEST

MAKE NEW REQUESTS · VIEW / PRIORITIZE MY REQUESTS · Email · Help

Total requests made : 2
Max requests allowed : 100

VIEW PROFILE · VIEW ALL PROFILES · SHOW ALL · WHO REQUESTED ME · SEARCH

2 Requests you have made will appear in the "Request Status" column

3 The "Reg. Type" column shows the category of the delegate's organization.

NOTE
- By default, all registered delegates are listed.
- Please keep in mind the maximum number of requests available to you. We recommended that you submit the maximum of requests allowed to maximize your opportunity for appointment matches.
- If you need help with steps or a function explained, you can click the Help button.

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VIEWING OPTIONS

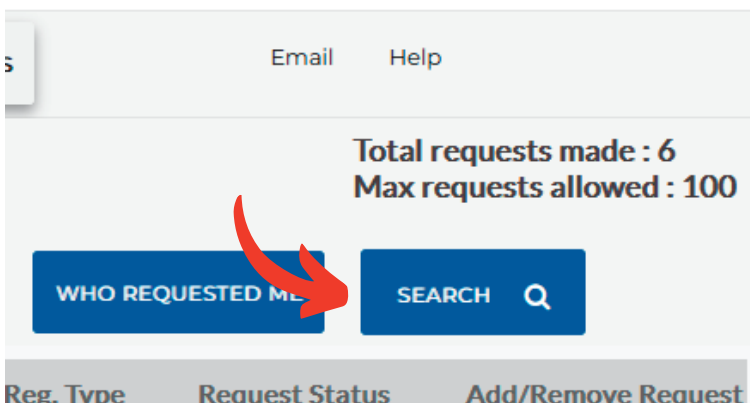*It is possible that such requests, in unusual circumstances (lack of availability), will not be pre-scheduled, as delegates may not have mutually available time slots.

SEARCH FUNTIONALITY

To improve your results based on explicit criteria, click the "Search" button.

You can set various search criteria, including a specific name, registration type, and location.

Note the Registered After option, which allows you to limit your search to a specific period. For example, you can set it from when you last logged in to see who has registered since then without having to scroll through the list of delegates again.

Other search options include searching by Business type, Type of Accommodation, and many others. Click on the section headers to open the different search options.
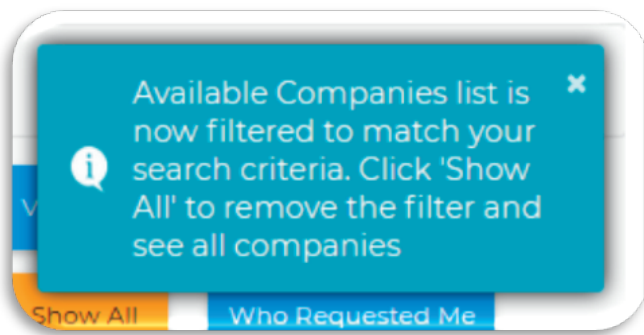
The available organizations' list will be filtered to match your search criteria as you select it.
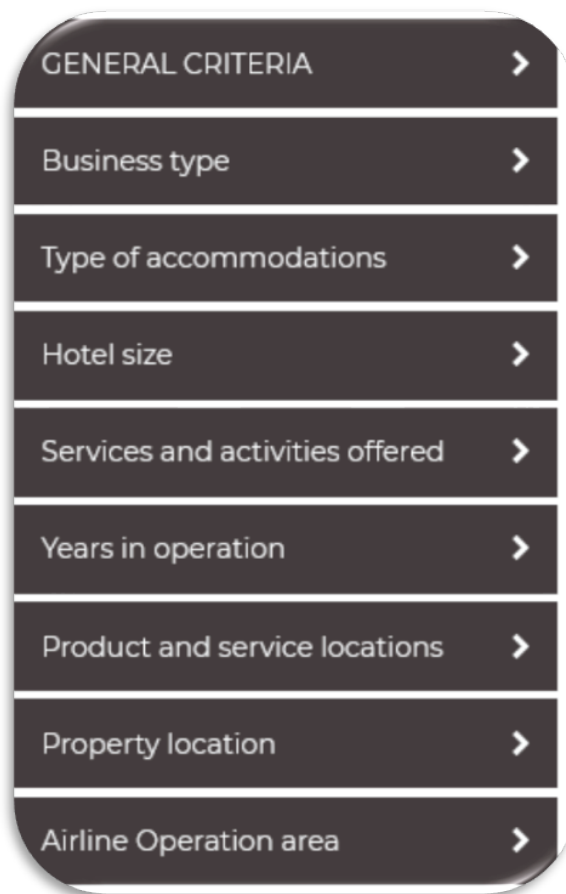
The following message will confirm that the process is complete.

Click "Exit" at the top of the search window to view the list.

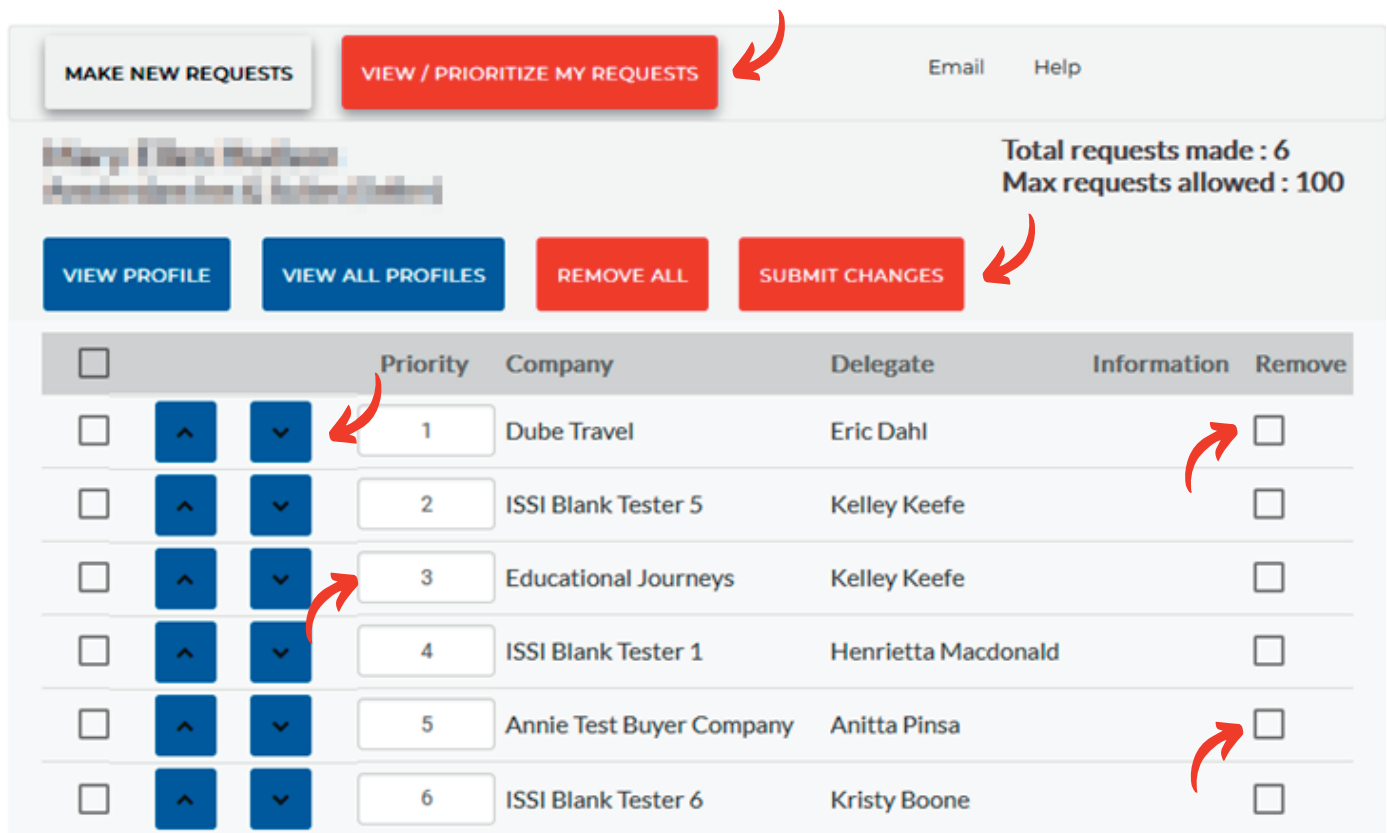Click "Show All" to remove the filter and see all organizations again.

Click "Search" again to change your search criteria.

VIEW / PRIORITIZE MY REQUESTS

Once you have made your appointment requests, click View/Prioritize My Requests tab.

You may change the priority of your requests, remove selected submissions, or view the profile of the company you have requested to meet with. However, any changes you make on this view will NOT be in effect until you submit the changes to the system
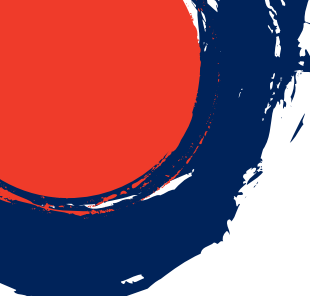

			Priority	Company	Delegate	Information	Remove
☐	⌃	⌄	1	Dube Travel	Eric Dahl		☐
☐	⌃	⌄	2	ISSI Blank Tester 5	Kelley Keefe		☐
☐	⌃	⌄	3	Educational Journeys	Kelley Keefe		☐
☐	⌃	⌄	4	ISSI Blank Tester 1	Henrietta Macdonald		☐
☐	⌃	⌄	5	Annie Test Buyer Company	Anitta Pinsa		☐
☐	⌃	⌄	6	ISSI Blank Tester 6	Kristy Boone		☐

PRIORITY COLUMN

Set the priority of each of your requests by entering a value here. You can also use the drag and drop technique to order your requests.

REMOVE COLUMN

Use this checkbox to select the request you want to remove from your list.

INFORMATION COLUMN

It will show whether the request is "mutual" between you and that delegate.

VIEW PROFILE

Use this button to view the company's profile you have requested to meet with.

VIEW ALL PROFILES

Use this button to view the profile of ALL the companies you have requested to meet with.

REMOVE ALL

Use this button to mark all requests you have made to be removed.

SUBMIT CHANGE

Use this button to submit the changes you have made to your appointment requests to the system.

EMAIL

You can have a summary of your choices emailed to you by clicking the Email button. When the pop-up window appears, ensure the email address is correct before clicking Send.

CONCLUDING UP

You can make unlimited changes to your appointment requests until the deadline of August 23rd, 2023, at 11:59 PM Eastern Time.

Be sure to check in and review requests regularly because new Buyers or Sellers may have registered since you last made requests.

Your personalized appointment schedule will be available when entering the My ACS portal from September 6th, 2023. After that date, any addition, change, or cancellation can be made manually through the Instamatch system.