

UPDATE ATTENDEE PROFILE:

- 1.) Go to <https://scheduler.elfaonline.org>
- 2.) Click on the name of the most current meeting. The blue icon on the right indicates that scheduling is open.

Meeting Name	Dates	Status
32nd Annual National Funding Conference	April 21, 2020 - April 23, 2020	SCHEDULING OPEN

- 3.) Before you can schedule appointments with FundingSource Exhibitors, you'll need to check your profile to make sure that it's up to date. To do that, click on **Edit My Attendee Profile** on the left or the blue **Edit Profile** button.

View My Schedule(s) | Attendee

PROFILE INFORMATION ^

[Edit My Attendee Profile](#) | Appointment Times | Share Schedule ?

You will need to update your profile before you can continue.

After you have updated your profile, please click the button below to refresh this page.

[Edit Profile](#) | Refresh

View and/or update the profile form accordingly and click **Submit**. Even if there are no changes to your profile you will need to click **Submit** to indicate that you have reviewed your profile.

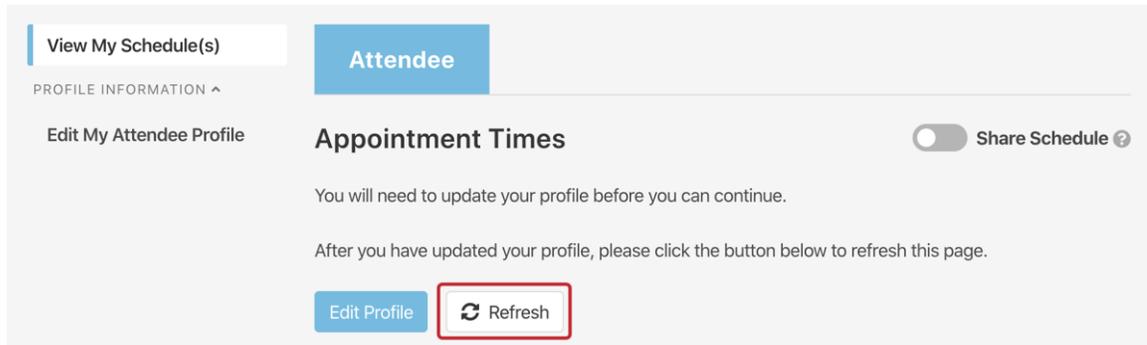
- 4.) On the following page, click on the link that says, **Schedule Your Appointments** to return to your schedule.

Thank you for updating your Attendee Profile Form

If you have not already done so, please take a moment to [Schedule Your Appointments](#) with Exhibitors.

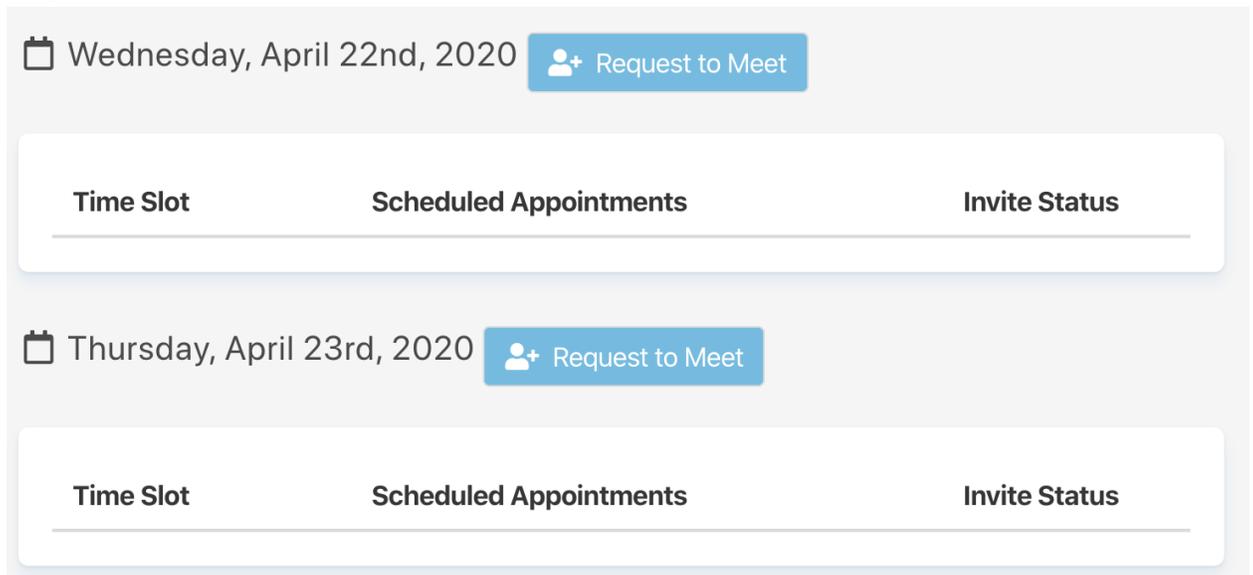
- [Edit Attendee Profile](#)
- [View Your Attendee Profile](#)
- [ELFA Funding Conference Home Page](#)

5.) Click on the **Refresh** button to enable your schedule.



The screenshot shows a user interface for an attendee's profile. At the top, there are two tabs: "View My Schedule(s)" and "Attendee". Below the "Attendee" tab, there is a section titled "Appointment Times" with a toggle switch for "Share Schedule" which is currently turned off. A message states: "You will need to update your profile before you can continue. After you have updated your profile, please click the button below to refresh this page." At the bottom of this section, there are two buttons: "Edit Profile" and "Refresh". The "Refresh" button is highlighted with a red rectangular box.

6.) Your schedule for both days will appear. You won't see anything on either day until you begin to schedule appointments.



The screenshot displays a calendar view for two days: Wednesday, April 22nd, 2020, and Thursday, April 23rd, 2020. Each day has a "Request to Meet" button. Below each day's header is a table with three columns: "Time Slot", "Scheduled Appointments", and "Invite Status". The tables are currently empty, indicating that no appointments have been scheduled yet.