

UPDATE YOUR PROFILE (ALL EXHIBITORS):

- 1.) Go to <https://scheduler.elfaonline.org>
- 2.) Click on the name of the most current meeting. The yellow icon on the right indicates that exhibitor setup is open. Attendee scheduling is not available during exhibitor setup.

Select a Meeting		
Meeting Name	Dates	Status
32nd Annual National Funding Conference	April 21, 2020 - April 23, 2020	EXHIBITOR SETUP OPEN

- 3.) Before setting up your exhibitor schedule, you should check your profile to make sure that it's up to date. To do that, click on **Edit My Organization Profile** on the left.

[View My Schedule\(s\)](#)

PROFILE INFORMATION ^

[Edit My Attendee Profile](#)

[Edit My Organization Profile](#)

Attendee Booth

Appointment Times

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.

- 7.) On the following page, click on the link that says, **Funding Conference Scheduler** to return to your schedule.

Changes Made!

Your information has been saved to the FundingSource database and will be used for the National Funding Conference.

Please proceed to the [Funding Conference Scheduler](#) to view/edit your schedule and enter the number of appointments that you will take in each available time-slot.