VIEWING YOUR ATTENDEE SCHEDULE

1.) Go to https://scheduler.elfaonline.org

2.) Click on the name of the most current meeting.

Select a Meeting

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

This will automatically take you to your schedule:

View My Schedule(s)

Meet With An Exhibitor

PROFILE INFORMATION ^

Edit My Attendee Profile

Attendee

Appointment Times   Share Schedule ❓

LEGEND   ❶ Appointment not in meeting hall   ↩ Awaiting your response   ⧗ Request waiting for approval

You can return to your schedule at any time by clicking on **View My Schedule** on the left.

Please note that you can allow others attending the conference from your company to view your schedule by clicking on the **Share Schedule** toggle.

View My Schedule(s)

Meet With An Exhibitor

PROFILE INFORMATION ^

Edit My Attendee Profile

Attendee

Appointment Times   Share Schedule ❓

LEGEND   ❶ Appointment not in meeting hall   ↩ Awaiting your response   ⧗ Request waiting for approval

The toggle turns blue when sharing is enabled:

View My Schedule(s)

Meet With An Exhibitor

PROFILE INFORMATION ^

Edit My Attendee Profile

Attendee

Appointment Times   Share Schedule ❓

LEGEND   ❶ Appointment not in meeting hall   ↩ Awaiting your response   ⧗ Request waiting for approval

This allows other people from your company to view your schedule though they will not be able to edit it.
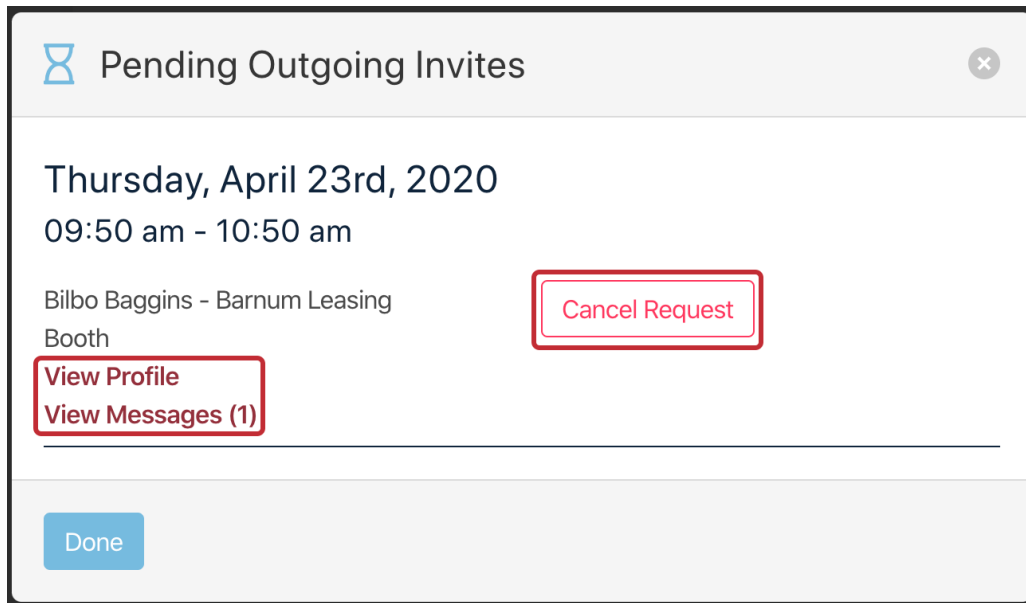
Before a requested appointment is accepted by an exhibitor, it will show up on your schedule as a **pending outgoing appointment**. An appointment is not set until it is accepted by the exhibitor.

A **pending outgoing appointment** is indicated by a green box with an hourglass and a number inside it which is located on the right side of your schedule:
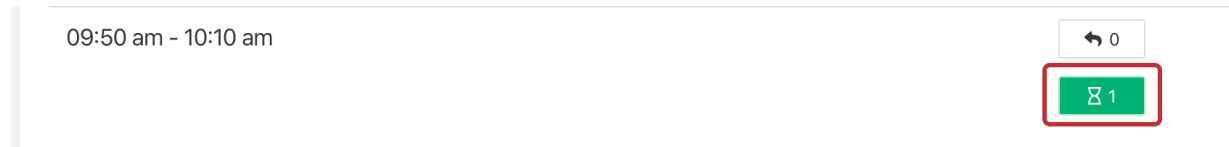
09:50 am - 10:10 am	↰ 0
	⧗ 1

The number indicates the number of pending appointments for that slot. A slot can have multiple appointment requests until an appointment has been accepted and the slot has been filled. The slot is not filled until an appointment has been accepted.

1.) Click on the green box to view details of the pending outgoing appointment.

⧗ **Pending Outgoing Invites** ⊗

Thursday, April 23rd, 2020
09:50 am - 10:50 am

Bilbo Baggins - Barnum Leasing
Booth
View Profile
View Messages (1)

Cancel Request

Done

The date and time of the pending appointment are displayed along with the company name and the name of the person you'll be meeting with.
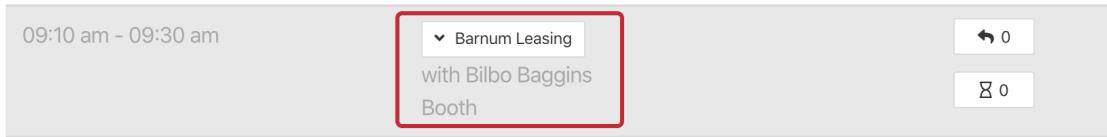
Other options include:
View Profile – Allows you to view the company's profile.
View Messages – Allows you to view all the messages that have passed between you and the exhibitor. The number to the right of the link indicates the number of messages.
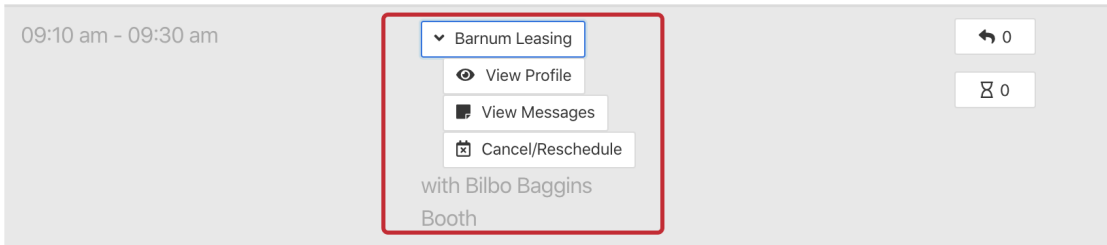**Cancel Request** – Allows you to cancel or reschedule the appointment.

Click **Done** to close this window.

2.) Once a pending appointment has been approved, the time slot will be greyed out on your calendar and the name of the exhibitor will be displayed within that slot:

| 09:10 am - 09:30 am | ˅ Barnum Leasing
with Bilbo Baggins
Booth | ↰ 0

⌛ 0 |

Click on the exhibitor name to see more options:

| 09:10 am - 09:30 am | ˅ Barnum Leasing
  👁 View Profile
  ▪ View Messages
  📅 Cancel/Reschedule
with Bilbo Baggins
Booth | ↰ 0

⌛ 0 |

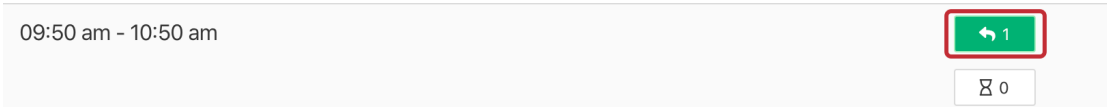**View Profile** – Allows you to view the company's profile.
View Messages – Allows you to view all the messages that have passed between you and the exhibitor during the scheduling process.
Cancel/Reschedule – Allows you to cancel or reschedule the appointment.

The name of the person manning the booth or suite is also displayed in this area.

3.) It's also possible for exhibitors to request an appointment with you. These show up on your schedule as **pending incoming appointments**.

A **pending incoming appointment** is indicated by a green box with an arrow pointing to the left and a number inside it which is located on the right side of your schedule:

| 09:50 am - 10:50 am | | ↰ 1

⌛ 0 |

The number indicates the number of pending appointments for that slot. A slot can have multiple appointment requests until an appointment has been accepted and the slot has been filled. The slot is not filled until an appointment has been accepted.

4.) Click on the green box to view details of the **pending incoming appointment**.
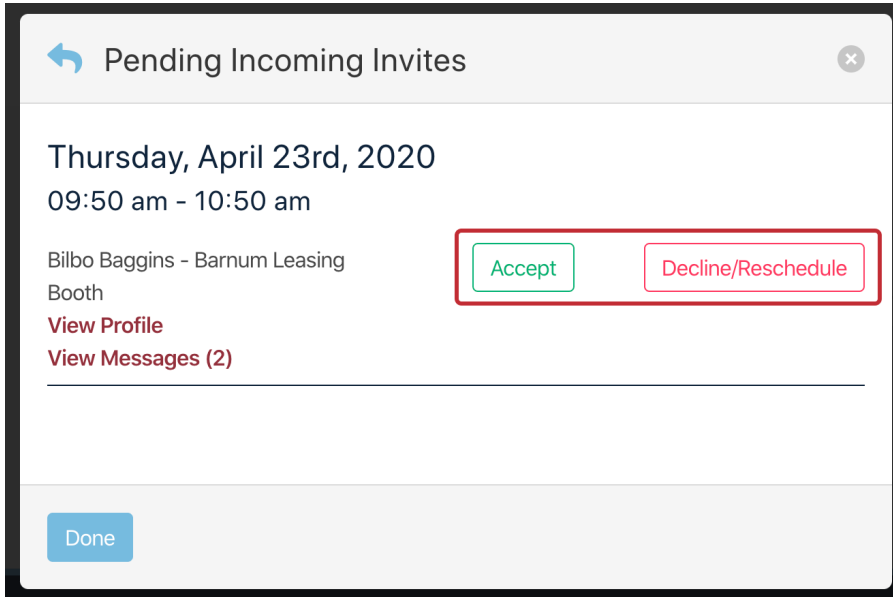
The date and time of the pending appointment are displayed along with the company name and the name of the person you'll be meeting with.

Other options include:
View Profile – Allows you to view the company's profile.
View Messages – Allows you to view all the messages that have passed between you and the exhibitor. The number to the right of the link indicates the number of messages.
Accept – Click on the green, **Accept** button to accept the appointment.
Decline/Reschedule – Click on the red, **Decline/Reschedule** button to decline or reschedule the appointment.

Click **Done** to close this window.

5.) When you accept the appointment it will show up on your schedule like any other appointment with the same options: