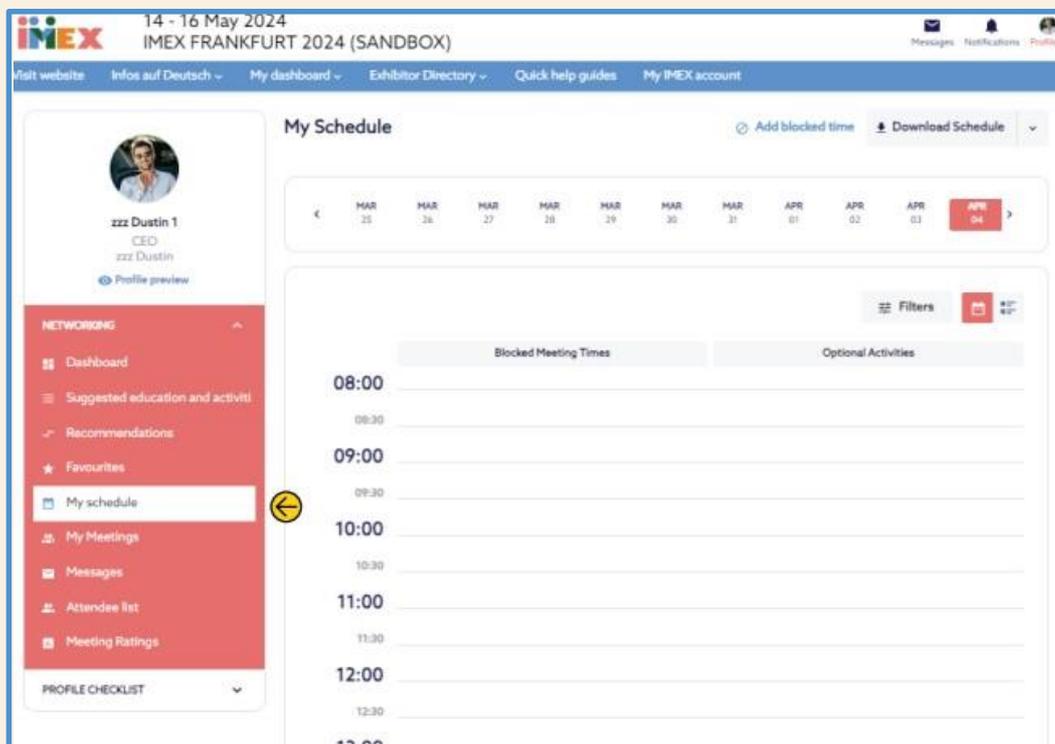


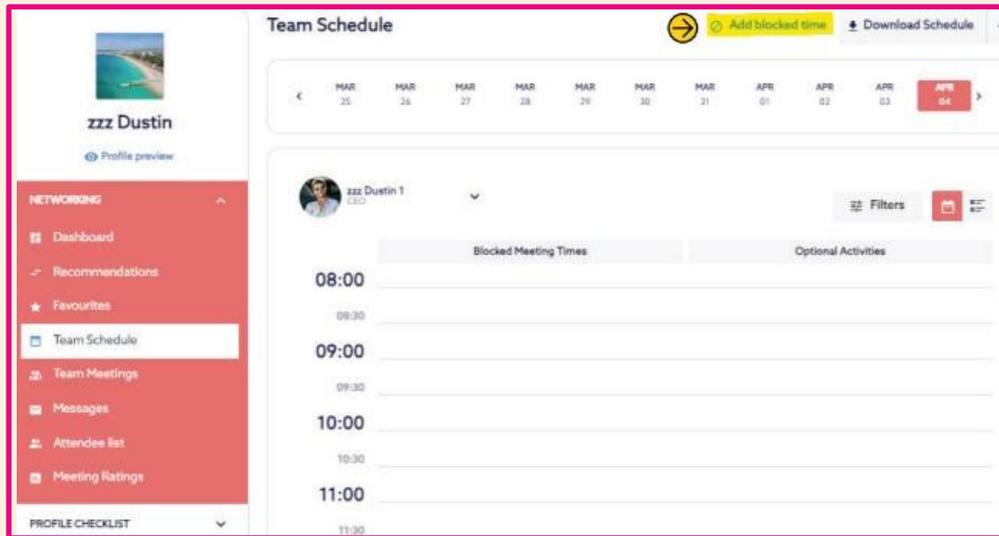
## Schedule Management How to block out time

Blocking out time in your schedule is simple. Ensure you are in your individual profile then select My Schedule from the Networking dropdown menu:

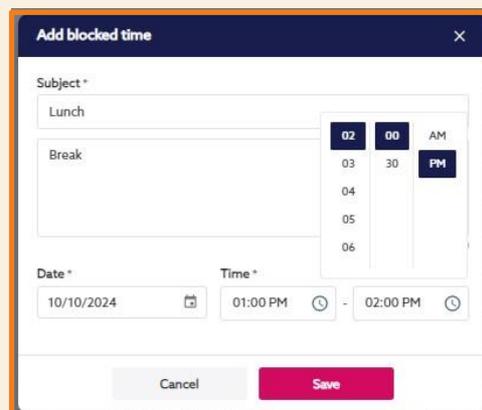


## How to block out time

Then select Add Blocked Time as highlighted below:



Add a title and a reason for the blocked meeting time, and confirm the date and time. To add a time, click the clock icon, and scroll down to select the hour and minute. Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:00pm on Thursday.



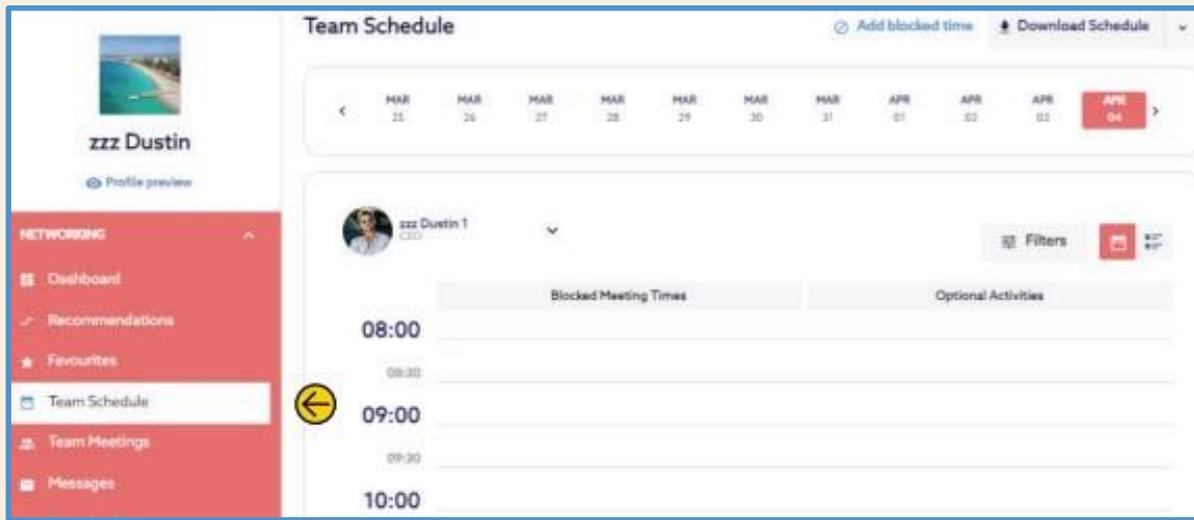
## How to block out time

Once you have completed these fields, click Save: Your blocked meeting time will then appear in your Schedule:

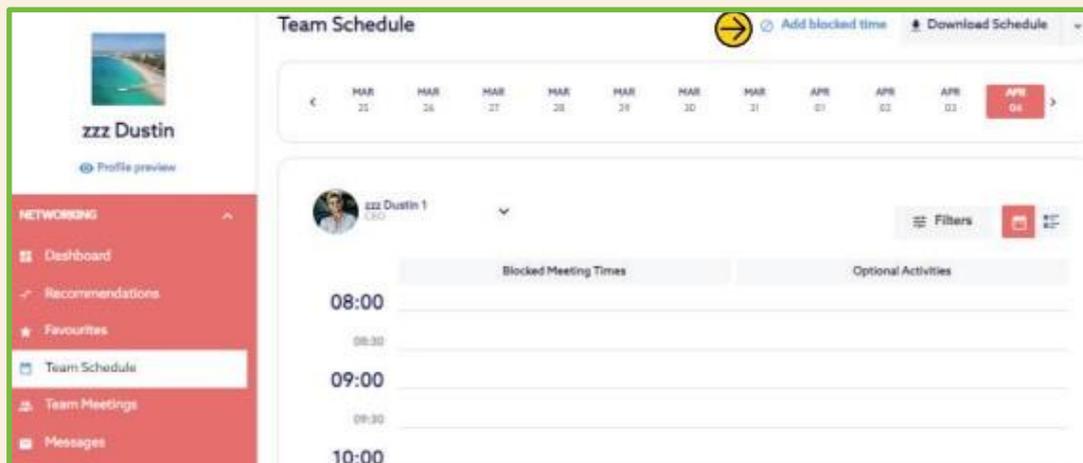
	Blocked Meeting Times	Optional Activities
08:00 a...		
08:30 am		
09:00 a...		
09:30 am		
10:00 am		
10:30 am		
11:00 am		
11:30 am		
12:00 pm		
12:30 pm		
01:00 p...	<div>Lunch 🕒 01:00 pm - 02:00 pm   Las Vegas</div>	
01:30 pm		
02:00 p...		
02:30 pm		

## Blocking time for multiple team members

To block time for multiple members of your team, navigate to your Company Profile and select Team Schedule from the Networking dropdown menu:



Click Add Blocked Time as highlighted below:



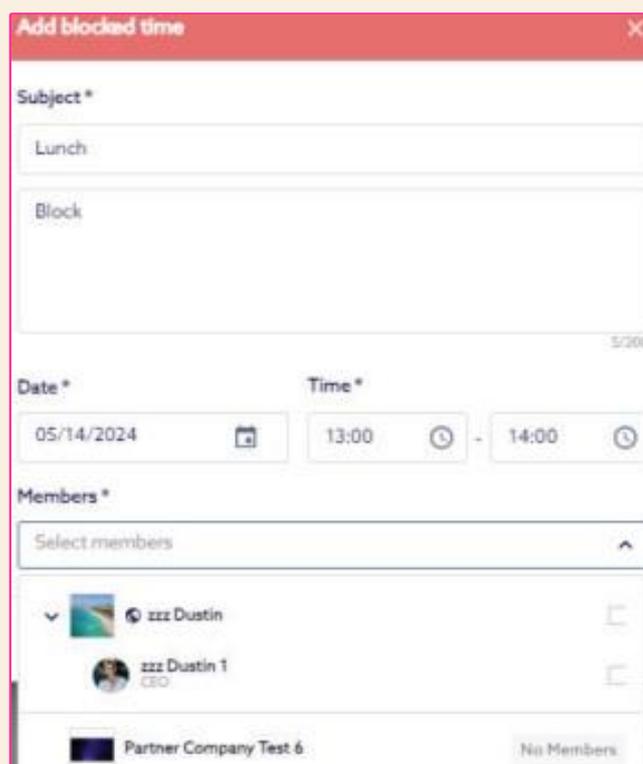
## Blocking time for multiple team members

Add a title and a reason for the blocked meeting time, and confirm the date and time. To add a time, click the clock icon and scroll down to select the hour and minute.

Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:00pm on Thursday.

Check if team members have availability for the blocked meeting time by clicking the Members dropdown menu. You will not be able to select team members shown as not available.

Once you have selected the team members required, click Save.

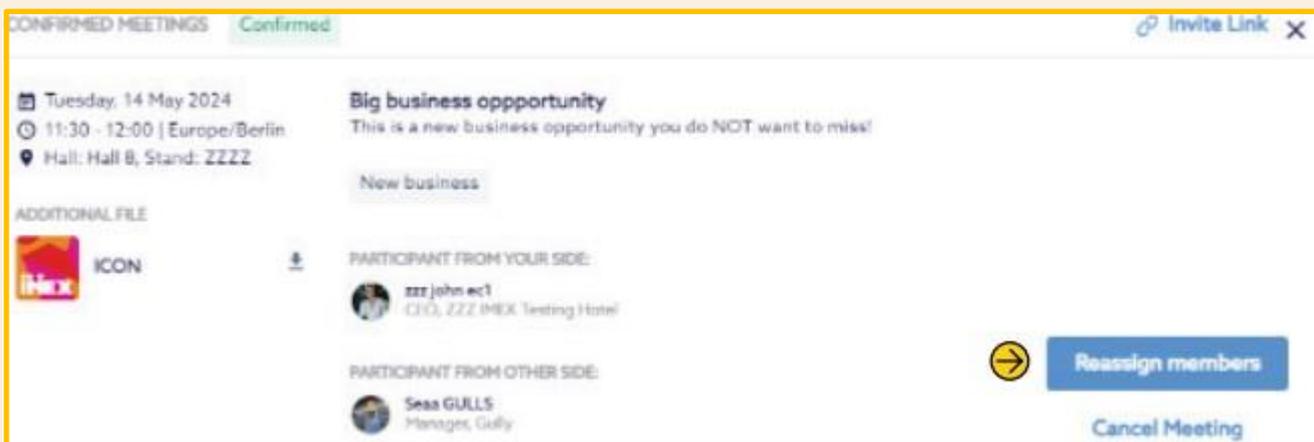


The screenshot shows a form titled "Add blocked time" with a red header and a close button (X) in the top right corner. The form contains the following fields and options:

- Subject \***: A text input field containing "Lunch".
- Block**: A larger text input field, currently empty.
- Date \***: A date picker showing "05/14/2024" with a calendar icon.
- Time \***: Two time pickers showing "13:00" and "14:00" with clock icons.
- Members \***: A dropdown menu labeled "Select members" with an upward arrow. Below the dropdown, two members are listed:
  - zzz Dustin (with a dropdown arrow and a remove icon)
  - zzz Dustin 1 CEO (with a remove icon)
- At the bottom, there is a "Partner Company Test 6" entry with a "No Members" button next to it.

## How to reassign a meeting to an alternative team member

Go to your Company Profile and select Team Schedule from the Networking dropdown menu to find the meeting you'd like to reassign (these will appear green):



Reassign the meeting to any team members (or partners) who are available and uncheck the original team member. Note that you cannot have staff from multiple different partner organizations attending the same meeting.

