#### <u>Schedule Management</u> <u>How to block out time</u>

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

website Infos auf Deutsch -	My dashboard +	Exhib	itor Direct	iony ~	Quick help	guides	My IMEX I	account					
	My Sch	edule						0	Add blocke	d time	1 Downlos	ad Schedule	
zzz Dustin 1 CEO zzz Dustin	×.	HAR 25	MAR 26	<b>НАЯ</b> 27	MAR 28	HAR 29	MAR 30	MAR Ji	APR 01	APR 02	APR 0.1	AR N	
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- Recommendations		09:30											
Favourites	09	9:00											
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g, My Meetings	10	00:00											
Messages		10:30											
E. Attendee list	1	1:00											
Meeting Ratings		11:30											



### How to block out time

Then select Add Blocked Time as highlighted below:

	Team Schedule						🔗 🔗 Adid blocked time 🔹 Download Sched					
zzz Dustin	4 <u>25</u>	MAR 26	MAR 27	MAR 20	MAR 20	MAR 30	<b>MAR</b> 21	APR 01	APR 02	APR 03	APR Di	*
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Team Schedule	09:00											
교, Team Meetings	09:30											
Messages	10.00											
2. Attendee list	10.00											
Meeting Ratings	11:00											
PROFILE CHECKLIST	11:00											

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.

Subject *				
Lunch		_		
Brook		02	00	AM
Break		03	30	PM
		04		
		05		
		06		
Date *	Time *			
10/10/2024	01:00 PM	) - [	02:00 Pf	M ()



#### 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		
01:30 pm 01:0	0 pm - 02-00 pml Las Vegas	
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:

-	Team Schedu	le					01	Add blocke	d time	1 Downlow	ed Schedule	۲
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			Bior	ked Meeting	Times				Optional A	ctivities		
	08:00											
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Click Add Blocked Time as highlighted below:

	Team Schedule						Add blocked time     Download Schedule							
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* Favouritas	. 3	08.30												
Team Schedule	09	:00												
25. Team Meetings		08-30												
<ul> <li>Messages</li> </ul>	10	:00												



#### 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.

Add blocked time					*
Subject *					
Lunch					
Block					
					5/200
Date*	Time*				
05/14/2024	13:00	0	-	14:00	0
Members *					
Select members					^
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ezz Dustin 1					E.
Partner Company Test	:6			No Merr	bers



#### <u>How to reassign a meeting to an</u> <u>alternative team member</u>

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.



