Guides and help

How to block out time

Step 1

Blocking out time in your schedule is simple.

Select My Schedule from the Networking dropdown menu:

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Step 2

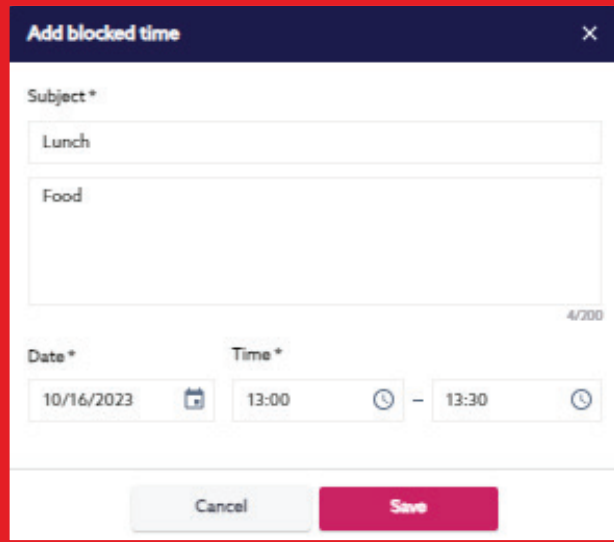Then select Add Blocked Time as highlighted below:

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Step 3

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 (we use the 24-hour clock).
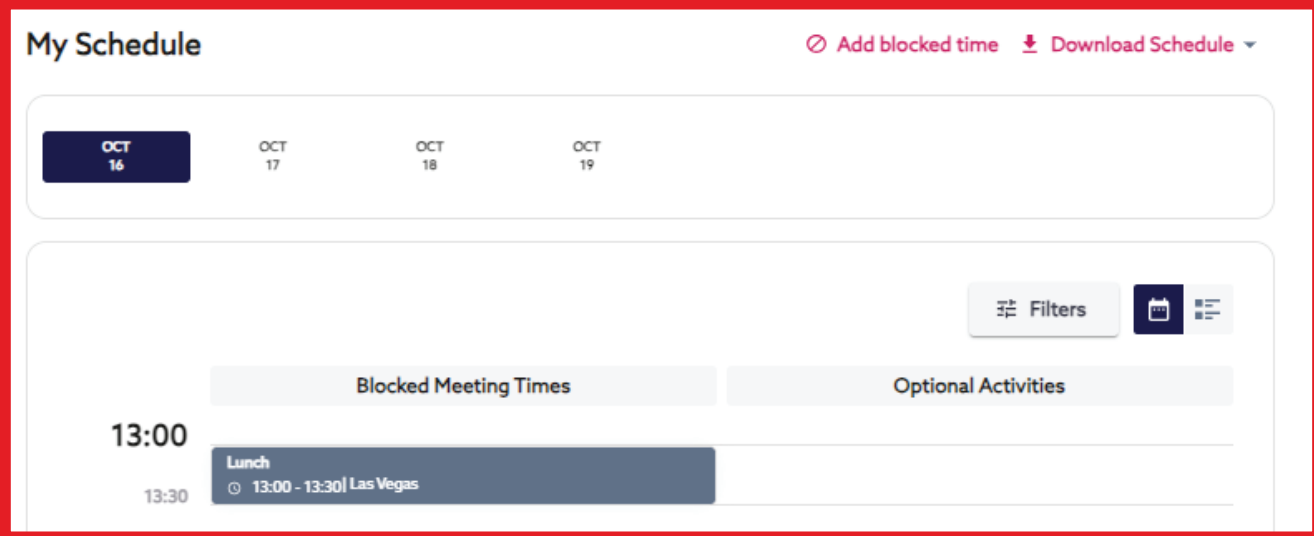
Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:30pm on Thursday.

Step 4

Once you have completed these fields, click Save:

Your blocked meeting time will then appear in your Schedule:

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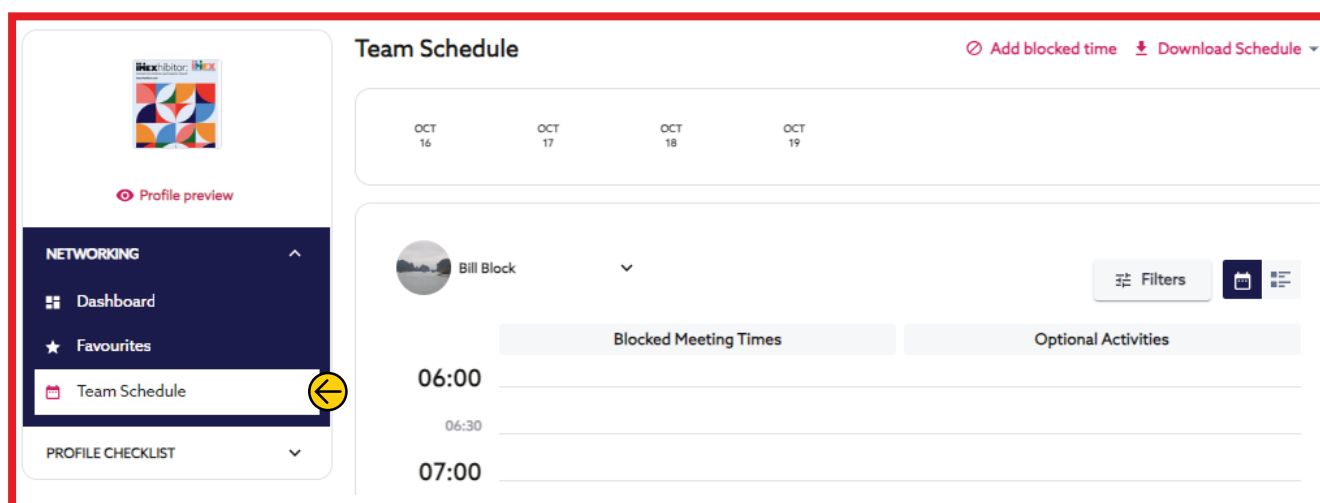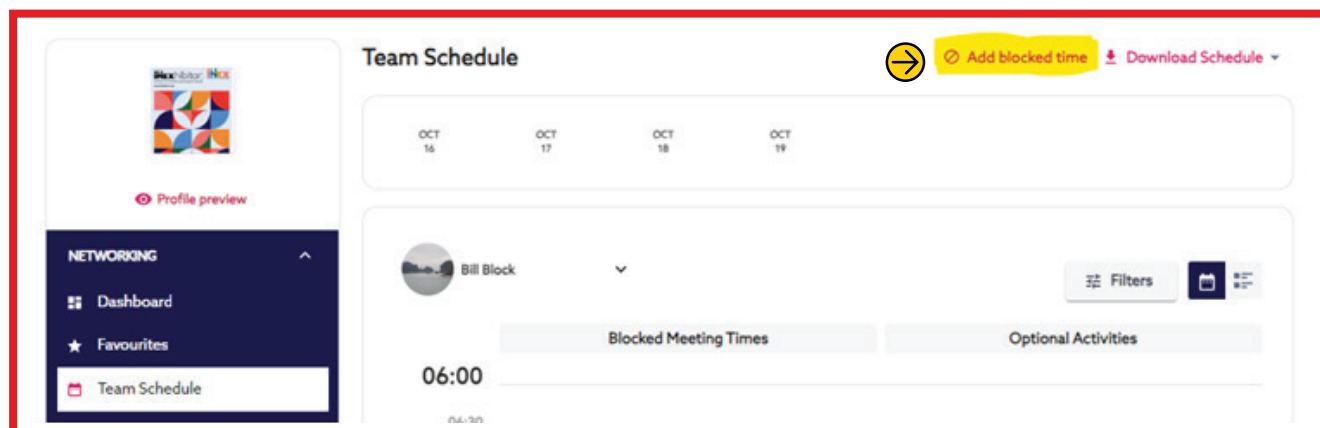## Adding a blocked meeting time for multiple members of your team

Step 1

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

Step 2

Click Add Blocked Time as highlighted below:

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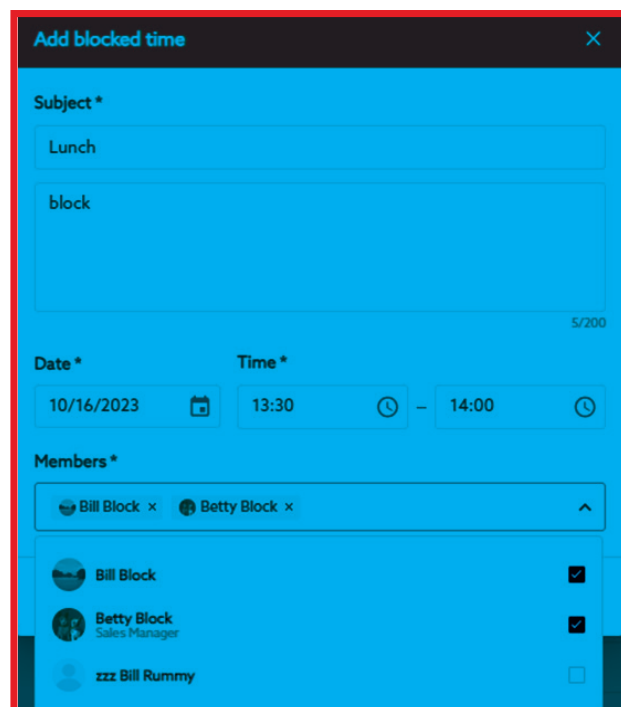## Adding a blocked meeting time for multiple members of your team

Step 3

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 (we use the 24-hour clock).

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

10/16/2023 📅   13:30 🕐 – 14:00 🕐

Members *

🧑 Bill Block ✕   👩 Betty Block ✕   ⌃

🧑 Bill Block   ☑
👩 Betty Block
   Sales Manager   ☑
👤 zzz Bill Rummy   ☐

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How to reassign a meeting to an alternative team member

Step 1

Sign into 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):

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How to reassign a meeting to an alternative team member

Step 2

Click the meeting to open it and click Reassign Members:

Step 3

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.