

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:

The screenshot displays the IMEX America website interface for the event held from October 17-19, 2023. The user is logged in as Betty Block, Sales Manager. The 'My Schedule' page is active, showing a calendar view for the event dates. A yellow circle and arrow highlight the 'My schedule' option in the 'NETWORKING' dropdown menu. The main content area shows a time slot grid from 06:00 to 10:30, with columns for 'Blocked Meeting Times' and 'Optional Activities'.

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Step 2

Then select Add Blocked Time as highlighted below:

The screenshot shows the IMEX America 2023 website interface. At the top, the event dates are 17 - 19 October 2023. The navigation bar includes links for Visit website, Book a hotel, Education and activities, Exhibitor Directory, My dashboard, Quick help guides, and My IMEX account. A banner for Booth C4119 promotes scheduling an appointment with The Palm Beaches Florida. The 'My Schedule' section is active, showing a calendar for October 16-19. A yellow box highlights the 'Add blocked time' button. Below the calendar, there are tabs for 'Blocked Meeting Times' and 'Optional Activities'. The 'Blocked Meeting Times' tab is selected, showing a list of times from 06:00 to 08:30. The 'Optional Activities' tab is also visible.

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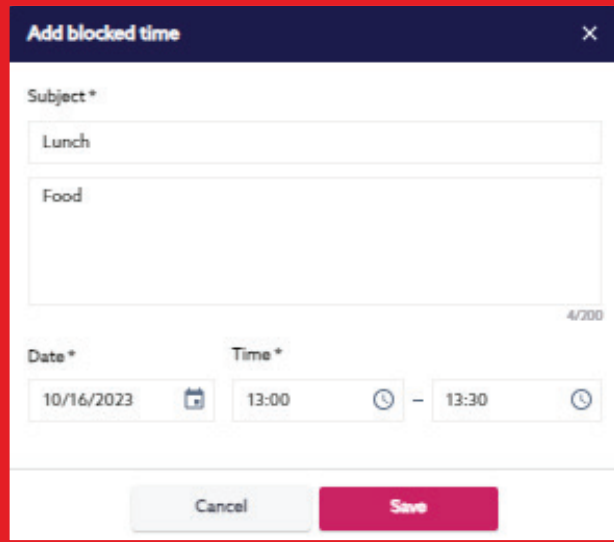
How to block out time

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).

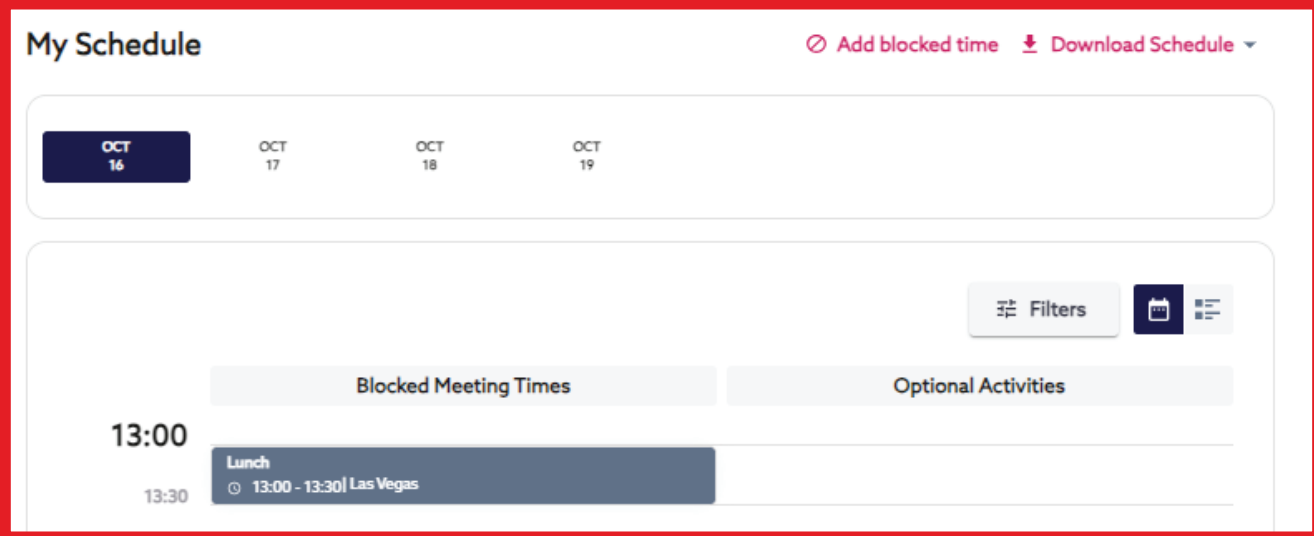
Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:30pm on Thursday.

A screenshot of a web form titled "Add blocked time" with a close button (X) in the top right corner. The form contains two text input fields: "Subject *" with the value "Lunch" and "Food" below it. Below these is a "Date *" field showing "10/16/2023" with a calendar icon, and a "Time *" field showing "13:00" and "13:30" with clock icons and a minus sign between them. At the bottom are "Cancel" and "Save" buttons. A small "4/200" character count is visible next to the "Food" field.

Step 4

Once you have completed these fields, click Save:

Your blocked meeting time will then appear in your Schedule:

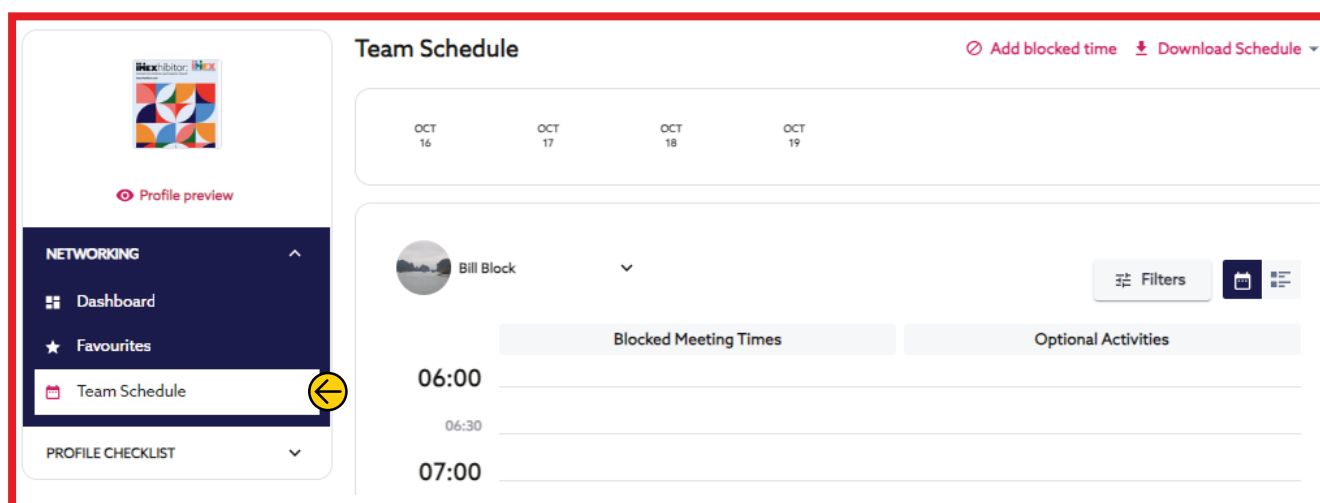
A screenshot of a "My Schedule" interface. At the top, there are date tabs for "OCT 16", "OCT 17", "OCT 18", and "OCT 19", with "OCT 16" selected. To the right are links for "Add blocked time" and "Download Schedule". Below the tabs is a calendar grid. On the left, a time column shows "13:00" and "13:30". A grey bar labeled "Blocked Meeting Times" spans the "13:00" row. Below this bar, a dark blue bar contains the text "Lunch" and "13:00 - 13:30 Las Vegas". To the right of the calendar are "Filters" and a calendar icon. The interface is highlighted with a red border.

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Adding a blocked meeting time for multiple members of your team

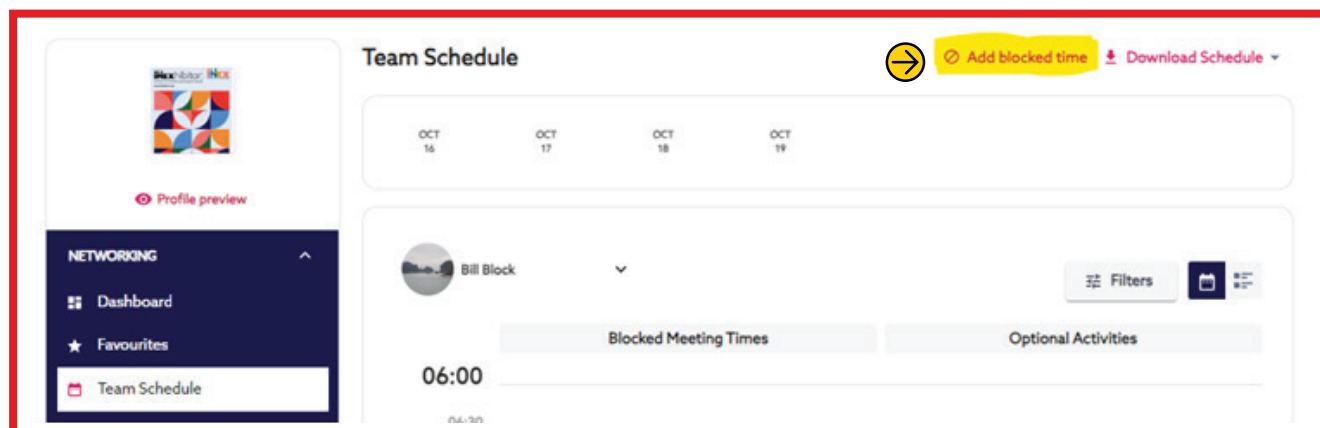
Step 1

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

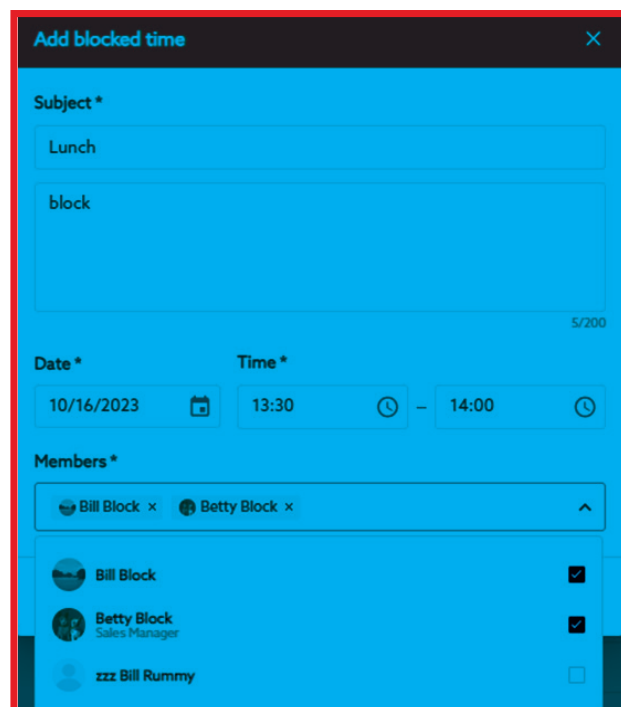
Step 3

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.



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

- Subject ***: A text input field containing "Lunch" and "block".
- Date ***: A date picker showing "10/16/2023".
- Time ***: A time range picker showing "13:30" to "14:00".
- Members ***: A dropdown menu showing selected members "Bill Block" and "Betty Block", and a list of other members: "Bill Block", "Betty Block Sales Manager", and "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):

The screenshot displays the 'Team Schedule' interface for 'zzz Hotel IMEX'. On the left, a sidebar menu under 'NETWORKING' lists options: Dashboard, Recommendations, Favourites, Team Schedule (highlighted with a yellow circle and arrow), Messages, Attendee list, and Meeting Ratings. Below this is a 'PROFILE CHECKLIST' and an 'ACTIVITY LEGEND' with 'Confirmed Meetings' and 'Individual Blocked Times'. The main area shows a calendar for October 16-19. A meeting titled 'zzz Sarah South, Darren Noyce' is scheduled for 10:00-10:30 on Oct 17, marked as a 'Blocked Meeting Time'. Another event, 'Sponsored Lunch for Hosted Buyers', is scheduled for 12:00-13:00 on Oct 17. The interface includes filters and a download schedule button.

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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:

CONFIRMED MEETINGS Confirmed

Tuesday, 17 Oct 2023
10:00 - 10:30 | Las Vegas
Hall: Bayside, Stand: Exhibitor Stand

Rerquest
Hello meeting request
Existing business

PARTICIPANT FROM YOUR SIDE:
zzz Sarah South

PARTICIPANT FROM OTHER SIDE:
Danno Noyce
Manager

Reassign members
Cancel Meeting

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.

Reassign members

Tuesday, 17 Oct 2023
10:00 - 10:30 | Las Vegas • 18:00 - 18:30

Please note: All selected team members must be from the same company

zzz Sarah South × Reset all (1)

zzz Hotel IMEX

zzz Sarah South ☒

zzz Bob South ☐

zzz IMEX North

Cancel Save