

## New! Add Scheduled Appointment Times for Attendees to Visit Your Booth

Set up appointment slots for attendees to visit your booth for a 1-1 meeting with you!

1. Login to your Exhibitor Dashboard: [https://restaurant22.exh.mapyourshow.com/6\\_0/login.cfm](https://restaurant22.exh.mapyourshow.com/6_0/login.cfm)

### Welcome to the National Restaurant Association Show exhibitor section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

**Exhibitor Sign-In**

Exhibitor ID:

Password:

Your Name:

[Forgot ID or password?](#)

2. Click into the Services for the Show tile then Appointments & Messages tile.



IF YOU HAVE QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES AT  
[NRAEXHIBITORSERVICES@WINSIGHTMEDIA.COM](mailto:NRAEXHIBITORSERVICES@WINSIGHTMEDIA.COM)

3. Create appointment times for attendees to book for 1-1 meetings with you in your booth during the Show.
  - a. Attendee Scheduling: let attendees know the times you're available to meet with them
    - i. Show floor hours can be found [here](#).



### Schedule Filters

#### DAYS

#### AVAILABILITY

- Available (0)
- Assigned (0)

### Schedule

View Booked Appointments

Create New Appointments

Your schedule is empty. Start adding appointments using the Create New Appointments button above.

### Create A New Appointment

All fields are required.

#### Date:

Sat, May, 21

#### Where will these appointments take place?

Booth 6235

#### What time should appointments start?

9:30 am

#### What time should appointments end?

9:45 am

#### How many appointments available per time slot?

1

#### How long is each appointment?

- 15 Minutes
- 30 Minutes
- 60 Minutes

### Sat, May, 21 — Schedule Preview

Note: Only 99 appointments can be made for each time slot

Add 1 time slot from 9:30 am to 9:45 am

Time Slots	Existing Slots	Additional Slots
9:30 AM - 9:45 AM	0 Slots	1 Slot

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- b. Once setup, your available times will be posted in your Show To Go directory profile. Attendees can book a meeting time with you there.

## Appointments

Schedule an appointment with Winsight LLC

Schedule Appointment

- 4. Set up Email Preferences for alerts when Attendees book a meeting slot.



### Set up Email Preferences

Update your contact email address  
for appointment notifications

## Attendee Scheduling - Email Notification Addresses

E-mail Addresses of your team members that should receive notification of scheduled/canceled appointments

jenniferm@tenstrawberrystreet.com

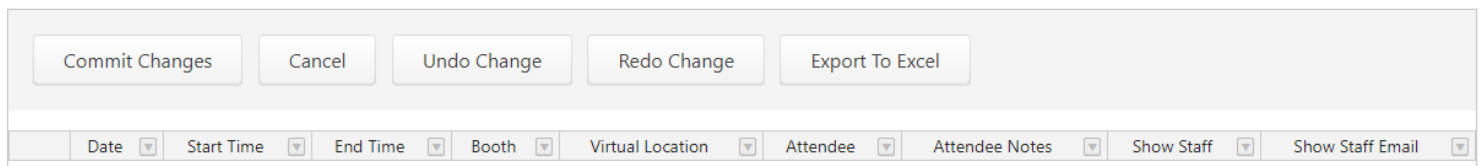
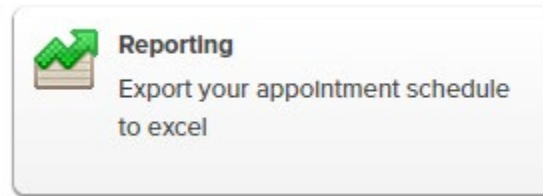
Send an alert to all, if our booth appointment schedule is fully reserved.

CANCEL

SAVE SETTINGS

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5. Export your appointment schedule to excel with the Reporting tile



6. If you've purchased a silver or gold package you can use the Emails tile to keep track of emails attendees have sent to you.
  - a. \*Available if you've purchased a silver or gold package in the Upgrade to an Enhanced Exhibitor Directory Listing tile
  - b. If you don't have this package you will receive emails to the email you set up in step 5, Set Up Email Preferences

