

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!

The Scheduled Appointments tool is a way for exhibitors to set up and manage appointments with attendees through the [Exhibitor Dashboard](#). This tool allows exhibitors to post available appointment times to their Show To Go profile, and attendees can reserve these appointments while logged into their Show To Go planner accounts, allowing them to easily connect with exhibitors onsite.

Utilizing the Scheduled Appointments tool will allow you to:

- Control your appointment schedule.
- Assign staff members to specific appointment times to allocate resources appropriately.
- View overall meeting schedule to see onsite booth visits.

1. Login to your Exhibitor Dashboard: https://restaurant24.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.

Services for the Show

- Service Kit & Exhibitor Forms
- Badge Registration
- Customer Invites & Appointments
- Attendee List Rental
- Hotels, etc.



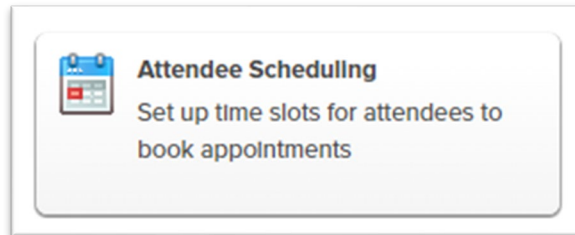
Appointments & Messages

Set up appointment slots for attendees and view any messages sent to your company

3. Create appointment times for attendees to book for 1-1 meetings with you in your booth during the Show.

IF YOU HAVE QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES AT
NRAEXHIBITORSERVICES@WINSIGHTMEDIA.COM

- a. Attendee Scheduling: Let attendees know the times you're available to meet with them.



Schedule Filters

DAYS

AVAILABILITY

☐ Available (0)

☐ Assigned (0)

Schedule

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

[View Booked Appointments](#)
[Create New Appointments](#)

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

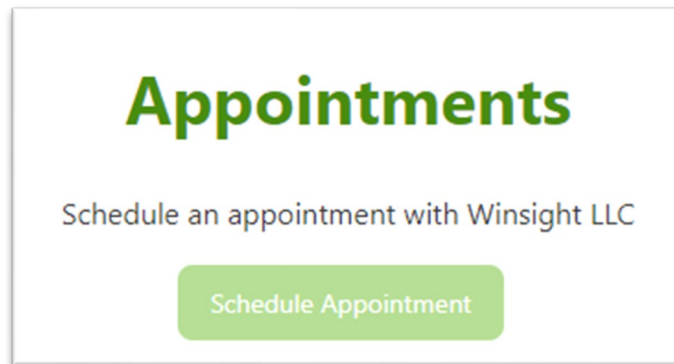
Note: Only 99 appointments can be made for each time slot

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

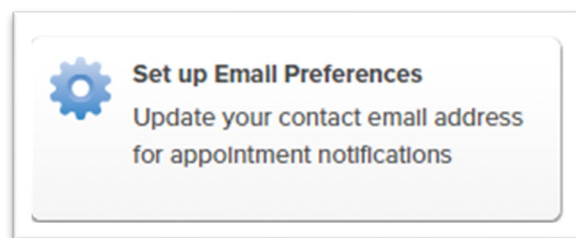
Time Slots	Existing Slots	Additional Slots
9:30 AM - 9:45 AM	0 Slots	1 Slot

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



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



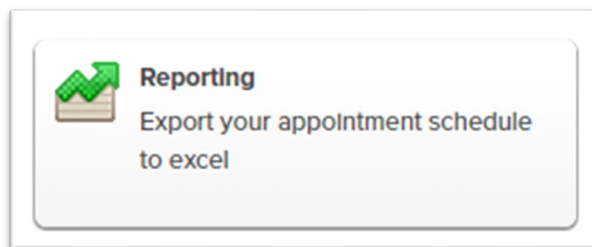
Attendee Scheduling - Email Notification Addresses

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

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

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

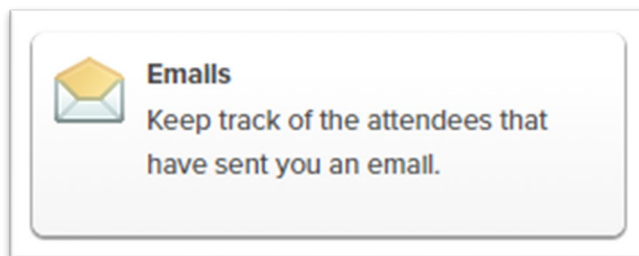


Commit Changes
Cancel
Undo Change
Redo Change
Export To Excel

Date	Start Time	End Time	Booth	Virtual Location	Attendee	Attendee Notes	Show Staff	Show Staff Email
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LEADS AND CONTACT ACCESS FOR APPOINTMENTS

7. If you've purchased an **upgraded exhibitor profile package** (bronze, silver, or gold) you can use the Emails tile to keep track of emails attendees have sent to you.
 - a. *Available if you've purchased a bronze, 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.
 - i. You can review the package options and upgrade from the Enhanced Exhibitor Directory Listing tile in your Exhibitor Dashboard.



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