Create Appointments

At an event, meeting the right people at the right time makes all the difference. The Appointments Scheduler helps you do just that. Follow the steps below to learn the basics and ensure your networking stays smooth and productive.

1 Open your schedule. Click on the link or button within the invitation email to access your personal schedule.

2 Book an appointment. Click Create Appointment in the top-left. Select the appointment type, Attendee Networking Appointment, then click Add next to Attendees.

A list of available attendees will appear. Use the search box at the top to filter the list by name, email, company, or title. Click on an attendee, then click Add 1 Attendee.
Click **Choose** next to Time and Location.
Available time slots and locations will appear by day. Use the arrows at the top to move to another date. Click on a time slot to add it to your appointment.

Give your appointment a subject and, if necessary, a description. Anyone who can see your schedule and book appointments with you will see this information.

To add a private note viewable by only you and the attendee you're booking the appointment with, click **Add** next to Private Note. Add your note, then click **Add** next to Viewers and select who should be able to see this note. Then click **Add 1 Viewer**.
Appointment Type - Edit
Attendee Networking Appointment

Attendees - Add
- Ana Acton - Available
  Executive Director
  FREED Independent Living

Time and Location - Edit
Wednesday, October 14
9:15 AM - 9:30 AM ET
Include a Zoom link or your Phone# in Description
Capacity: Unlimited

Subject
Appointment

Description
Discussion

Private Note - Add

Send Appointment Invitation
Click **Send Appointment Invitation**, and an email will be sent to the attendee for them to accept or decline your invitation.

**Or, block off time.** Have you already scheduled an offsite lunch or another meeting that you don't want to book over? Block off time on your schedule so that other hosts can't send you an appointment request during that time. Click **Create Appointment** in the top-left. Under Appointment Type, click **Block Off Time**.
Enter a date, start time, end time, subject, and, if necessary, a description. Then click **Block Off Time**.

**3 Accept or decline appointment invitations.** When an appointment host sends you an appointment invitation, the appointment will appear on your schedule with a dotted line border. Click on the appointment to open it.
From here, you can accept or decline the appointment, propose a new time, and add the appointment to your personal calendar.
4 Change your views. Toggle your view to Directory in the top-right to see a list of attendees that you can book appointments with.
Toggle your view to **Calendar** to see your appointments on a calendar.

Click **Confirmed Appointments** to see your appointments in a list view.