

ATTENDEE NETWORKING PLANNER: QUICKSTART GUIDE

Step 1: Log in to the Attendee Service Center using your login credentials & navigate to the Networking Planner

Attendee Service Center

Welcome to the Attendee Service Center (ASC)

Within the Attendee Service Center, you can do the following:

- Update your profile
- Make networking connections
- Make session selections (COMING SOON)

Please login with the email and password provided in your registration confirmation! Questions? Contact our registration manager at meetings@ausa.org.

PLEASE SIGN IN

Email:

Email

Password:

Password

Sign In

Forgot Password?

Step 2: Complete your **Profile Setup** to match with other attendees and exhibitors.



Step 3: Manage your availability on the **Time Blocks** tab. Check the boxes next to the timeslots that you are NOT available.

Mark yourself as unavailable. Select the checkbox ☒ under the "Block" to block off the time block.

Tuesday, October 13

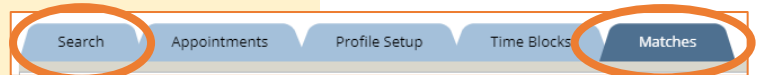
Block	Start Time	End Time	APT	
<input checked="" type="checkbox"/>	08:00 AM	08:15 AM		
<input type="checkbox"/>	08:15 AM	08:30 AM		

Step 4:


Identify **Matches** or **Search** for attendees/companies to connect with.

*Find individuals/companies that answered the profile questions the same way you did.

*Filter the attendee and exhibitor lists using the search options.




Step 5: Request an Appointment

1. Click on the  icon, choose a time, leave a note (optional) and click **Request Appointment**.
2. The attendee/company will receive an email indicating they received an appointment request.
3. When the attendee/company accepts or declines your request for an appointment, you will receive an email confirmation.

A screenshot of the 'Make Appointment' form. On the left, there is a sidebar with a 'Make Appointment' button and a question mark icon. The main area shows a table with time slots: 04:30 PM, 04:45 PM, and 05:00 PM. The 04:45 PM slot is selected with a blue checkbox. Below the table is a 'Notes (visible to recipient)' text area and a 'Request Appointment' button.

Step 6: Accept/Decline an Appointment

1. Go to the **Appointments** tab.
2. Click on the  icon and the button that applies; Confirm, Decline, or Update Notes.
3. The attendee/company will receive an email indicating the appointment has been updated.

A screenshot of the 'Appointment' form for 'TestCompany10'. On the left, there is a sidebar with an 'Appt' button and a calendar icon. The main area shows the appointment details: 'Friday, October 16 @ 04:45 PM', 'Pending', and 'Notes are visible to the attendee.' Below this is a 'Words remaining: 75' counter and a 'COUNT' button. At the bottom are three buttons: 'Confirm Appointment', 'Decline Appointment', and 'Update Notes'.

Attending Your Appointment

1. Log into the **Virtual Venue**
2. Go to the Attendee / Booth Staff Lounge
3. Click on "SmartMatch Appointments"
4. Click on the Chat Balloon to attend the 1:1 personal chat
5. Once in the 1:1 chat you can request to turn on your cameras to talk face to face.

