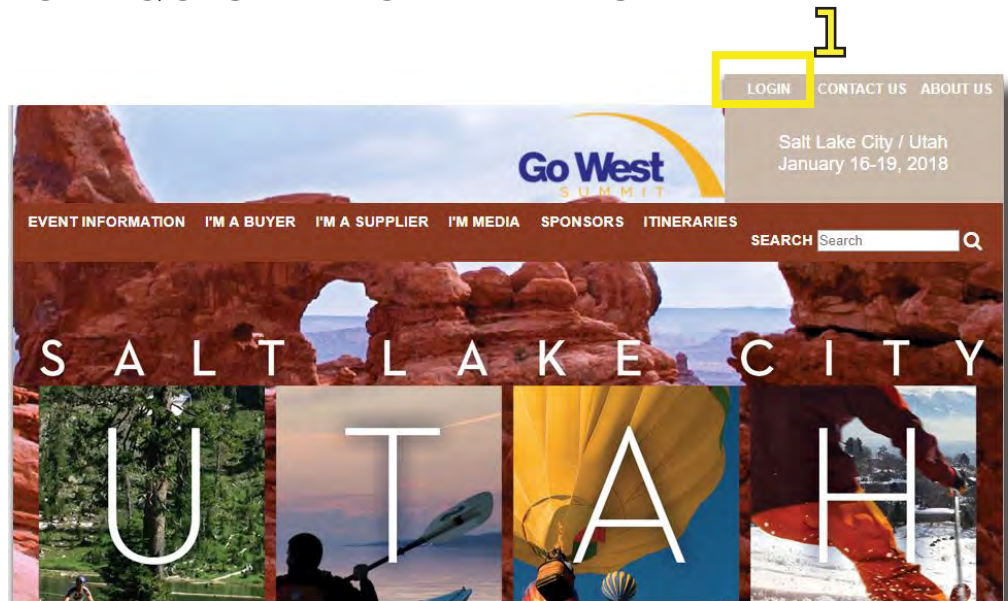


## HOW TO REQUEST APPOINTMENTS

**Step 1:**  
Go to Go West Summit's [website](#).  
Click on the LOGIN button,  
enter your login credentials.

*Tip: Make your first round of requests when Appointment Selection opens, then login AGAIN before appointment selection closes on to make sure you haven't missed any late sign-ups or new MUTUAL requests!!*



**Step 2:**  
Confirm your name tag, click the SAVE button.  
*This is exactly how your name badge will be printed, be sure it's correct!*

**Name Tag Verification**

**YOU MUST CLICK "SAVE" BEFORE YOU CAN ACCESS YOUR USER AREA**

Your name tag will allow you access to the Symposium. Please take a moment and make sure the information on your name tag is the way you wish for it to appear. If you have any changes, you can edit your name tag here. Modifications made to your name tag will not be reflected in your user profile.

\* - required

First Name:\*

Last Name:\*

Company Name:\*

Country:\*

**Step 3:**  
Click on  
APPOINTMENTSELECTION  
in the right hand column.



#### Step 4:

Select your appointments. You must choose 25 minimum, we recommend you choose 60!

- Click the name of the company in BLUE. This will add that company to your appointment request block. *You can edit the ranking after making all selections.*
- CHOOSE minimum 25 appointments, we recommend you request 60 so that you receive the best quality meetings.
- You can FILTER your choices to make it easier to find compatible businesses. See the companies' profiles by clicking DETAILS.
- SAVE, SAVE, SAVE!

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## Appointment Selection

### Welcome

IMPORTANT: Please read the [Appointment Selection Process](#) instructions before beginning.

Click the company name of any of the attending registrants to populate your appointment request list. The matching software requires a minimum of selections in order to create your appointment schedule (we recommend a minimum of 60). Once you have selected 25 you can place the companies of the highest importance to you at the top of your list by dragging and dropping, or using the up and down arrows to modify your list.

Certain browsers require that you "Save List" before being able to re-sort it using the arrows or "Remove" functions. If you are having difficulty re-sorting, please click the "Save List" button."

All of the columns are sortable to help you locate the perfect match. Simply click the column header, (Delegate Name, Country, etc.) to re-sort.

Appointment Selection Webinar available [here](#).

Save List

Save and Exit

Clear List

*SAVE YOUR WORK!!*

0 companies added

Save List

Save and Exit

Clear List

### Filter Companies By

You can filter the list by clicking on one of the headings below. This opens a popup window where you can make your selection. You can combine selections from multiple filters. Once you have selected your filter options, click the "Filter" button below.

Type of Business	Physical State	Category of Products/Services	Travel Markets	Services Offered
0 selected	0 selected	0 selected	0 selected	0 selected

Filter

*Filter the companies.*

*Click the name to add to your list!*

	Type	Company Name	First Name	State/Province	View
First Time Attendee	Supplier	<a href="#">Abreu Tours (S2973)</a>	erreira, Armindo	Markets ▾ NY	Viewed
First Time Attendee	Supplier	<a href="#">Accommodations Plus Receptive Tours (S3075)</a>	Hoogstins, Eric	Markets ▾ NY	Not view
First Time Attendee	Supplier	<a href="#">AEROCOMPASS TRAVELS AND TOURS (S3002)</a>	TOGONU-BICKERSTETH, AKINJIDE MICHAEL	Markets ▾ LAGOS	Not view

Save List Save and Exit Clear List

\* - a company has selected your company for an appointment selection.

3 companies added

Abreu Tours (S2973) Ferreira, Armindo	↑ ↓	Remove Details
CHENGDU EVERBRIGHT INTERNATIONAL ROUR CO., LTD (S3031) Cheng, Rong	↑ ↓	Remove Details
DIADEMA (S2968) CHEN, MING YAN	↑ ↓	Remove Details

Save List Save and Exit Clear List

**Filter Companies By**  
You can filter the list by clicking on one of the heading, below. This opens a popup window where you can make your selection. You can combine selections from multiple filters. Once you have selected your filter options, click the "Filter" button below.

Type of Business 0 selected	Physical State 0 selected	Category of Products/Services 0 selected	Travel Market 0 selected	Services Offered 0 selected
--------------------------------	------------------------------	---	-----------------------------	--------------------------------

Filter

5

Edit your list & rank the selections.

Save & Exit when you are happy with your list!

### Step 5:

Edit your list.

- Click the ARROWS or DRAG & DROP to rank your choices. Remember you must have at least 25!!
- You can FILTER your choices to make it easier to find compatible businesses. See each company's profile by clicking DETAILS.
- Companies at the top of the list will become your priority choices.
- SAVE and EXIT. **You'll know your selections have been received when you receive the automatically generated appointment selection email!**

### Tips & Tricks

- A RED STAR (\*) next to the company name means they have requested to meet with you too! These MUTUAL REQUESTS are priority!

Indicates a Mutual Request!

\* - a company has selected your company for an appointment selection.

- Remember which profiles you have seen: the "viewed" will change from red to black if you have read their profile. This can be helpful if your preferences aren't saved properly.
- Learn more on our [How-to-Summit](#) page, including a helpful webinar.
- **Before Appointment Selection closes** - be sure to [login](#) again to do a final approval of your schedule. New Mutual Requests, Suppliers, and priorities will come up - check back often! You can make changes until Appointment Selection closes.
- [Login](#) and PRINT YOUR FINAL SCHEDULE from your portal before Go West Summit!