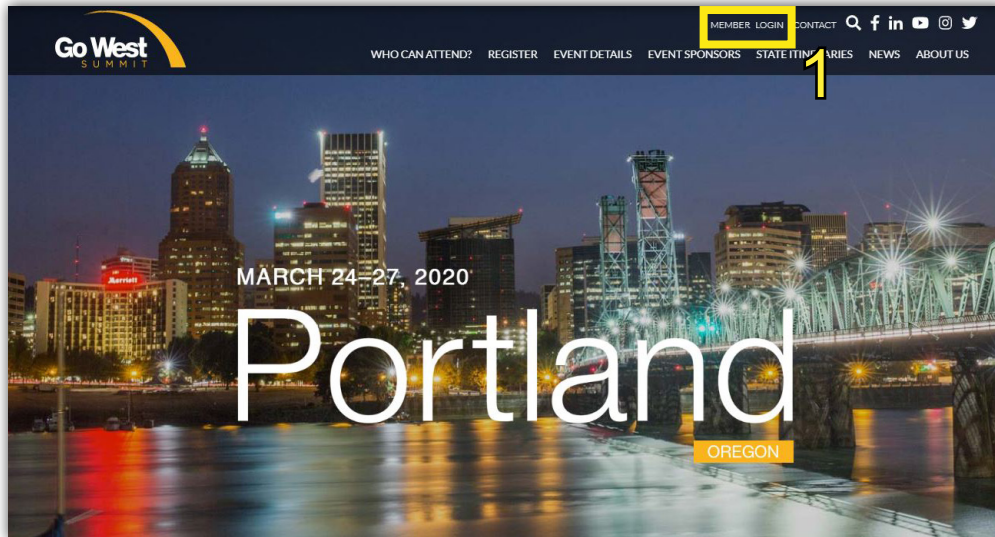


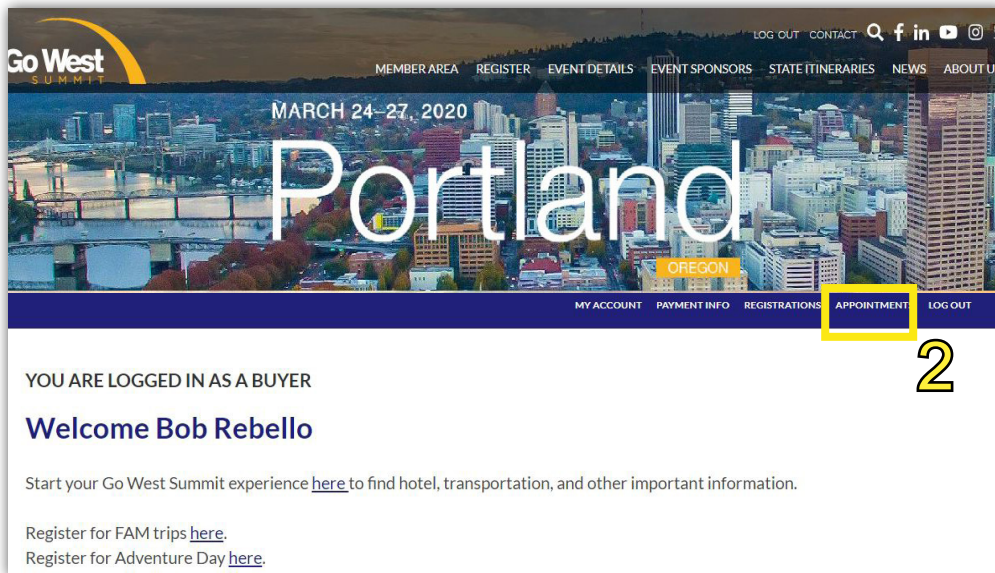
Go West SUMMIT

HOW TO REQUEST APPOINTMENTS



Step 1:

Go to www.gowestsummit.com.
Click on **MEMBER LOGIN**.
Enter your login credentials.



Step 2:

Click on **APPOINTMENTS** in the toolbar on your landing page.
Choose **APPOINTMENT SELECTION** from the drop down menu.

Tip: Make your first round of requests when appointment selection opens, then login again before appointment selection closes to look for late registrants or new mutual requests.

Step 3:

Select the companies you would want to meet.

- Suppliers will have the option of requesting scheduled appointments with sponsors. The sliders at the top of the page will be automatically set to OFF. When turned on, you will see a list of sponsors interested in setting up appointments with you. The process is very similar to how the "Meet with Media" slider works. *Sponsor appointment requests are matched after all other available spots are filled, so by turning on the function, you are not reducing your buyer appointment possibilities.*
- CHOOSE** 25 minimum, we recommend you choose 60.
- Scroll down and click the name of the company you want to meet with, highlighted in blue. This will add that company to your appointment request block where you will be able to rank them by priority.
- FILTER** the companies to make it easier to find compatible businesses.
- See company profiles by clicking **DETAILS**.
- SAVE** your work. You will receive an email with your appointment requests. You can login to make changes, rank your list, add new companies, or remove requests until appointment selection closes.

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The screenshot shows the 'Appointment Selection' page for a user logged in as Bob Rebello. The page includes a welcome message, instructions on how to select companies, and a list of filter options. A table of companies is displayed below the filters. Annotations with arrows point to the 'Filter' button, the company name 'Aarchway Inn (\$2780)' in the table, and the 'Details' link for the same company.

Appointment Selection

WELCOME, BOB REBELLO -- YOU ARE LOGGED IN AS A BUYER

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 / Exit](#) [Clear List](#)

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

0 companies added

[Save List](#) [Save / 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 0 selected	Physical State 0 selected	Category of Products/Services 0 selected	Travel Markets 0 selected	Services Offered 0 selected
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[Filter](#)

Type	Company	Delegate Name	State/Province	Viewed	
Supplier	Aarchway Inn (\$2780)	Hohnstein, Diane	Utah Markets	Viewed	Details
Supplier	Aarchway Inn (\$2781)	Horning, Theresa	Utah Markets	Viewed	Details
Supplier	Alaska Railroad (\$2909)		Alaska Markets		
First Time Attendee	Supplier Alaska state of (\$2806)	Shelton, Megan	Alaska	Not viewed	Details

Step 4:

Rank your list.

- **PRIORITY REQUESTS** are the companies at the top of your list.
- Click the arrows or **DRAG & DROP** the companies to rank your choices.
- **CHOOSE** at least 25 companies.
- When you're satisfied with your ranking, click **SAVE/EXIT**.
- You will receive an **EMAIL CONFIRMATION** with your selected appointment requests.
- **LOGIN AGAIN** to change the ranking or add new companies until appointment selection closes.

4

Save List **Save / Exit** Clear List

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

Indicates a Mutual Request!

Rank your requests by clicking the arrows or DRAG & DROP.

Waco Convention and Visitors Bureau (S2691) Morton Susan	↑ ↓	Remove Details
Antelope Canyon Tours, Inc. (S2695) Ekis Carolene	↑ ↓	Remove Details
Outlets of Colorado (S2838) Ziglin Peggy	↑ ↓	Remove Details
Yakima Valley Visitors & Convention Bureau (S2874) Heaverlo Katie	↑ ↓	Remove Details
Zion Park Inn (S2688) Sanders Susan	↑ ↓	Remove Details

TIPS & TRICKS

- A red star (*) next to the company name means you have a **MUTUAL REQUEST**. The company has asked to meet with you too. Mutual requests are priority for our computer matching software!
- Remember which profiles you have seen: the **VIEWED** text 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 video.
- [LOGIN](#) again to do a **FINAL APPROVAL** of your schedule. New mutual requests and late registrations can occur - check back often! You can make changes to your ranked list of requests until appointment selection closes.

Step 5:

After appointment selection closes, login and print out your appointment schedule. Then you can start sending manual appointment requests via email.

- [Login](#) to **DOWNLOAD & PRINT** your pre-scheduled appointments from your portal.
- **NEW:** Use your **HIT LIST** to see who you requested, but did not get an appointment with - then email that company directly with a **MANUAL APPOINTMENT REQUEST**.
- Add any new manual appointments to your schedule by hand.
- Use your **HIT LIST** during the Speed Appointment Session.

Go West SUMMIT

MARCH 24-27, 2020

Portland

OREGON

MEMBER AREA REGISTER EVENT DETAILS EVENT SPONSORS STATE ITINERARIES NEWS ABOUT US

LOG OUT CONTACT

My Account Payment Info Registrations Appointments Log Out

YOU ARE LOGGED IN AS A SUPPLIER

Welcome

Important 2019 Event Dates

December 15 Deadline for Premium Advertising Submissions

January 14 Appointment Selection begins. Click [here](#) for detailed information about the process.

Appointments - US Page Size

Appointments - A4 Page Size

Appointments - Excel

View/Download Profiles

Appointment Requests

Hit List

Print out your pre-scheduled appointments.

Use your HIT LIST to make manual appointment requests!

TIPS & TRICKS

- Send **MANUAL APPOINTMENT REQUESTS** after receiving your pre-scheduled appointments. Contact the companies on your **HIT LIST** via email and ask if they have an open slot.
- Create **PROFILE SHEETS** for your scheduled appointments and come prepared to do business!
- Use your **HIT LIST** during the 5-minute Speed Appointment Session - this is a great way to make a quick introduction with your top companies if you aren't able to schedule an appointment.