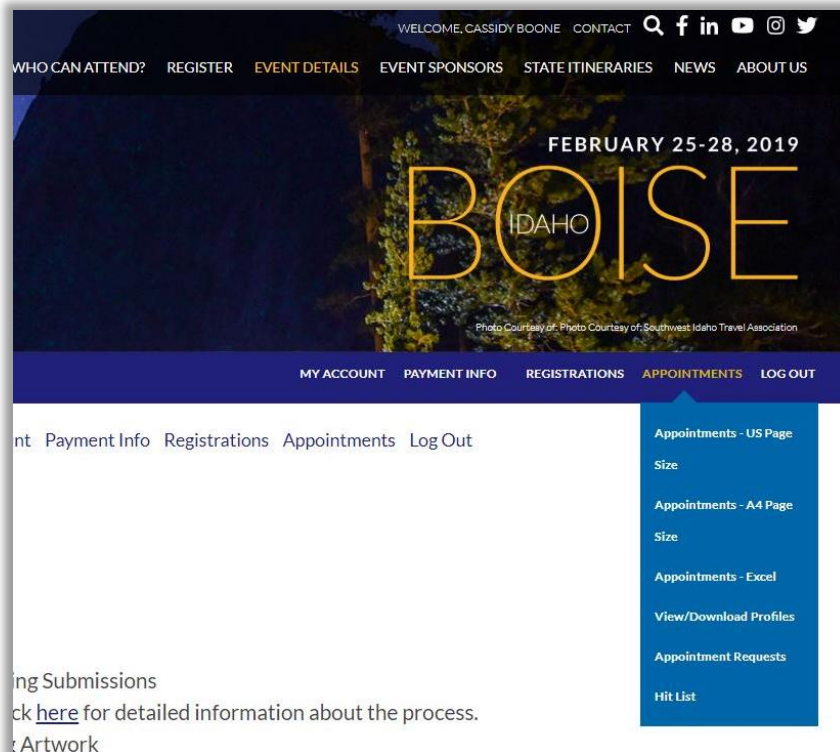




My Appointment Requests are in...What Happens Now?

Your pre-scheduled appointments are now available for download in your portal!
Here are some tools and resources to prepare for the show.

1. [Login](#) to your portal.
2. Click on **APPOINTMENTS** in the top blue bar. The drop-down menu will give you several different printing options. **You will not receive an email with your appointment schedule, you must login to access your schedule.**



3. Need to make changes? You can manually request additional appointments, ask for a new appointment time, or cancel an appointment by downloading profile information from your portal (**VIEW/DOWNLOAD PROFILES**), then send that company a direct email.
 - **NEW:** Your **HIT LIST** is made up of the companies you requested an appointment with but didn't receive a pre-scheduled appointment to meet with. Use this list to go out manually and request appointments with those companies and target them for the 5-minute Speed Appointment Session on Tuesday morning.
4. Check out "[Preparing for Appointments](#)" on our [How to Summit](#) page of the website. On the How to Summit page there are example profile sheets, information on what you need to bring to the summit, and more helpful tips to make your Go West Summit a success.

QUESTIONS? Contact us at info@gowestsummit.com or call +1.303.850.7144!