



SOURCING at MAGIC

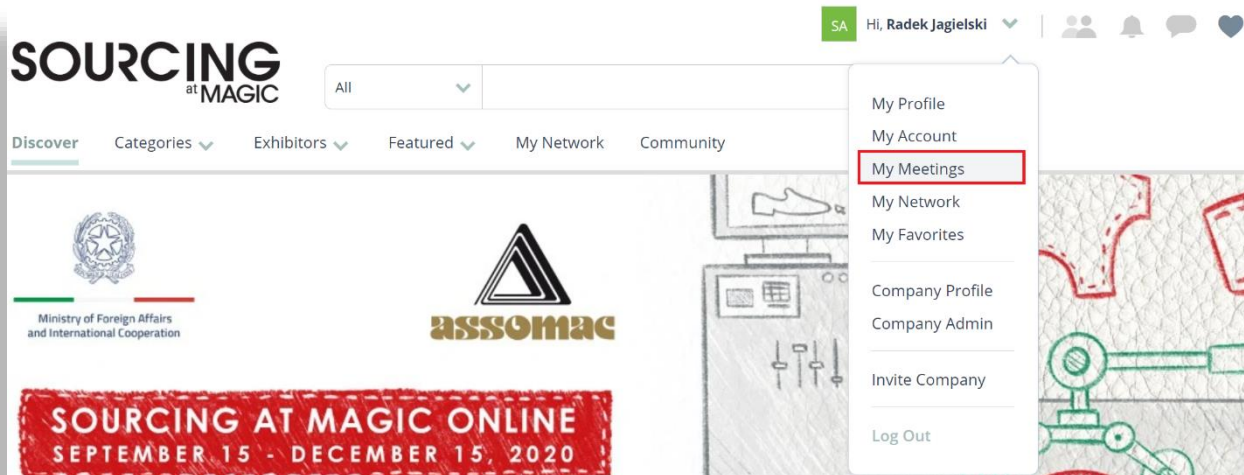
SOURCING ONLINE

SEPTEMBER 15 - DECEMBER 15, 2020

SOURCING ONLINE BUYER USER MANUAL

MY MEETINGS

On the My Meetings page you can create new appointments with exhibitors and edit your appointment availability and settings. To access it, click on your name in the top right navigation bar and select My Meetings from the dropdown.



To create a new appointment or event, click on any day within the calendar. You will see a screen pop up where you can add a title, location, and edit the date & time. To add Buyers to your appointment, enter their email address. Click SAVE when you are finished

In the location field, enter a link to your Zoom, Teams, Webex, or another digital meeting service provider. Click SAVE.

A screenshot of the 'Add Event' form. The form has a title bar 'Add Event' with a close button. The fields are: Title (Intro Call with Accessories World), Location (empty), Date & Time (2020-07-28, 09:30 am, 10:00 am), Note (Call me at 631-663-9683), Timezone (America/New_York(GMT-04:00)), and Invitee Email (radek.jagielski@informa.com). There are 'Remove' and 'Add Invitee' links below the email field. At the bottom are 'CANCEL' and 'SAVE' buttons.

To edit your calendar preferences, click on Calendar Settings.

My Meetings

Calendar **Calendar Settings** Meeting Notifications

< > today September 2020 month week day list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

On this screen you can set whether you are open to receiving appointment invites, your time zone, and how long you want your appointments to be by default.

You are also able to add a meeting link (such as Zoom, Teams, Webex, etc). Click Save when you are finished.

My Calendar

Calendar Calendar Settings

Calendar Settings

Allow other company to schedule appointment with my company.

TimeZone:

Select your time zone and others will see your availability as per their time zone.

America/New_York(GMT -04:00) ▾

Meeting Duration:

Select the time range you wish to allocate for meetings.

15 min 30 min 45 min 60 min

My Meeting Link:

If you have a conference link, you can enter it here.

Availability:

Enter your availability (start to end) here for each day. Default is 9am - 5pm.

Day	Start Time	End Time
Sunday	09:00 am ▾	05:00 pm ▾
Monday	09:00 am ▾	05:00 pm ▾
Tuesday	09:00 am ▾	05:00 pm ▾
Wednesday	09:00 am ▾	05:00 pm ▾
Thursday	09:00 am ▾	05:00 pm ▾
Friday	09:00 am ▾	05:00 pm ▾
Saturday	09:00 am ▾	05:00 pm ▾

Reminders:

Select the time range ahead of meeting to trigger reminders.

15 min 30 min 45 min 60 min 1 day

CANCEL

SAVE