

May Virtual Appointments

IMPORTANT DATES

April 20: Noon ET
Requests Open

May 11
Requests Due

May 18: Noon ET
Appointment Schedules Sent

May 25:
9:40 a.m. - 4:34 p.m. ET
Virtual Appointments with DMO/
Receptives/Charter Operators

May 26:
9:40 a.m. - 4:34 p.m. ET
Virtual Appointments with
Lodging/Attractions/Associates
Group One

May 27:
9:40 a.m. - 4:34 p.m. ET
Virtual Appointments with
Lodging/Attractions/Associates
Group Two

SELECT YOUR WEB BROWSER

Use Google Chrome as it is the most compatible with the OnDemand Platform. If you do not already have Google Chrome on your computer, you can download and install it at www.google.com/chrome.

TEST YOUR SPEED

You can test your internet speed here: <https://www.speedtest.net/>. For the best experience, you should have a connection that is 10mbps or greater, both upload and download.

VIRTUAL PRIVATE NETWORK

A VPN is a virtual private network that extends a private network across a public network to protect the privacy of your data. If using VPN, it will require you to login before access the

full network/internet.

Most VPNs will block access to the virtual stream and some VPNs block access to your camera and microphone, so please avoid accessing the event over a VPN.

ACCESS YOUR MARKETPLACE PASSPORT

Test your login and password to ensure that you are able to access the Passport and therefore the OnDemand Platform.

Login ID =
Your Unique Email Address
Password =
Your Selected Password

Click forgot password to be sent a link to reset your password. Check the spam filter for the reset email.

UPDATE YOUR MARKETPLACE PROFILE

Your Marketplace profile is your virtual business card. It contains all of your organization's contact information and your specific survey responses on the following:

- Demographics
- Niche Groups
- Destinations/Locations
- Tour/Business Products
- Organization Description
- Group Size
- Permit Information
- Special Events

Research yourself. Check out what your profile says about you and make any necessary changes through your Passport.

To update your organization's profile, click on the Marketplace Survey link on the left hand

menu of your Passport.

SELLER PROFILE SHEETS

Upload your organization's profile sheet using the Upload Profile link on the left menu of the Passport. You can upload your profile in Word or PDF.

This is an important resource for Buyers before and after appointments.

REQUEST ELIGIBILITY

MAY VIRTUAL APPOINTMENTS

Participating Buyers:

All appointment-taking Buyers who selected to participate in the May Marketplace schedule.

Buyers will make 65 requests per the following groups:

- DMO/Receptives/Charter
- Lodging
- Attractions and Associates

Eligible Sellers

All appointment-taking Sellers who selected to participate in the May Marketplace schedule.

Sellers will make 65 requests.

REQUESTING YOUR APPOINTMENTS BASIC FUNCTIONS

Email - Use this button to send a summary of the requests you have made to an email address.

Save - Use this button to logout of your current appointment request session.

{Schedule Type} - If you are allowed to make appointment requests in multiple scheduling session, use this drop-down list to focus on the scheduling session you want to work on.

MAKE NEW REQUESTS

On this view, you may search for potential targets to make appointment requests with, as well as viewing their marketing profile.

Action - Click on these buttons to toggle between requesting/unrequesting a target. This action is processed immediately and does not require further action on your part for this change to be effective in the system. The Request Status column reflects the current standing of each particular eligible Company. Each column can be click and sorted on for Company Name, Country, Reg Type and Request Status.

Add Request

Remove Request

View Profile - Use this button to view selected companies' marketing profile.

Show All - Use this button to show all potential targets that you can request for on the screen.

View All Profiles - Use this button to view the marketing profile of all the potential targets currently listed on the screen.

Who Requested Me - Use this button to show all targets that have requested to meet with you. To make additional requests or view entire list after viewing those who have requested your company, click on Show All.

Recommended Matches - Use this button to show all targets that best meet your criteria based on:

- Location
- Tour or Business Product
- Niche Groups
- Demographics

Search - Use this button to bring up a search screen for you to search for specific targets base on various criteria, such as

names, locations, as well as matching marketing profiles.

VIEW/PRIORITIZE MY REQUESTS

On this view, you may change the priority of your requests, remove selected requests, or view profile of the company you have requested to meet with. Any changes you make on this view will not be in effect until you submit the changes to the system.

Priority # - Set the priority of each of your requests by entering a value here. You can also use drag & drop technique to order your requests.

Remove - Use this checkbox to select the requests that you want to remove from your list.

View Profile - Use this button to view the marketing profile of the company you have requested to meet with.

View All Profiles - Use this button to view the marketing profile of all the companies you have requested to meet with.

Remove All - Use this button to mark all requests you have made to be removed.

Save - Use this button to submit the changes you have made to your appointment requests to the system.

BUYERS ONLY

Buyers are able to select 2 7-minute breaks each morning and afternoon for the Marketplace Virtual Appointments. The system has randomly selected 2 breaks per morning and afternoon each day of appointments. Buyers can move the randomly selected breaks on the Schedule Break Tab. If the breaks are removed, the system will fill every slot.