

APPOINTMENT REQUEST TIP SHEET

Log into your **Marketplace Passport** for appointment requests

Information is cached in the system during the first login so there may be a short delay. This will make the system faster during future visits.

If you are registered under more than one company, you will need to refresh your browser or open in a private window to access the other account

APPOINTMENT REQUESTS BY THE NUMBERS

Different member categories are scheduled for appointments during the same sessions, but appointment requests are made separately to ensure an even distribution of appointments among DMOs, Hoteliers, Attractions, Receptives, Charter Operators, Allied Associations and Associates registered as appointment-taking Seller delegates.

Appointment-taking Buyer Delegates

- 75 Requests for DMO, Receptives & Charter Operators registered
- 75 Requests for Hoteliers
- 75 Requests for Attractions, and appointment-taking Associates and Allied Associations

Appointment-taking DMO, Lodging, Attraction, Receptive, Charter Operator, Associate, Allied

Association Delegates

- 75 Requests for Tour Operator/Bus Operator Buyers

UNDERSTAND THE ABA SCHEDULING PROCESS

Appointment codes are assigned to you on the day you register, and appointments are prioritized and scheduled in order of your appointment code. *Appointments are not prioritized based on the date your appointment requests are returned.*

Requesting the maximum appointments allowed increases your chances requests being scheduled/matched.

TIPS ON REQUESTING ONLINE APPOINTMENTS FOR MARKETPLACE

Start with the tip sheets that ABA provides.

Your Marketplace Passport contains the Motorcoach and Tour Operator Database and Travel Database. Both can be used as a search engine to find up-to-date information on registered companies.

You may then select these companies for an appointment and submit your requests online using the appointment request link. ABA's goal in scheduling appointments in this manner is to provide you with

the very best quality appointments possible.

REQUESTING YOUR APPOINTMENTS: BASIC FUNCTIONS

Appointment Category – If you are allowed to make appointment requests in multiple scheduling sessions, use this drop-down list to focus on the scheduling session you want to work on.

APPOINTMENT 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 the yellow “Add Request” button to add the request. The number will change at the top of the page. To remove a request, click on the pink “Remove Request” button. The number at the top of the page will change

View Profile – Click on the company name to view their profile.

Recommended Matches - A Recommended button will be displayed if your marketing information matches with your target, based on:

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

Filters - Use the different filters to search for specific targets based on various criteria, such as names, locations, as well as matching marketing profiles

Select Search. In the search pop up you can search by:

- Company Name
- Person First Name
- Person Last Name
- City
- State/Province
- Country
- Flags
- Registration Type
- Favorites

Click on the **Registration Type** and select a type. The marketing search fields will then be displayed and are selectable. *For example: In the Buyer database, select Tour Operator under the registration type. Then select country, then state/province of their tour destinations under the tour destinations search.*

Click on **X** on each search filter to remove the search field(s) to start a new search.

Click on the **Social Media** icons to view company's social media accounts.

Click on **Boxes** in the front of each company to print multiple profiles.

Click on the **Heart** Icon to mark as

favorite.

Click on the **Company Name** to view entire profile.

APPOINTMENT PRIORITY

On this view, you may change the priority of your requests or remove selected requests. There is a **Print option** to print your currently submitted requests.

Priority # - Set the priority of each of your requests by entering a value here. You can also use the arrows to reorder your requests.

Remove - Select the requests that you want to remove from your list.

APPOINTMENT BLOCK SLOTS (BUYERS ONLY)

Use this area to schedule some breaks throughout the appointment taking session(s). Check the box next to the time when you do not want an appointment scheduled. You are limited to a **maximum of two** non-appointment time slots **per session**.

