

FEBRUARY 6-8, WEST PALM BEACH, FL



EXHIBITOR DASHBOARD INSTRUCTIONS FOR APPOINTMENT SCHEDULING

Attendees can now schedule 15-minute meetings with exhibitors who have the brand enhancement option. The available times are on Wednesday and Thursday during open exhibit hours. Attendees will use the same digital and mobile platform where your company description and product videos are displayed to request a meeting time with your company.

STEP 1: Accessing the Exhibitor Dashboard

Go to <http://atdtk19.exh.mapyourshow.com> and enter your exhibitor ID, password, and name (enter the name of the person logging in).

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Welcome to the ATD TechKnowledge 2019 Exhibitor Section.

Please login with your Exhibitor ID and Password below. If you have problems logging in please contact us toll free at 888-527-8823 or 513-527-8823.

Exhibitor Sign-In	
Exhibitor ID:	<input type="text"/>
Password:	<input type="password"/>
Your Name:	<input type="text"/>
	<input type="button" value="Login"/>
	Forgot ID or password?



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NOTE: Your exhibitor ID and password can be found in your confirmation letter. If you don't have the original email, you can request your login information by emailing expo@TD.org.

STEP 2: Getting Started

Scheduling begins on the exhibitor side as a feature available to those who have purchased the brand enhancement package. Each exhibitor sets up an appointment schedule on the dashboard under the “Upload Advertising Content” tile.

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ATD Sales

Booth(s):

Activity | 0 Views | 0 Clicks | 0 Leads
[What is this?](#)

Update Your Company Information Review & approve your company information by November 9, 2018 for the online and print show directories.	Exhibitor Registration Coming Soon!	Upload Advertising Content You've purchased a Premium Brand Enhancement. Upload your company logo by November 9, 2018 for the online and print show directories.
View Leads & Messages View your leads and emails.	Exclusive Sponsorships Learn how to track ROI on the ATD website.	Calendar of Deadlines Coming Soon!
TechKnowledge 2019 Exhibitor Website Coming Soon!	Exhibitor Service Manual Coming Soon!	Housing Coming Soon!
Share Your Show Presence Generate a shareable link to your online show listing and booth location	Statistics How many views, website clicks, and agenda adds do you have?	

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From there, click on "Appointments & Messages."

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Booth(s):

 **Upload ONLINE Company Logo & Showcase**
Upload company logo, pictures, text & more

 **Upload Your Company Logos for PRINT**
You have not yet uploaded your PRINT company logos. Click here to complete this today.

 **Upload Press Releases**
Upload press releases for your online listing

 **Appointments & Messages**
New! Set up time slots for attendees to book appointments



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From there, click on "Attendee Scheduling."

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ATD Sales

Booth(s):

 **Attendee Scheduling**
Set up time slots for attendees to book appointments

 **Set up Email Preferences**
Update your contact email address for appointment notifications

 **Reporting**
Export your appointment schedule to excel

 **Emails**
Keep track of the attendees that have sent you an email.



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Step 4: Scheduling

The system will default to one meeting per 15-minute increment during open exhibit hours on Wednesday, February 6, and Thursday, February 7. Exhibitors can adjust the number of meetings and times of available appointments, depending on the staff available.

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Appointments | **60** Total Meetings | **0** Scheduled Meetings | **60** Open Meetings
[What is this?](#)

Attendee Scheduling

Use the calendar below to add and edit your scheduled appointments.

Wed, February 6 ✖ | Thu, February 7 ✖

38 OPENINGS | **22 OPENINGS**

0 RESERVED | 0 RESERVED

Now Viewing: Wednesday, February 6 Show All Time Slots Export To Excel

[Add Schedule](#)

9:00 am – 9:15 am – +

Actions	Scheduled By	Comments	Staff	Location
RESERVE	OPEN TIME SLOT	—	—	—

9:15 am – 9:30 am – +

Actions	Scheduled By	Comments	Staff	Location
RESERVE	OPEN TIME SLOT	—	—	—

NOTE: The email address of the primary exhibit contact is used by default. Please be sure to click on the “Set Up Email Preferences” button (shown in step 6) to review the email address listed. If another contact or contacts should be listed, make this update. Multiple email addresses can be listed, and all should be separated by a comma. These email addresses will receive the meeting request email once an attendee has requested a meeting. New appointment notifications are also displayed on the dashboard under “Showroom Activity.”

Step 5: Event Details

Once scheduling has been set up and meetings have been booked, exhibitors can see an overview of what has been scheduled. As appointment times are filled, the event details will display below the corresponding time slot.

NOTE: You can increase or decrease the number of available appointment times per time slot. To increase the number of appointments per time slot, simply click the “+” icon next to the corresponding time slot. To decrease the number of appointments per time slot, click the “-” icon next to the **corresponding time slot** header and follow the prompts on the following screen.