

ESPS Appointment Scheduler Instructions - Cvent

Primary contacts for each ESPS host company and all ESPS distributor attendees will have access to the appointment scheduler.

Additional hosts, guests, and anyone not attending the ESPS portion of the meeting will not have access to the scheduler.

Appointment Scheduler Access

- The online scheduler can be accessed from a computer, phone, or tablet.
 - From the Welcome email, click the “Schedule Appointments” button.
 - Hosts – only the primary contact will get this email.
 - Log in with your name and the email address used to register for the meeting.
 - If you need to change this email address, contact Jamie Adams.
 - Enter the verification code (sent to email address).
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Block off Unavailable Time

If there are times during the ESPS appointments that you are unavailable, block off those time slots here.

- From the scheduler, click the “Create Appointment” button.
- Appointment type: Block Off Time
- Select the date, start time, and end time.
- In the Subject line, enter “Not Available.”
- Click the button at the bottom to save.

Don't worry about blocking off times that are not part of the ESPS program. Only the ESPS time slots on our schedule will be available to set appointments.

For detailed instructions, [click here](#).

To Request an ESPS Appointment

- From the scheduler, click the “Create Appointment” button.
 - Appointment type: ESPS Meeting.
 - Add attendees (only registered ESPS attendees will appear on this list).
 - If someone is missing that should be here, contact Jamie Adams.
 - Choose an available time slot.
 - Enter a Subject line (of your choice).
 - Add an optional description with more information.
 - Add an optional private comment (only visible by you and the attendee)
 - Send Appointment Invitation – an email will be sent to the attendee to accept, change, or decline your meeting.
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To Accept, Change, Decline an Appointment

When a host send an appointment invitation, the appointment will appear on your schedule with a dotted line border.

- Click on the appointment to open it.
- Accept, Decline, or Propose New Time.
- If the time is accepted, you can add to your personal calendar (Outlook, etc.)
 - Hosts – easily add others from your company that don't have access to the scheduler by sending invites from your personal calendar.
- An email will be sent to all parties when an appointment is confirmed.
- If an appointment is declined or a new time is proposed, all parties will get an email with action steps noted if required.

The appointment is not confirmed with either party until it's Accepted, and the time slot turns blue on your calendar.

See the image below as an example of a confirmed appointment.

Other Features in the Appointment Scheduler

- **Directory** – Click to see list of all registered attendees with access to the scheduler.
 - Click the button next to the person's name to schedule an appointment.
- **Calendar** – Main calendar view of ESPS meeting dates.
- **Confirmed Appointments** – Click here to see a list of appointments confirmed to your calendar.
- **Printer** - Use this feature to export your custom appointment report to a printer or save as a PDF from your print dialog box.

Any questions or problems, contact Jamie Adams.

Email: Jamie@nfda-fastener.org or call: 562-400-3009

The screenshot displays the NFDA ESPS® calendar interface. At the top, the header reads "NFDA ESPS®: June 13 - 14, 2024" with navigation links for "Directory", "Calendar" (underlined), and "Confirmed Appointments". A user profile icon "JA" is visible in the top right. Below the header, there is a "Create Appointment" button on the left. The main area shows the month of "June" with the text "Schedule is in Central Time". On the right, there are buttons for "Central Time" and "Your device time", along with a "1 Day" view selector and icons for search, zoom, and print. The calendar grid shows the date "Thursday 13". A confirmed appointment is highlighted in blue, starting at 9 AM and ending at 10 AM. The appointment details are: "To - Amy Nijjar, NFDA" and "ESPS Meeting Test". The time slots on the left range from 8 AM to 11 AM.