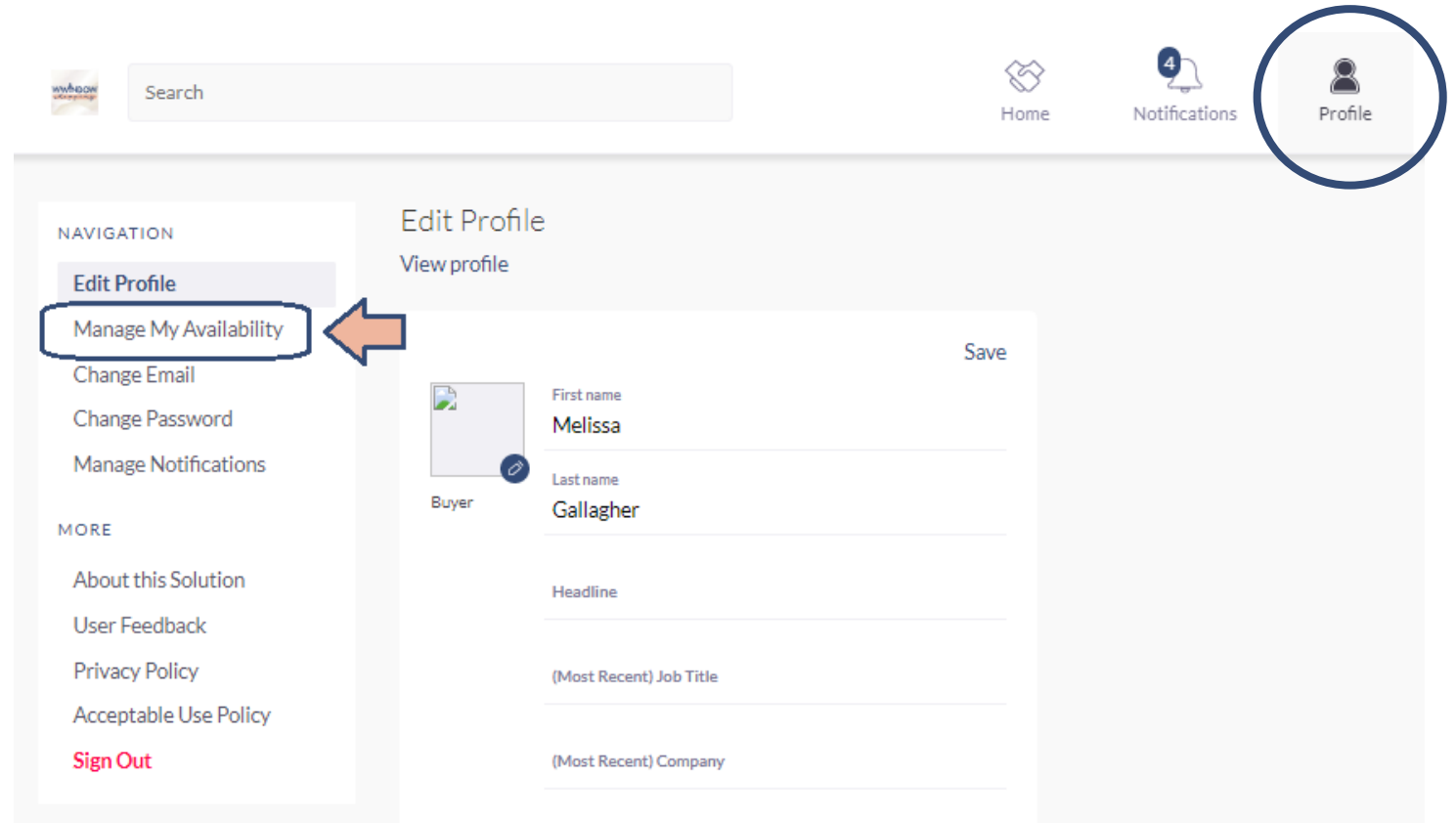


# How to manage my calendar availability?

## Part I of II

- Click "**Profile**" – located at the top right-hand corner of the page to access your profile.
- Then click "**Manage My Availability**" on the left navigation bar to keep your calendar up-to-date of days/times you're available to meet.



# How to manage my calendar availability?

## Part II of II

Once you select **"My Availability,"** you'll see the screen on the right:



- A box will pop-up with the event schedule.
- Times will automatically adjust to your time-zone.
- Buyers can request a meeting with you or your showroom representatives during the dedicated meeting times, and whenever you are marked as "Available."
- To block off time, just toggle each time block, or an entire day.

*Note: If your schedule changes, you can always suggest a new time for a meeting with a fellow event participant.*

**My Availability**

Select the times you are not available for meetings at the event. This will affect your availability both in the matchmaking platform as well as the Smart Calendar.

All times shown in America/New\_York

	Monday July 20	Tuesday July 21	Wednesday July 22	Thursday July 23	Friday July 24
	 Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy
13:00	Available	Available	 Available	Available	Available
13:30	Available	Available	Available	Available	Available
14:00	Available	Available	Available	Available	Available
14:30	Available	Available	Available	Available	Available