



## How to Schedule Appointments at SNX: Attendees

### **Prior to Scheduling Appointments:**

1. Make sure to coordinate with your team! Discuss with your team who will be attending each appointment and relay this information to suppliers. Stressed for time? We suggest dividing and conquering meetings amongst your team members.

### **How to Schedule Appointments:**

1. Look out for an email from Christina Briones titled “Invitation to Schedule Appointments at SNX – Download Mobile App Now!”

2. In that email, use the download buttons or search “SNX24” in your mobile app store to download the app. Login with the name and email address that you used to register for SNX. A verification code will then be sent to your registration email. Input that code to gain access to the mobile app and SNX scheduling platform.

3. To schedule an appointment, you can click on the calendar icon at the footer of the app. This will bring you to the full event schedule. Click “My schedule” on the top right to see your schedule view. From “My schedule” you’ll find a plus sign on the bottom right corner to create appointments.

4. Once you click that button you’re going to be prompted to choose the type of appointment you’d like to schedule. Click “Supplier Suite Appointments”. Meeting time slots are 25 minutes with a 5 minute walking time to get to your next meeting. If you’d like to schedule a 50 minute meeting with a 10 minute walking time, simply book 2 back to back appointments.

5. To schedule meetings with suppliers, a list of all supplier companies with suites will populate in the search bar. The available times listed are the times that are available for the supplier company you have selected to participate in the meeting. The times listed are during appointment hours on Monday and Tuesday. The locations listed are the locations of the supplier suites. Find the matching supplier suite based off the supplier company you want to meet.

6. After selecting the time and location, you can add in a subject and send the supplier a message for the meeting.

7. Once meeting details are finalized, you can send the appointment invitation to the invited supplier by clicking “Book appointment” at the bottom of the screen. This will email the meeting request to the supplier. You will receive a notification under “Announcements” in the app and the appointment will show up on your SNX appointments scheduling calendar as pending (indicated by a broken line).

8. The supplier can accept, decline, or propose a new time for the meeting. Once the supplier has accepted the meeting, you will receive an email confirming that the appointment was accepted and an in-app notification. If the appointment is accepted, it will be indicated by a solid line on the SNX appointments scheduling calendar.

An updated supplier and attendee list will be sent out every Wednesday at 12 pm ET.

Questions or concerns? Contact Kristen Holmes [kholmes@snacintl.org](mailto:kholmes@snacintl.org) and/or Christina Briones [cbriones@snacintl.org](mailto:cbriones@snacintl.org)