SNX

How to Schedule Appointments at SNX: Participating Suppliers with a Suite

Prior to Scheduling Appointments:

1. Appoint a “quarterback” for your team – the “quarterback” will be the main point of contact and will oversee scheduling appointments for your suite. The “quarterback” will have access to the Scheduling Supplier Portal. One person scheduling for your suite ensures that you and your team members are not overbooking your suite.

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. Be sure to review the attendee list and make note of what companies or individuals you want to meet with. 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 attendees, you can search for either the company or individual you’d like to meet with in the attendee search bar. The available times listed are the times that are available for the attendee 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 your company suite. Note, if your company has purchased more than one suite, all suites will be listed for each time.

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

7. Once meeting details are finalized, you can send the appointment invitation to the invited attendee by clicking “Book appointment” at the bottom of the screen. This will email the meeting request to the attendee. 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 attendee can accept, decline, or propose a new time for the meeting. Once the attendee 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.

How to Manage Appointments in the Supplier Scheduling Portal:

1. Look out for an email from Christina Briones titled "SNX Scheduling Supplier Portal Access" and follow the prompt to log-in.

2. Click on "Team" on the left navigation bar. Next you will see the drop down to "Add booth staff". Search for your personnel and add all staff that will participate in meetings.

3. Once all staff are added, go to the "Appointments" tab on the left navigation bar. Be sure the calendar is in Central Time and go to April 15 and April 16 event dates.

4. You will see all staff listed by color on the left hand side. Click "Select All" to see all pending and confirming appointments from your team. You can create appointments and edit existing appointments here.

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 and/or Christina Briones cbriones@snacintl.org.