NATIONAL FASTENER DISTRIBUTORS ASSOCIATION

ESPS Appointment Scheduler Instructions
Cvent Attendee Hub
Updated 3/25/25

One primary contact for each company will be given access to the ESPS appointment scheduler.

Additional hosts, guests, and anyone not attending the ESPS portion of the meeting will not have access to the scheduler unless a special request is made.

Appointment Scheduler Access

- The online scheduler can be accessed from a computer, phone, or tablet.
- From the Welcome email, click the "Schedule Appointments" button.
  - Remember – only one contact per company will have access.
- 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).

Manage Your Profile

- Your profile is automatically visible to other attendees that log in to make appointments.
- Edit your profile to add your photo and any other info you'd like to share.
- To share email address and/or phone number with other attendees, add to the About Me section.
- Don't forget to save your changes!

Block off Unavailable Time

If there are times during the ESPS appointment time that you are unavailable, block off those time slots here so no one can try and schedule something with you.

- From the scheduler, click the "Schedule Appointment" button.
- Appointment type: Personal 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 schedule. Only the ESPS time slots on the schedule will be available to set appointments.

To Request an ESPS Appointment

- From the scheduler, click the “Attendees” button at the top of the page.
- Select an attendee from the list and click the calendar icon on the right.
- Select an available time slot.
- Enter a Subject line (of your choice).
- Add an optional message with more information.
- Add any resources to share
    - Supported file types: PDF, DOC, DOCX, TXT, PPT, PPTX, JPG, JPEG, PNG, XLS, XLSX, CSV
- Add an optional private note (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.

To Accept, Change, Decline an Appointment

When a host sends an appointment invitation, the appointment will appear on your schedule with a broken line border on the left side.

- Click the 3 dots in the top right to edit or cancel the appointment.
- Changes can also be made using the “Edit” button.
- Once an appointment is confirmed you can add to your personal calendar (Outlook, etc.)
    - 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.

If the appointment notes “Awaiting responses” it is not confirmed.

The appointment is not confirmed with either party until it’s Accepted and left border is solid.

It’s important that you accept or decline all appointments. If left unattended they will lock up time on the calendars of both parties.

Other Features in the Appointment Scheduler

- **Attendees** – Click to see list of all registered attendees with access to the scheduler.
    - Click the calendar icon to schedule an appointment.
    - Use the chat icon to send a message (from within the app, does not go to their email)
- **Calendar Icon** – Hover over the icon to see what’s next, or click into your schedule.
- **Export Schedule** – From “My Schedule” you can download all of your appointments to your personal calendar but be aware, it will also download non-confirmed appointments.
- **Print or save to PDF** – Use your web browser function to print or save to PDF.

Any questions or problems, contact Jamie Adams.

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