

ConnexFM Mid-Year Conference

Mobile App Quick Reference Guide: Appointments Feature

What Are Appointments?

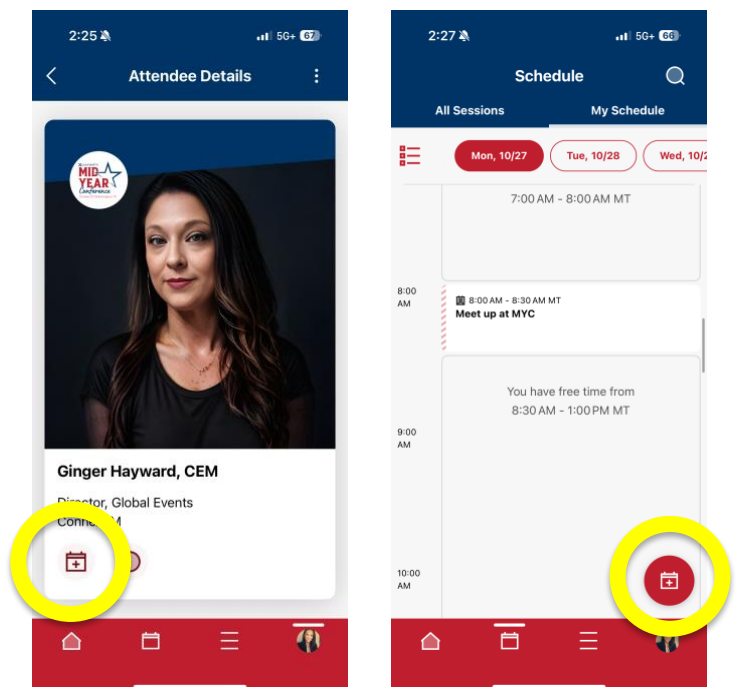
Appointments are dedicated 30-minute meeting times between attendees during non-conference event activities. Any attendee can request an appointment with another attendee to allow for time to meet, connect, and discuss business. Appointments are intended to help ensure meaningful scheduled connections between attendees.

What's Important to Know

- Appointments are dedicated 30-minute meeting times only
- Any attendee can request an appointment with another attendee.
- Each request must include a specific time and location.
- You can add attachments to your meeting request.
- Appointments are not confirmed until both parties must approve the request.
- Pending requests block both calendars until accepted, declined, or rescheduled.
- Notifications are sent by mobile app push and email when an invite is received.
- All appointments (pending and confirmed) appear in the My Events section.

How to Schedule an Appointment

1. Find an Attendee you'd like to meet OR pick a timeslot in your conference schedule.
2. Tap the '+' button to open an appointment request.
3. Confirm the attendee(s) you want to invite (can be multiple).
4. Select an available timeslot. These are limited to 30-minutes and only available based on non-event times.



5. Add:

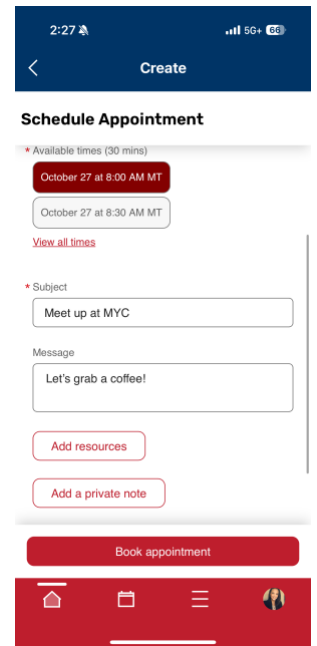
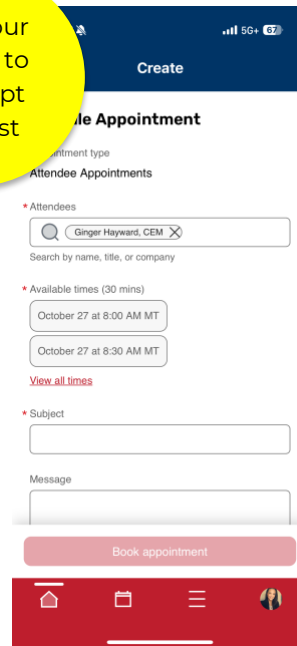
- Subject of your meeting
- Location
- Message (optional)
- Attachments (optional)

Add your details to the appt request

6. Send the request. The recipient will get a push notification & email.



Invitee sees request via email + app notice



Reminder: The recipient must Accept, Decline, or Reschedule. If not accepted, the request remains pending and should not be assumed confirmed.

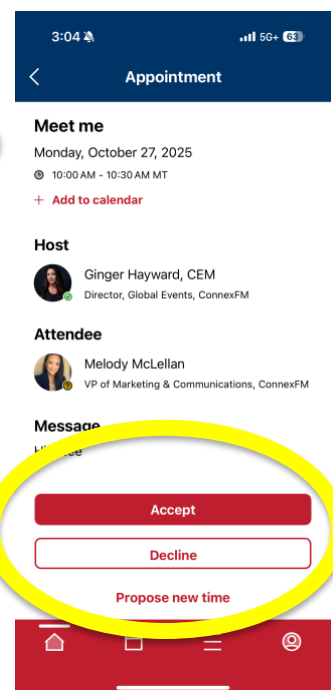
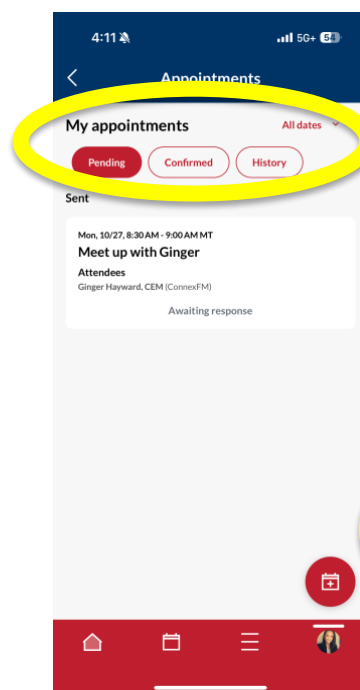
How to Review & Manage Appointments

1. Open the mobile app and go to My Events.

2. Tap Appointments.

3. Review under:

- Pending – waiting for response
- Confirmed – both parties accepted
- History – past meetings



Pro Tip: Always double-check the Confirmed tab before heading to a meeting.