



## HOW TO REQUEST APPOINTMENTS

### Media Marketplace Exhibitors

MARCH 2025

#### SOFTWARE REQUIREMENTS

1. Google Chrome is the preferred browser; however, Mozilla Firefox can be used if necessary.
2. Disable all pop-up blockers.

#### GETTING STARTED

1. Click on the LOG INTO MY IPW button to access the online portal. (Look for the button on the [ipw.com](http://ipw.com) home page or the [My IPW Action Center](#) page.)
2. Enter your *individual* login codes (individual number and password) and click the Login button.

LOG INTO MY IPW >

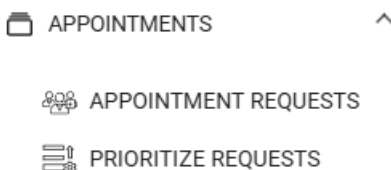
The screenshot shows a login form with two input fields: "Individual Login ID\*" and "Individual Password\*". Below the fields is an orange "Login" button. There are three links for recovery: "Forgotten your Login ID? [click here](#)", "Forgotten your Password? [click here](#)", and "Already registered but need to retrieve your individual login ID or individual password? [Click here](#)". At the bottom, there is a link: "Starting a new registration and need your organization login codes? [Click here](#)". A footer note says: "To begin a new registration, go to the [online registration login page](#)."

*If you do not know your individual login codes, you may request them via the retrieval link below the login button.*

*Note: The individual ID number is your 5-digit company number (e.g., 12345) followed by a period and additional digits, e.g. 12345.12. The password is not the same as your company password. Learn more about the difference between organization and individual login codes [here](#).*

3. Select [Appointments](#) from the **My IPW** menu on the left side of the next screen under Find Delegates.

#### APPOINTMENT SCHEDULING SYSTEM VIEWS



Note: If at any time during your session, you are unsure of what a icon or column means, click the Help button at the top of the screen for a quick explanation.

QUESTIONS? Email [ipwreg@ustravel.org](mailto:ipwreg@ustravel.org)

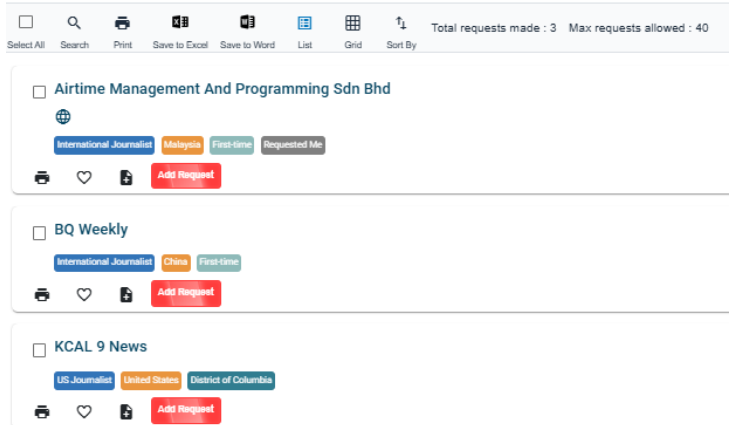
# IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS

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### NAVIGATING APPOINTMENT REQUESTS

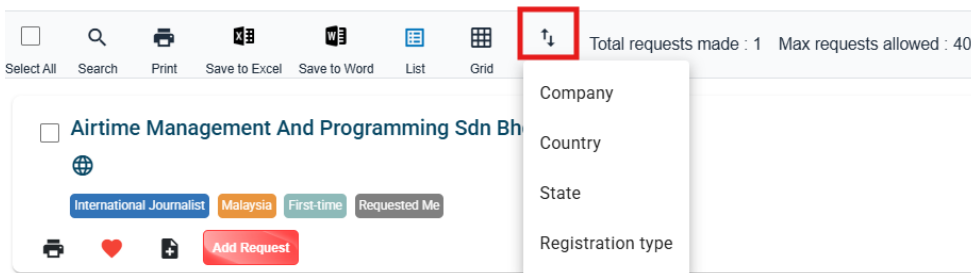
By default, this view displays the list of all possible journalist companies with whom you can request an appointment, their registration type, location and appointment request status.

#### APPOINTMENT REQUESTS



You can **sort the list** by **clicking** on the **Sort By** icon and selecting your sorting preference.

#### APPOINTMENT REQUESTS



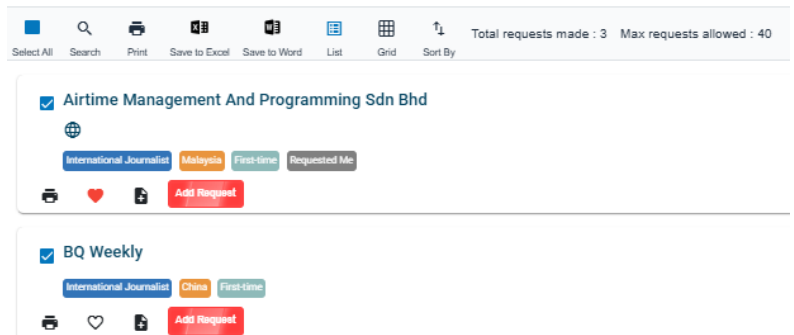
Notice that the navigation bar displays the number of requests your company has submitted and the max number allowed.

### VIEW INFORMATION ABOUT A COMPANY

**Click on the company name** to view that organization's profile information.

To view all available organization profiles (or only those selected), click the box next to their name or "Select All" from the top navigation and choose **Save to Excel** or **Save to Word**.

**Attention!** The system is not designed to bulk print profiles. Selecting all companies and printing may cause your system to crash.



You can add an organization to your Favorites (Prospect List) by selecting the **heart icon** under the company name. You can also add a Note to each organization by selecting the **page icon**. You can download any notes you've added to any organization.

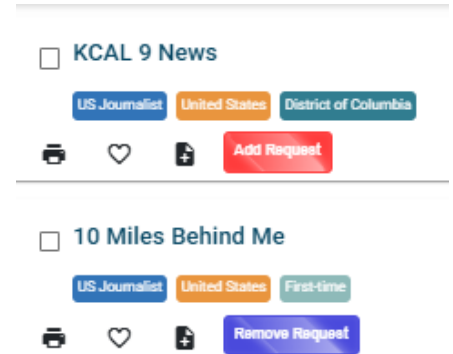
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### REQUESTING A COMPANY

Click on “Add Request” from the company you want to request.

Once they have been requested, the **Request Status** will change to “Remove Request.”



### REMOVING A REQUEST

Click on “Remove Request” from the company you want to remove.

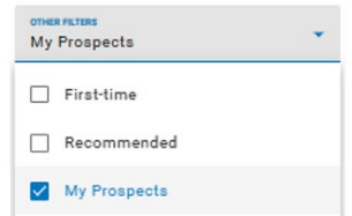
Once they have been removed, the **Request Status** will revert back to “Add Request”.

### SWITCHING BETWEEN ALL AVAILABLE COMPANIES, PROSPECTS LIST AND RECOMMENDED

To **view** only those companies on your **Prospect list**, **First Timers** or **Recommended**, select those options under “Other Filters” in the Search area.

To return to the **default view** showing **all** possible companies, deselect the filter options.

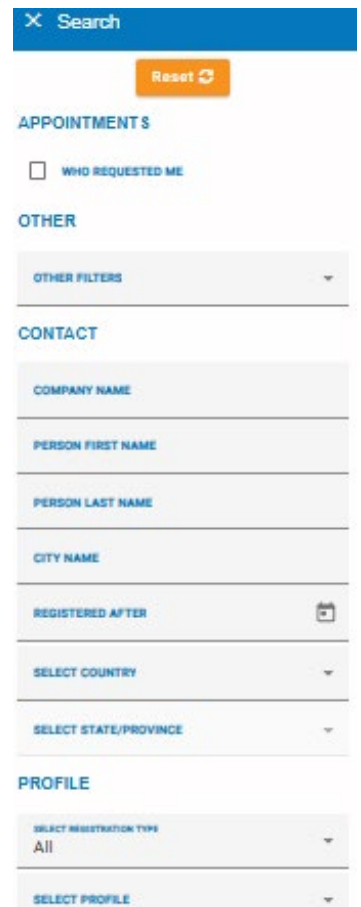
#### OTHER



### FILTER BASED ON SEARCH CRITERIA

Click on the “Search” button in the block of buttons at the top of the screen to find the companies that are of particular interest to you.

- Select “**Who Requested Me**” to narrow down the list of available companies to request an appointment with based on these companies requesting you. Mutual requests are given the highest priority in the scheduling system.
- You can search by **Other Filters** to display only with first timers or favorites. If you want a more specific search, you can select fields under “**Contact**” information
- To **view** search options for **additional search categories**, select a **registration type** from the **drop-down menu** under “Profile”.
- You can also search for newly registered organizations, by clicking the “Registered After” field and enter the date from your last search.



Notice the “X” button at the top of the Search screen.

- Clicking X will take you back to the list of all eligible companies without processing your search criteria.
- Clicking the **Reset** button will erase any search criteria selected, but you do not leave the search screen.

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### NAVIGATING PRIORITIZE REQUESTS

Click on **Prioritize Requests** from the left navigation under Appointment Requests.

When attempting to schedule requests that are not mutual, the system looks to the prioritization list. “Exhibitor-only” requests are processed in order according to the priority you set on this screen. Therefore, you should assign your most critical targets the highest priority to increase your chances of securing a computer-generated appointment with companies that have not also requested you.

You can **re-order your list** by **clicking** on the up or down arrows, or you can simply type the appropriate number in the box in the Priority column, hit Enter, and the system will re-number all the other appointment requests accordingly.

You can also **remove a request** – simply click the red trash can icon.

Airtime Management And Programming Sdn Bhd	Mutual	International Journalist	↑ ↓	1	🗑️
BQ Weekly		International Journalist	↑ ↓	2	🗑️
KCAL 9 News		US Journalist	↑ ↓	3	🗑️
10 Miles Behind Me		US Journalist	↑ ↓	4	🗑️
24 Heures Montreal		International Journalist	↑ ↓	5	🗑️

### FINISHING YOUR REQUEST SESSION AND LOGGING BACK IN TO MAKE CHANGES

You may log back into the Appointment Request software and change your requests as many times as you like before the deadline date (shown in the top left corner of the screen). Check back frequently to search for Journalists that may have registered after you prepared your original request list.

The date you submitted your requests has no bearing on the prioritization of appointments being scheduled. Requests submitted the day the system opens are given the same weight as requests submitted five minutes before the system closes.