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 home page or the My IPW Action Center page.)

2. Enter your *individual* login codes (individual number and password) and click the Login button.

My IPW

Registered Delegate Login

Please enter your individual login ID and password:

Individual Login ID

Individual Password

Login

To retrieve your individual login ID or individual password click here.

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 Appointment Requests from the **My IPW** menu on the left side of the next screen under Find Delegates.

APPOINTMENT SCHEDULING SYSTEM VIEWS

1. Make New Requests (default view)

2. View/Prioritize My Requests

MAKE NEW REQUESTS   VIEW / PRIORITIZE MY REQUESTS

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

QUESTIONS? Email ipwreg@ustravel.org.

NAVIGATING THE MAKE NEW REQUESTS TAB

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

IntBuy	ADD REQUEST
Exh	Opted Out ⊖

Note: During the registration process, Marketing and Technology Providers have the opportunity to "Opt Out" of appointments with the various Buyer categories. If you see **"Opted Out"** under the Add/Remove Request column, it is because you Opted Out of that appointment category. To opt back in, please email ipwreg@ustravel.org. (Similarly, other delegate categories may opt out of Marketing and Technology Provider appointments.)

2. You can **sort the list** by **clicking** on any of the **column headings**. To sort by Registration Type, for example, click on the Registration Type column heading.

3. Look in the **top middle** of the screen to see the **number of requests your company is allowed** as well as the **number of companies you have requested**.

> Total requests made : 0
>
> Max requests allowed : 50

Note: Marketing and Technology Providers may submit up to 50 requests per 10'x10'x booth space. Those MTP exhibitors that purchased the extra appointments option may submit an additional 50 requests.

MTP Booth Size	Standard Appointment Schedule		With Purchase of Extra Appointment Schedule	
	# of Requests Allowed to Submit	Maximum # of *Potential* Appointments	# of Requests Allowed to Submit	Maximum # of *Potential* Appointments
Single	50	42	100	84
Double	100	84	150	168

VIEW INFORMATION ABOUT A COMPANY

1. **Click on the company** name or the check box next to the company name.

2. **Select the "View Profile" button** in the block of buttons at the top of the screen.

VIEW PROFILE	VIEW ALL PROFILES	SHOW ALL	WHO REQUESTED ME	SHOW PROSPECTS
SEND EMAIL	SEARCH 🔍			
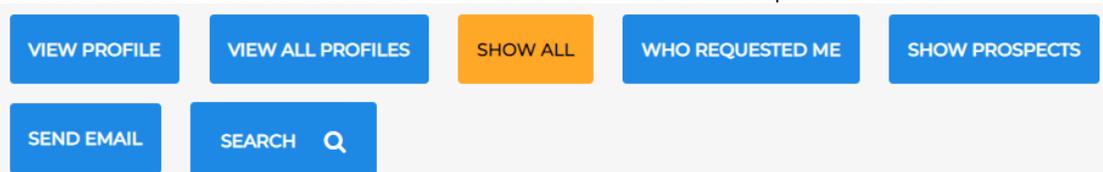
3. To view **multiple profiles**, click on each company you wish to view, then click on "View Profile."

4. To **print** the selected company profiles, simply **click the "Print" button** at the top of the expanded profile details window.

Note: The system is not designed to bulk print profiles. Selecting all companies and printing may cause your system to crash.

REQUESTING A COMPANY

1. **Click** on "**Add Request**" at the end of the row of the company you want to request.

2. Once they have been requested the **Request Status** will change to "**Requested**."

Reg. Type	Request Status	Add/Remove Request
Exh		ADD REQUEST
M&IBuy		ADD REQUEST
IntBuy		ADD REQUEST

REMOVING A REQUEST

1. **Click** on "**Remove Request**" at the end of the row of the company you want to remove.

2. Once they have been removed, the **Request Status** column will revert to blank.

Reg. Type	Request Status	Add/Remove Request
Exh		ADD REQUEST
M&IBuy	Requested	REMOVE REQUEST

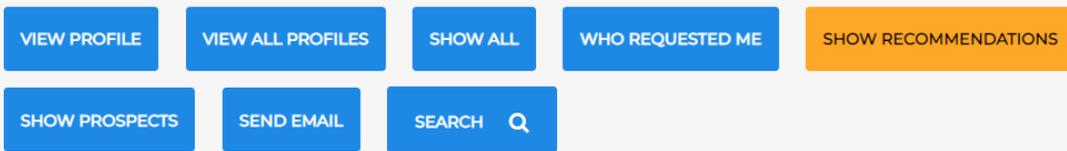## SWITCHING BETWEEN SHOW ALL COMPANIES LIST AND SHOW PROSPECTS LIST

1. To **view** only those companies on your **Prospect list**, **click** on "**Show Prospects**" **button** in the block of buttons at the top of the screen.

VIEW PROFILE	VIEW ALL PROFILES	SHOW ALL	WHO REQUESTED ME	SHOW PROSPECTS
SEND EMAIL	SEARCH			
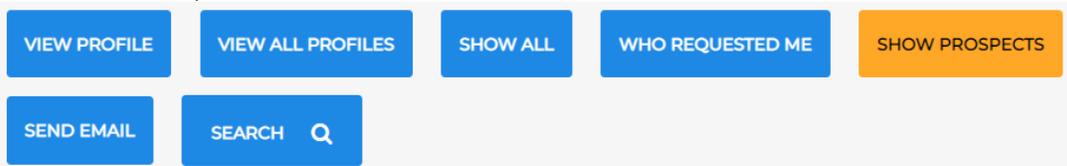
2. To return to the **default view** showing **all** possible companies, click the "**Show All**" **button**.

SHOW RECOMMENDATIONS

1. **Click** on the **"Show Recommendations" button** in the block of buttons at the top of the screen to filter the Available Companies by matching Destinations and/or Category of Product/ Service profiles. The system will then show those companies whose profile selections match yours.

VIEW PROFILE	VIEW ALL PROFILES	SHOW ALL	WHO REQUESTED ME	SHOW RECOMMENDATIONS
SHOW PROSPECTS	SEND EMAIL	SEARCH		

2. To return to the window showing **all** possible companies, click the "**Show All**" **button**.

FILTER BASED ON SEARCH CRITERIA

1. **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.

2. Expand the **General criteria tab** to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.

3. To **view** search options for **additional search categories**, **select** a **registration category** from the **drop down menu** above "General criteria" to display the search criteria headings available for that category, such as Organization's Classification, Category of Product/Service, etc.

4. **Click** on the **category heading** to expand the section and reveal available criteria for that category.

5. **Check the box** next to each criterion you wish to filter by. For example, if you are interested in city or state tourism offices, click on the "Organization's Classification" heading and then choose "Destination Promotion Bureau" from the expanded screen of options.

   Note the two buttons at the top of the screen.

   - Clicking **Exit** will take you back to the list of all eligible companies without processing your search criteria.

   - Clicking **Reset Search** will erase any search criteria selected, but you do not leave the search screen.

6. To return to the window showing **all** possible companies, click the "**Show All**" **button**.

SEARCHING FOR NEW EXHIBITORS AND BUYERS BY DATE REGISTERED

1. **Click** on the "**Search**" **button** in the block of buttons at the top of the screen.

2. Expand the **General criteria tab** to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.

3. The **fifth field** down on the left side of the screen is the "**Registered After**" field**. Click the applicable date on the calendar** and this will automatically filter the list of recently registered exhibitors and buyers.

SEE WHO HAS REQUESTED AN APPOINTMENT WITH YOU AND SUBMIT A MUTUAL REQUEST

Note: Mutual requests are given the highest priority during the scheduling process. See
https://www.ipw.com/appointments for the matching order.

1. **Click** on the "**Who Requested Me**" **button** in the block of buttons at the top of the screen to display only those companies that have requested an appointment with you.
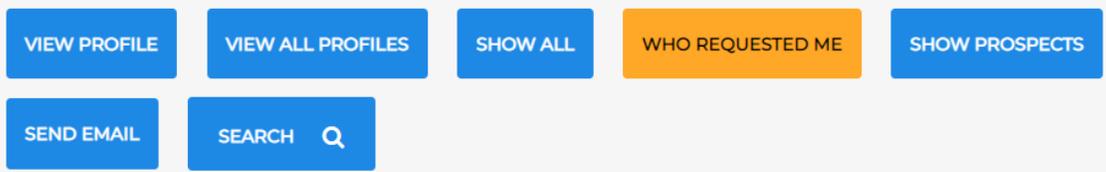
2. **Check the status** to determine whether you also requested that company.

3. **Click** "**Add Request**" to submit a mutual request.

EMAIL A COMPANY ON THE LIST

1. **Click** on a **company name** and then click the "**Send Email**" **button** in the block of buttons at the top of the screen.

2. To **select multiple companies**, click on each company name; each recipient will be blind copied on the message.

3. You can also email all the requests on your list from the View/Prioritize My Requests tab.

NAVIGATING THE VIEW/PRIORITIZE MY REQUESTS TAB

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

1. **Click** on the "**View/Prioritize My Requests**" **button** in upper left to switch from the default view.
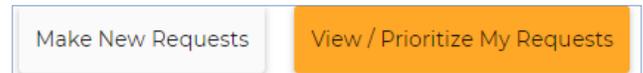
2. You can **re-order your list** by **clicking** on the up or down arrows next to the company name, or you can simply type the appropriate number in the box in the Priority column, hit Enter, and the system will re-number all the other appointment requests accordingly.

		Priority	Company	Country	Remove
^	v	1	Abreu Tours, Inc.	United States	☐
^	v	2	Access Travel Services	Argentina	☐
^	v	3	Airboat Adventures	United States	☐

3. You can also **remove a request** – simply check the box in the Remove column.

		Priority	Company		Country	Remove
^	v	1	Abreu Tours, Inc.		United States	☐
^	v	2	Access Travel Services		Argentina	☐
^	v	3	Airboat Adventures		United States	☐

DO NOT click the Remove All button unless you are sure you want to erase all your existing requests.

SEND EMAIL	VIEW PROFILE	VIEW ALL PROFILES	REMOVE ALL	SUBMIT CHANGES

4. **Click** the "**Submit Changes**" **button** to save your edits.

EMAIL YOUR LIST OF REQUESTS

1. To send yourself or a colleague a summary containing the list of the requests you have made, simply **click** on the "**Email" text link (not the blue button)** at the top of the screen.

> Email Help

2. Be sure to check your SPAM or junk folders if the email does not arrive in your in-box in a few minutes.

FINISHING YOUR REQUEST SESSION AND LOGGING BACK IN TO MAKE CHANGES

1. You may log back into the Appointment Request software and change your requests as many times as you like before the deadline date (shown on the left side of the screen, below your name and company name). Check back frequently to search for exhibitors and buyers that may have registered after you prepared your original request list.

2. 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.