



## How to Request Appointments – Media Marketplace Exhibitor Version

### Software Requirements

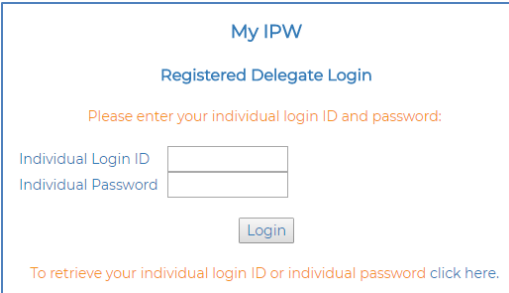
1. If using Internet Explorer (IE), you need IE 8.0 or higher.
2. Mozilla Firefox and Google Chrome browsers are supported.
3. Disable all pop-up blockers.

### 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 go to the [My IPW](#) section of the **IPW Action Center**.)



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.*



My IPW

Summary

Appointment Requests

Person Contact Details

Emergency and Dietary Information

Find Delegates >

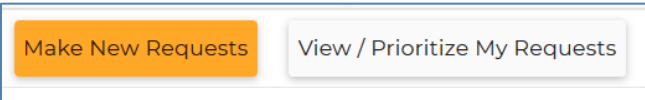
Logout

*Note: The individual ID number is your 5-digit company number (e.g., 12345) followed by a period and 1-2 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.

### Appointment Scheduling System Views

1. Make New Requests button (default view)
2. View/Prioritize My Requests button



Make New Requests View / Prioritize My Requests

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## Navigating the Make New Requests Tab

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

<input type="checkbox"/>	Company ↑	Country	Reg. Type	Request Status	Add/Remove Request
<input type="checkbox"/>	3em3	Brazil	IJ		Add Request +
<input type="checkbox"/>	ABCnews, Bulgaria	Bulgaria	IJ		Add Request +

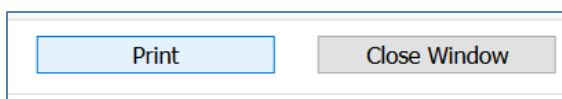
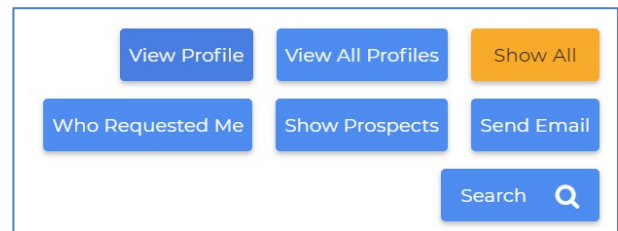
2. You can **sort the list** by **clicking** on any of the **column headings**. To sort by Registration Type, for example, click on the Registration Type column heading.

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 : 30

## 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 right of the screen.
3. To view **multiple profiles**, click the box next to 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.”**

<input type="checkbox"/>	Absoluta Magazine	Brazil	IJ	Requested	Remove Request -
<input type="checkbox"/>	ACROSS/Luxuspress	Portugal	IJ		Add Request +

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## Removing a Request

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

<input type="checkbox"/>	Company ↑	Country	Reg. Type	Request Status	Add/Remove Request
<input type="checkbox"/>	3em3	Brazil	IJ	Requested	<b>Remove Request</b> -

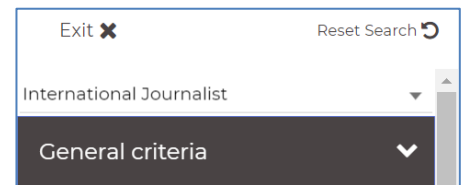
2. Once they have been removed, the **Request Status** column will revert to blank.

<input type="checkbox"/>	Company ↑	Country	Reg. Type	Request Status	Add/Remove Request
<input type="checkbox"/>	3em3	Brazil	IJ		Add Request +

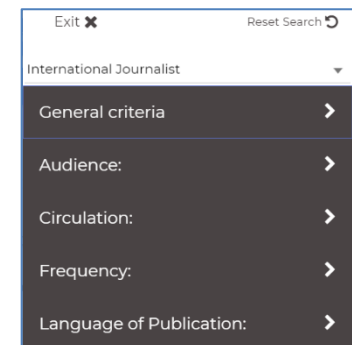
## Filter Based on Search Criteria

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 Audience, Circulation, Frequency or Language of Publication.



4. Click on the **category heading** to expand the section and reveal available criteria for that category.
5. In the expanded section, **check the box** next to each criterion you wish to filter by. For example, if you are interested in Journalists whose audience is Trade, click on the “Audience” heading and then choose “Trade” from the expanded screen of options.



Note the two buttons at the top of the screen.

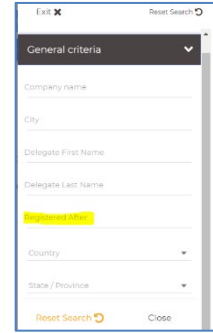
- Clicking **Exit** will take you back to the list of all eligible companies without processing your search criteria.
- Clicking **Reset Search** will erase any search criteria selected, but you do not leave the search screen.

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

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## Searching for Journalists by Date Registered

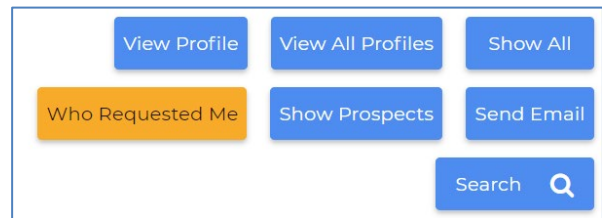
1. Click on the “**Search**” button in the block of buttons at the top of the screen.
2. Expand the **General criteria** tab to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.
3. The **fifth field** down on the left side of the screen is the “**Registered After**” field. Click the **applicable date on the calendar** and this will automatically filter the list of recently registered 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 **Request Status** to determine whether you also requested that company.
3. Click “**Add Request**” to submit a mutual request.



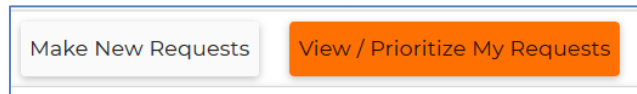
## Email a Company on the List

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.



## Navigating the View/Prioritize My Requests Tab

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 of the other appointment requests accordingly.



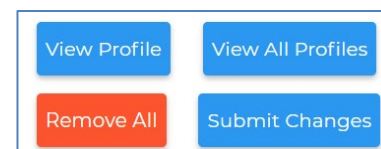
<input type="checkbox"/>	Priority	Company	Country	Information	Remove
<input type="checkbox"/>	<input type="text" value="1"/>	Absoluta Magazine	Brazil	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="2"/>	3em3	Brazil	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="3"/>	Amos News Press Agency	Romania	<input type="text"/>	<input type="checkbox"/>

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

<input type="checkbox"/>		Priority	Company	Country	Information	Remove
<input type="checkbox"/>	▲ ▼	1	Absoluta Magazine	Brazil		<input type="checkbox"/>
<input type="checkbox"/>	▲ ▼	2	3em3	Brazil		<input type="checkbox"/>
<input type="checkbox"/>	▲ ▼	3	Amos News Press Agency	Romania		<input type="checkbox"/>

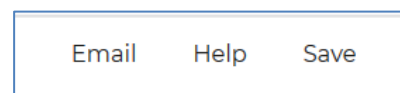
*DO NOT click the Remove All button unless you are sure you want to erase all of your existing requests.*



- Click the “**Submit Changes**” button to save your edits.

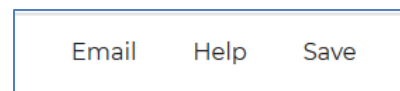
### Email Your List of Requests

- 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.
- 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

- Once you have finished entering your requests, **click** on the “**Save**” text link at the upper right corner of the screen.
- 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 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.
- Be sure to “Save” each time you log back into the appointment scheduling system so you don't lose your work.



**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.

*If you need further assistance, please email [ipwreg@ustravel.org](mailto:ipwreg@ustravel.org) or call 202.408.8422.*