



## How to Request Appointments – Press Delegates

### 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.

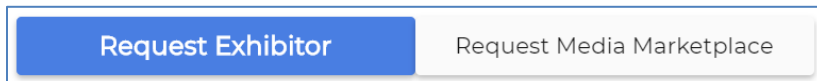
*If you do not know your individual login codes, you may request them via the retrieval link below the login button.*



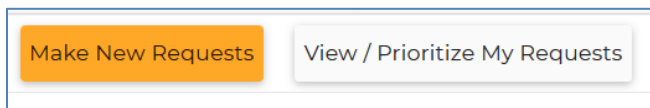
3. Select [Appointment Requests](#) from the **My IPW** menu on the left side of the next screen.

### Appointment Scheduling System Views

1. Make New Requests is the default view. Choose either the **Request Exhibitors** option or the **Request Media Marketplace** option.



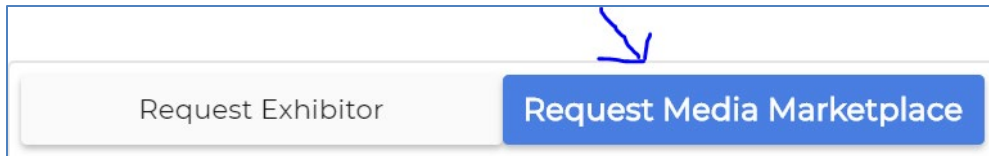
2. View/Prioritize My Requests



# U.S. Travel Association's ipw.com Tutorial: How to Request Appointments - Press Delegates

## Navigating between Exhibitor and Media Marketplace Requests

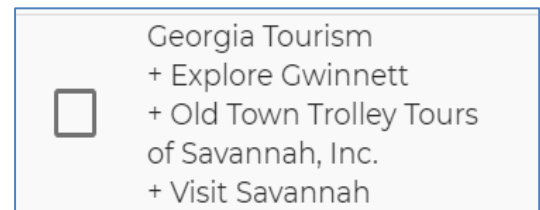
1. To navigate between appointment requests for the **Marketplace Hall** (show floor) and **Media Marketplace**, you must select the applicable tab to display the available companies for each type of request. For example, if you only want to request available companies participating in Media Marketplace, select the Request Media Marketplace tab.



## 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

Note: some exhibitor listings have a second row with a plus sign before the company name. The plus sign indicates a booth-sharing partner. When submitting your appointment request, however, you will be requesting the booth-holding company, not the booth-sharing partner.



If you are requesting Exhibitor appointments and see **“Opted Out”** rather than “Add Request” or “Remove Request,” the exhibitor did not wish to schedule appointments on the show floor with your registration category.

Exh	Add Request +
Exh	Opted Out

Note: U.S. Exhibitors can “Opt Out” of appointments with Journalists in the **Marketplace Hall**, but not in **Media Marketplace**.

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

### Appointments in the Marketplace Hall (Show Floor)

Total requests made : 0
Max requests allowed : 25

### Appointments in the Media Marketplace

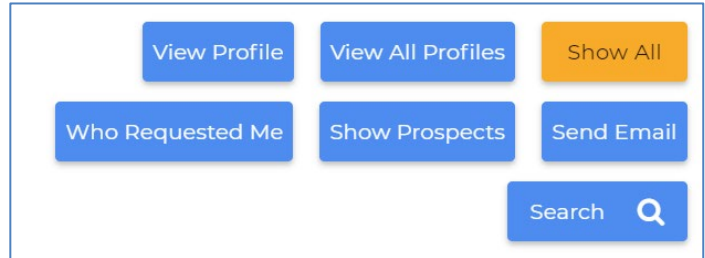
Total requests made : 0
Max requests allowed : 30

# U.S. Travel Association's ipw.com Tutorial: How to Request Appointments - Press Delegates

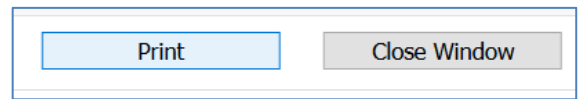
## View Information about a Company

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.
3. To view **multiple profiles**, click on each company you wish to view, then click on **“View Profile.”**

Note: if you select a company that has booth share partners listed, when you view the profile, you will see organization profile information for the main booth-holding company but only contact information for the booth share partners.



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 +
Exh		Add Request +

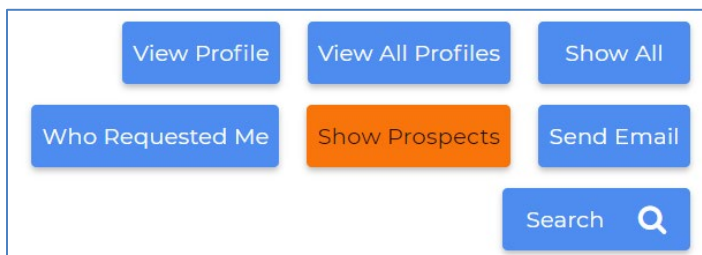
## Removing a Request

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	Requested	Remove Request -

## Switching Between All Companies List and Prospect 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.



2. To return to the **default view** showing **all** possible companies, click the **“Show All”** button.

# U.S. Travel Association's ipw.com Tutorial: How to Request Appointments - Press Delegates

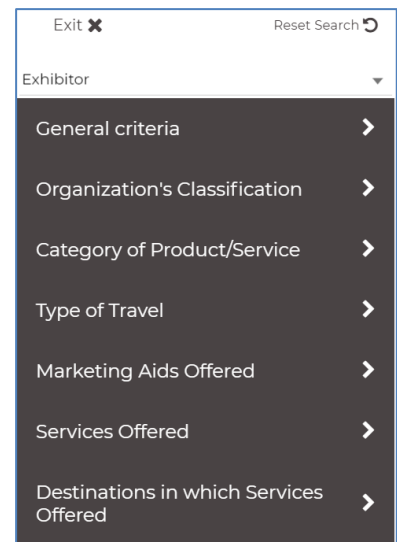
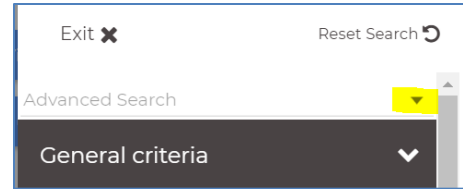
## Filter Based on Search Criteria

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. 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, or Types of Travel.
3. Expand the **General criteria** tab to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.
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 item you want to search. For example, if you are interested in Hotels, click on the **“Organization’s Classification”** heading and then check the **“Hotel/Motel/Resort”** box from the expanded screen of options.

Note the two buttons at the top of the screen.

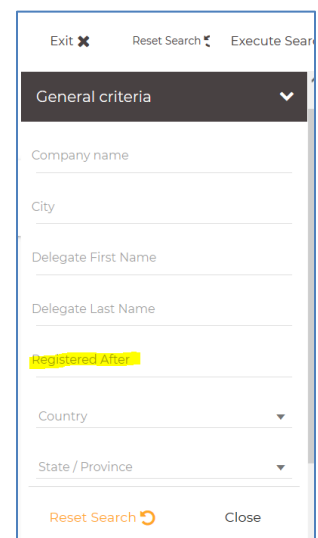
- Clicking **Exit** will take you back to the list of all eligible companies without processing your search criteria.
- Clicking **Reset** will erase any search criteria selected, but you do not leave the search screen.

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



## Searching for New Exhibitors/Media Marketplace Exhibitors 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 companies.

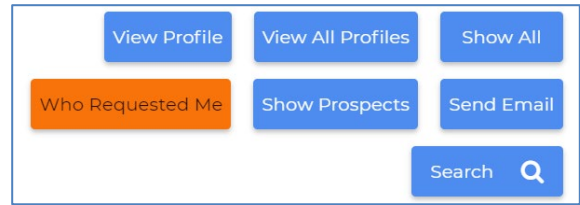


## U.S. Travel Association's ipw.com Tutorial: How to Request Appointments - Press Delegates

### 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.



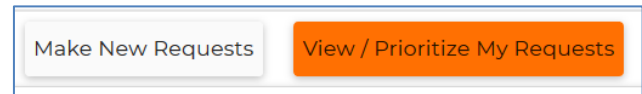
### Email a Company on the List

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.



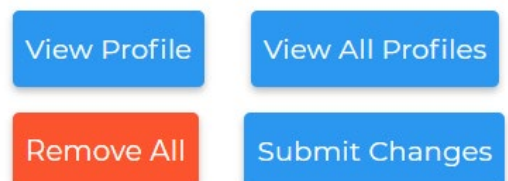
	Priority	Company	Country	Information	Remove
^ v	1	Alamo National Enterprise	United States	Mutual	<input type="checkbox"/>
^ v	2	AlliedTPro New York	United States	Mutual	<input type="checkbox"/>
^ v	3	Hawaii Tourism Authority	United States		<input type="checkbox"/>

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

	Priority	Company	Country	Information	Remove
^ v	1	Alamo National Enterprise	United States	Mutual	<input type="checkbox"/>
^ v	2	AlliedTPro New York	United States	Mutual	<input type="checkbox"/>
^ v	3	Hawaii Tourism Authority	United States		<input type="checkbox"/>

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

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

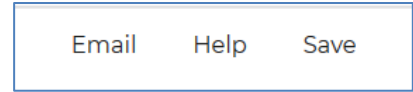


## U.S. Travel Association's ipw.com Tutorial: How to Request Appointments - Press Delegates

---

### Email Your List of Requests

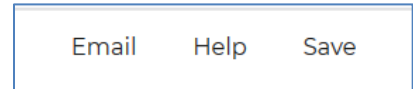
1. To send yourself or a colleague a summary containing the list of the requests you have made, simply **click** on the **"Email" text link (not the blue button)** at the top of the screen.



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. Once you have finished entering your requests, **click** on the **"Save" text link** at the upper right corner of the screen.



2. 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 your screen). Check back frequently to search for U.S. Exhibitors and Media Marketplace Exhibitors that may have registered after you prepared your original request list.
3. 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.
4. 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) (for U.S. Journalists) or [intlreg@ustravel.org](mailto:intlreg@ustravel.org) (for international Journalists) or call 1.202.408.8422.*