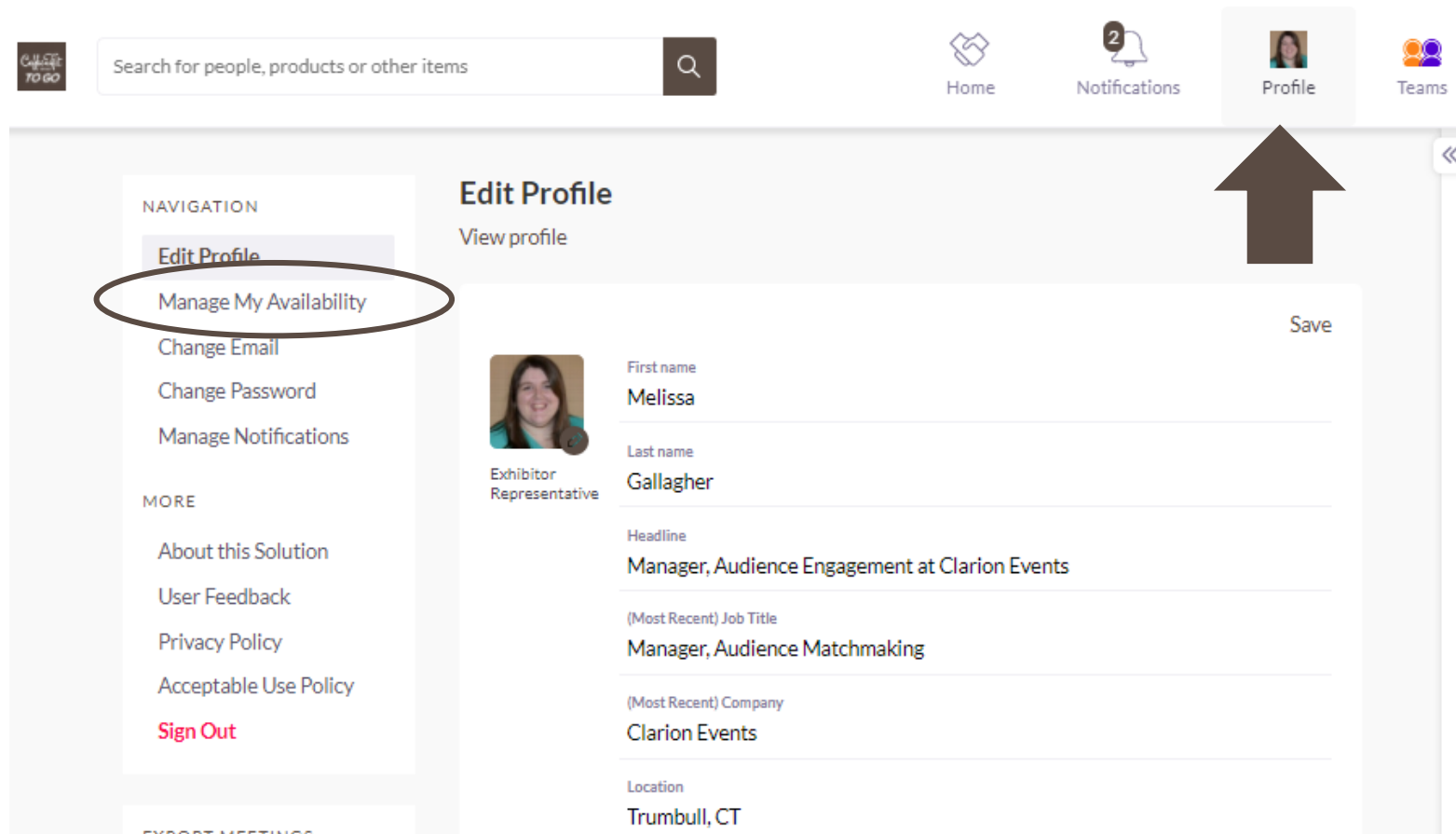


# How to manage my calendar availability? Part I of II

Click "**Profile**" – located at the top right-hand corner of the page to access your profile.

- Then click "**Manage My Availability**" on the left navigation bar to keep your calendar up-to-date of days/times you're available to meet.



The screenshot shows a user interface for managing a profile. At the top right, there are navigation icons for Home, Notifications (with a '2' badge), Profile, and Teams. The Profile icon is highlighted with a dark arrow pointing upwards. Below the navigation bar, the main content area is titled "Edit Profile" and includes a "View profile" link. On the left side, there is a "NAVIGATION" menu with the following items: "Edit Profile" (highlighted with a dark oval), "Manage My Availability" (circled in black), "Change Email", "Change Password", and "Manage Notifications". Below this is a "MORE" section with links for "About this Solution", "User Feedback", "Privacy Policy", "Acceptable Use Policy", and "Sign Out". The main profile area displays the user's name "Melissa Gallagher" (Exhibitor Representative), their headline "Manager, Audience Engagement at Clarion Events", and their current company "Clarion Events" located in "Trumbull, CT". A "Save" button is visible in the top right corner of the profile form.

# How to manage my calendar availability? Part II of II

Once you select **"My Availability,"** you'll see the screen on the right:

- A box will pop-up with the event schedule.
- Times will automatically adjust to your time-zone.
- Other participants can request a meeting with you during the dedicated meeting times, and whenever you are marked as "Available."
- To block off time, just toggle each time block, or an entire day, then click "Save".

*Note: If your schedule changes, you can always suggest a new time for a meeting with a fellow event participant.*

**My Availability**

Select the times you are not available for meetings at the event. This will affect your availability both in the matchmaking platform as well as the Smart Calendar.

All times shown for America/New\_York

Wednesday  
October 21

Thursday  
October 22

Mark whole day as **Busy**

Mark whole day as **Busy**

11:00am	Available	Available
11:20am	Busy	Busy
11:40am	Available	Available
12:00pm	Busy	Available
12:20pm	Busy	Available
12:40pm	Available	Busy
1:00pm	Available	Busy
1:20pm	Available	Available

Save