

Helpful Information about Network Now:

How to manage your calendar:

If you want to view your calendar, accept, decline, or modify appointments and mark a timeslot as unavailable, go to “Manage My Calendar”.

When a timeslot is marked as unavailable the sender of the appointment is able to view your calendar (without details) and see that the timeslot is unavailable, but unfortunately it does not stop the sender from sending appointments during the marked unavailable timeslot.

To resolve pending appointments:

You will need to go to “Manage My Calendar” to accept, modify, or decline any appointment that are waiting for your response. The pending appointments will appear in pink on your calendar and you will need to click on the appointment to accept, modify, or decline this appointment.

Modifying the appointment is when you want to suggest a new time for the appointment. When you modify the appointment another appointment request is sent to the other person to accept the new modify time.

If you have sent a meeting request that has not been accepted, we recommend you personally follow up with the recipient using the email feature in Network Now. *This can be found at “Make an Appointment” and click on the email icon. 

Making appointments with a specific company/individual:

To make appointments, go to “Make an Appointment” on the menu. Here you are able to search:

Manufacturers and **Service Providers** can search through the Distributor & IMR attendees.

Distributors and **IMRs** can search through the attending Manufacturer & Service Provider companies.

Managing your Network Now/booth Profile:

For **Manufacturers** and **Service Providers**, to represent your company effectively make sure you have updated your online profile. This can be done by adding press releases and products, and updating the booth profile at the “Mange your Booth” option on the navigational menu.

For **Distributors** and **IMRs**, to add additional information about yourself and company, make sure to update your profile. This can be done at “Manage My Profile” option on the navigational menu.

Viewing the Interactive Floormap:

Want to plan your day better or want to know where everyone is located?

The Manufacturer Day Floormap is available at “Floormap” option on the navigational menu.

Please note: The last day to make or confirm appointments with Network Now will be Friday, April 10, 2020. On Tuesday April 14, 2020, appointments can continue to be made on the ISA Mobile App.