This year we have made it easier than ever to set appointments at the show.

- 1. Go to <u>http://bit.ly/2nzAkep</u>
- 2. Login with your email and ptra2018 as the password
- 3. Click on PTRA Annual Meeting
- 4. Let us know when you would like to take meetings and how many meetings you would like to take!
  - a. Do so by clicking on the PTRA Annual Meeting Profile tab located in top black navigation bar

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- b. To provide your response, click the pad and paper icon
- c. Provide responses to each question
- 5. Click on "People" in the top black navigation bar to browse user profiles.
  - a. Click "Profile" to see more information
- 6. If you would like to meet that user, click "Request"
  - a. Please note the system does not require you to select a time.
  - b. It is crucial for you to make requests your appointments are based off of mutual requests, so if you do not request anyone, you will not have any appointments
- 7. If there is a user you do not wish to meet, click "Do not meet" and indicate your reasoning.
- 8. Once you have made your selections, go to "Prioritize Requests" located in the blue navigation bar.
- 9. Place the sales reps in order you would like to meet then tap "Save"
- 10. Once you have done so have completed the steps to setup your appointments.
- 11. April 23<sup>rd</sup> is the deadline to make all requests
- 12. Please visit <u>www.ptra.org/repmix</u> for more information and for the full timeline
- 13. If you need any technical assistance or have questions, please email support@conferencesolutions.com

## *Questions? Have you visited the RepMIX FAQ page?*

http://www.ptra.org/repmix-frequently-asked-questions

Please see below for screenshots (2017)





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Reps, Hybrid)

year

Question 7 - Warehousing Required?

Question 8- I am only interested in networking this

No

No

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Browse People Prioritize Re	quests				
Prioritize Requests	i			P	TRA
SAVE Dan Bendell	1	Curt Benson	2	Brian Birtic	3
Divine Industrial Sales, Inc.		Benson Engineering Co.		Force Industrial Sales, Inc.	

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