

# Scheduling your one on one appointments

**\*\*Registration and Appointments should be made using Chrome or Firefox.\*\***

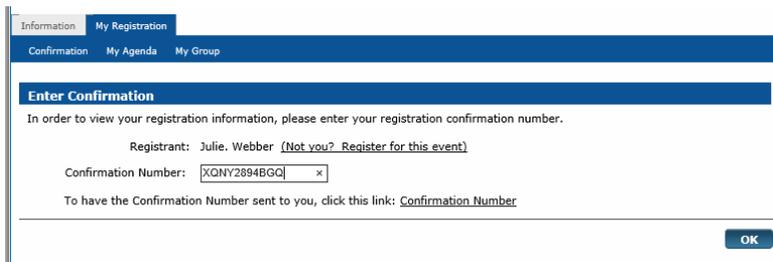
Register for the SBIR/STTR Phase I Release 1 PI Meeting with your name, email and affiliation.

1. **Once you have completed your registration, you will receive a confirmation email. You will need to perform the following steps to reserve appointments with Mentors, Stakeholders and SBIR/STTR staff. Copy the Confirmation Number in your email as you will need this number to access the appointments. Click on the appointments link (*Click here to view the event summary*) contained in the confirmation email.**

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[Click here to view the event summary](#) to make your SBIR/STTR PI Meeting Appointments.

We look forward to seeing you there.

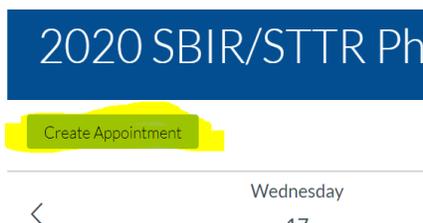
2. **You will land on the Enter Confirmation page to access appointments.**



3. **You will then click on “Manage Appointments” to make your mentor, stakeholder and SBIR/STTR staff appointments.**



4. **When you arrive at the appointment calendar, click on “Create Appointment”.**



5. Click on one of the three different types of appointments. Mentor, Stakeholder and SBIR/STTR Staff.

\* Appointment Type

Block Off Time
1:1 Mentor Meetings
1:1 Program Staff Meetings
1:1 Stakeholder Meetings

- Click on Attendees – Add

\* Appointment Type - [Edit](#)

1:1 Mentor Meetings

\* Attendees - Add

- Click on the person that you would like to choose for your appointment. Then click Add 1 Attendee
- If you would like to bring additional colleagues with you to your appointment, Click on Additional Questions – [Edit](#) Then you will be able to provide the full names of your colleagues. Click Save.

< Additional Questions [×](#)

If you would like to include a colleague in your meeting, please provide their name below:

- Click on Time and Location – Choose
- If there are no appointments available on June 17 click on the forward arrow to bring you to June 18.
- Click on your preferred appointment time.

< Time and Location

< Thursday, June 18, 2020 >

Show only times when I am available

8:30 AM - 8:55 AM	You: Available	Add attendees to see their availability
No Location		
Capacity: Unlimited		

**Enter information in the Subject Line and click send appointment invitation.**

\* Appointment Type - [Edit](#) ^

1:1 Mentor Meetings

\* Attendees - [Add](#)

\* Time and Location - [Edit](#)

Jun 18, 8:30 AM - 8:55 AM    1 of 1 Attendees Available  
No Location  
Capacity: Unlimited

\* Subject

Description

Private Note - [Add](#)

- **Your appointment has been confirmed. You may begin again to choose multiple appointments.**