



ON-LINE SPEED DATING INSTRUCTIONS

It is possible to book appointments with delegates via the on-line speed dating system until **Wednesday 16 April**.

Please Note: Only appointments made prior to XXX will appear on your personal dating schedule included in your delegate folder. All other appointments made after this date can be viewed or printed on-line.

How to View your On-line Speed Dating Schedule

- Log into Speed Dating @ The Triton Conference:
<https://secure.coplus.co.uk/eid/welcome.eid>
- Enter your access key (if you have misplaced your access key please go to):
<http://www.thetritonconference.com/login.html>
- Choose either 'request a new date' or 'view your dating schedule'

How to Request an Appointment

If you are a Triton Member, you can request a 'date' with a Business Partner by either:

- Viewing a list of all table holders
- Selecting a type of table holder
(i.e. Tour Operator)
- Entering a specific company name
- Viewing the list of table holders by company name
(i.e. all table holders beginning with 'A')
- Once you have chosen a Speed Dating Table Holder that you wish to meet with, click on their company name. You will then be able to select an appropriate time for your appointment. You may add a message in the box provided (optional), then click 'send date request'.
- The dating system will send your request to the table holder and once it has been accepted or declined, you will receive a reply from 'The Triton Conference' entitled 'Appointment Request Update'.

If you are a **Business Partner**, you can request a new 'date' with a Triton Member by either:

- Viewing a list of all delegates
 - Selecting a consortia (i.e. Global)
 - Entering a specific company name
 - Viewing the list of delegates by company name (i.e. all companies beginning with 'A')
- Once you have chosen a delegate that you wish to meet with, click on their name. You will then be able to select an appropriate time for the appointment. You may add a message in the box provided (optional) then click 'send date request'.
 - The dating system will send your request to the delegate and once it has been accepted or declined you will receive a reply from 'The Triton Conference' entitled 'Appointment Request Update'.

How to Accept/Decline an Appointment

- If a Speed Dating Table Holder/Delegate requests a meeting with you, the dating system will send you a request via email. The email will be from 'The Triton Conference' entitled 'Appointment request notification'.
- To accept or decline the request you must follow the link in the email and follow the instructions. **Please do not reply to the email.**

How to Cancel a Request

- To cancel a 'date', please use the on-line system rather than contacting a delegate/Speed Dating Table Holder directly, as this will not clear the appointment.
- Log in and view your dating schedule. In the 'details' column, select view for the appointment that you wish to cancel. If required, you can add a message in the box provided, then click cancel and the cancellation message will be sent. The appointment will no longer show in both schedules, as it will have been cancelled.

How to Contact someone once a 'date' has been made

- If you wish to contact a delegate/Speed Dating Table Holder about an issue other than a speed-dating appointment, please log in and look up their contact details by clicking on their name.

To go back when navigating the appointment site

- Please use the red '**back**' button on the bottom left hand side of the screen. Do not use the back button in your navigation bar.

Notes:

In order to use the dating system, you must have registered for the Triton Conference and entered your personal e-mail address. To change your email address, please call the conference office on 01920 873 040.