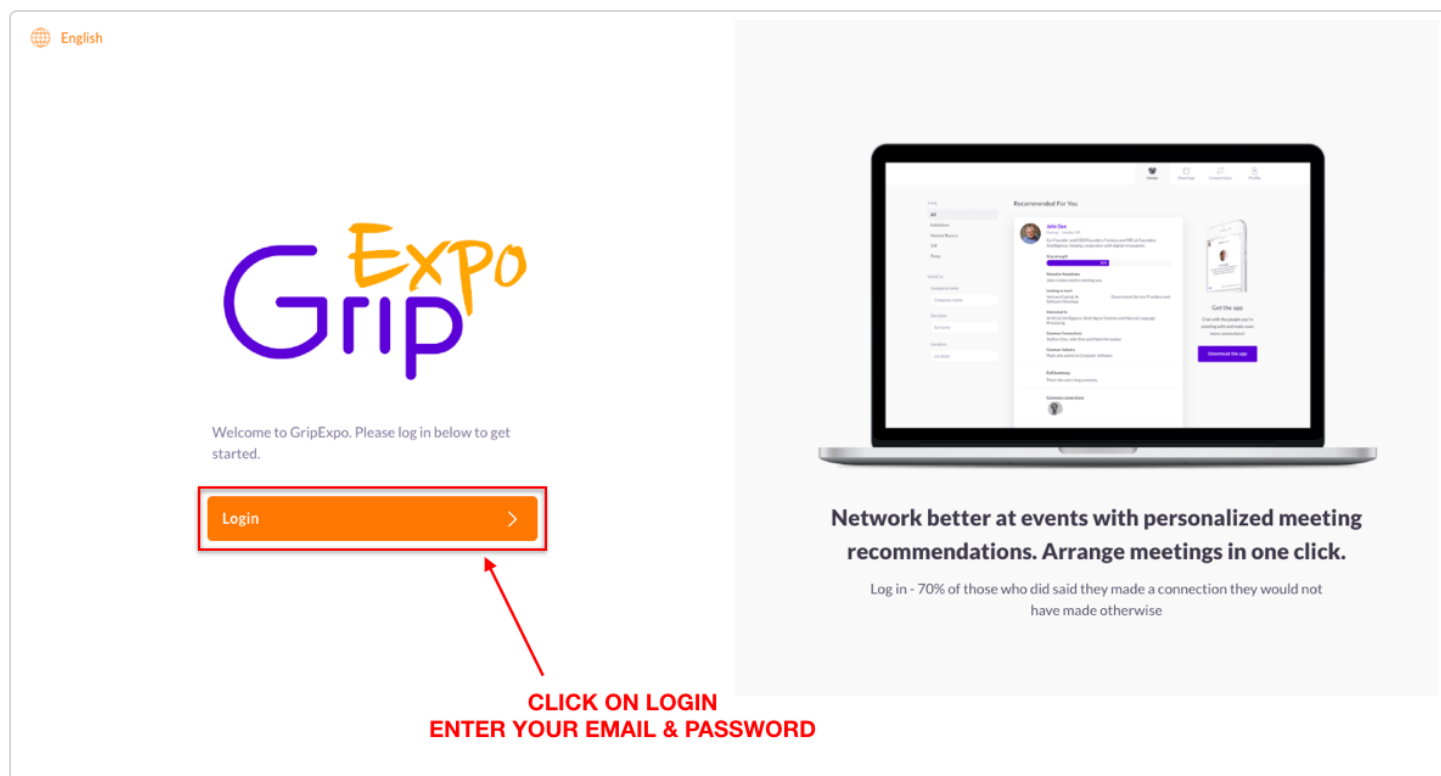


How to use the smart calendar tool?

In this article, we'll explain how you to use the smart calendar tool to invite your clients to book meetings with you in Teams.

1. Log in to the platform using your email and the password you chose on your first log in.



The image shows the GripExpo login page on the left and a laptop displaying the platform interface on the right. The login page features the GripExpo logo, a welcome message, and a prominent orange 'Login' button. A red arrow points to the 'Login' button with the text 'CLICK ON LOGIN ENTER YOUR EMAIL & PASSWORD'. The laptop screen shows a user profile page with a 'Recommended For You' section and a 'Get the app' button.

English

GripExpo

Welcome to GripExpo. Please log in below to get started.

Login

**CLICK ON LOGIN
ENTER YOUR EMAIL & PASSWORD**

Recommended For You

Get the app

Log in - 70% of those who did said they made a connection they would not have made otherwise

2. Once logged in, Go to "Teams" on the top right.

The screenshot displays the Expo Grip website interface. At the top, there is a navigation bar with the Expo Grip logo on the left and several icons on the right: Network, Schedule, Chats, Notifications (with a '1' badge), Profile, and Teams (highlighted with a red box and a red arrow pointing to it). Below the navigation bar, the main content area is divided into three sections. On the left is a sidebar with 'RECOMMENDATIONS' including 'Recommended for You', 'Interested In You', 'My 'Interested' List', and 'My 'Skip' list', followed by 'MORE' options like 'Representatives', 'Website', and 'Exhibitors'. The central section, titled 'Recommended for You', features a profile for 'Tim Groot', a Representative in London, United Kingdom, Booth 1. His bio states he is the CEO and Co-Founder at Grip, transforming the events industry through AI, and is currently hiring. Below his profile are three buttons: 'Interested', 'Meet', and 'Skip'. Underneath, the 'Employer' section shows 'Grip - Professional Networking' with a Grip logo and a close button. At the bottom of this section, it lists 'Looking To Meet' as 'Event Marketers, Event Organisers and Investors' and 'Product Categories Offered' as 'EventMarketing'. On the right side of the main content area, there is a 'Get the app' section with the Expo Grip logo, a message to chat with people, a text input field for a country code and number, and a 'Text me a download link' button. Below this is a 'Featured' section with the Feathr logo.

3. Click on "Smart Calendar" on the left side bar.

The screenshot shows the Grip Expo Smart Calendar interface. On the left, a navigation menu lists options: Meetings, Inbound Leads, Smart Calendar (highlighted with a red box and arrow), Team Members, Company Profile, and Export. A red text label 'click on smart calendar' points to the 'Smart Calendar' menu item. The main content area is titled 'Smart Calendar' and includes a 'View Calendar' button. Below the title is a description: 'The Smart Calendar is a great way to share your availability with clients, contacts and potential new business partners - even if they aren't up and running on the matchmaking app or web platform. Share the calendar link and let them book a meeting with you at GripExpo.' A 'Team Link' section shows the URL 'https://matchmaking.grip.events/calendar/grip1/1' with a 'Copy' button. Below this is a table of team members:

Name	Availability	Active
Tim Groot Personal Link	Manage	<input checked="" type="checkbox"/>
George Wilman Personal Link	Manage	<input checked="" type="checkbox"/>
Luke Baker Personal Link	Manage	<input checked="" type="checkbox"/>
Maria Martin	Manage	<input type="checkbox"/>
Ruben Onderdelinden	Manage	<input type="checkbox"/>
Louisa Delsie	Manage	<input type="checkbox"/>

The right sidebar features the Grip logo, 'Grip - AI' profile information (London, UK • Booth 1), a description 'The first artificial intelligence powered networking solution', an 'Edit Profile' button, and a 'PENDING' section with 'Solmaz Millers' and an 'Invite Members' button.

4. Define which of your team members calendar you want to show on the smart calendar link by making them "Active" or "Inactive".

Smart Calendar View Calendar

The Smart Calendar is a great way to share your availability with clients, contacts and potential new business partners - even if they aren't up and running on the matchmaking app or web platform. Share the calendar link and let them book a meeting with you at GripExpo.

Team Link: <https://matchmaking.grip.events/calendar/grip1/1> Copy

Name	Availability	Active
Tim Groot Personal Link	Manage	<input checked="" type="checkbox"/>
George Wilman Personal Link	Manage	<input checked="" type="checkbox"/>
Luke Baker Personal Link	Manage	<input checked="" type="checkbox"/>
Maria Martin	Manage	<input type="checkbox"/>
Ruben Onderdelinden	Manage	<input type="checkbox"/>
Laurie Delpino	Manage	<input type="checkbox"/>

Team member calendar is ACTIVE

Click on ON/OFF button to make a team member's calendar ACTIVE or INACTIVE

5. Manage the time availabilities of your personal calendar and other team members.

You can manage time slots to show available or busy to clients you send the Smart Calendar link to, if you have already confirmed meetings in Teams this specific time slots will automatically be shown as busy but will not display the meetings details to other clients.

a. Click on "Manage"

Click on "Manage"

Name	Availability	Active
Tim Groot Personal Link	Manage	<input checked="" type="checkbox"/>
George Wilman Personal Link	Manage	<input checked="" type="checkbox"/>
Luke Baker Personal Link	Manage	<input checked="" type="checkbox"/>
Maria Martin	Manage	<input type="checkbox"/>
Ruben Onderdelinden	Manage	<input type="checkbox"/>
Laurie Delpino	Manage	<input type="checkbox"/>

b. See your already scheduled meetings

Already scheduled meeting

Time	Thursday 11th June 2020	Friday 12th June 2020
10:00	Available	Available
10:30	Available	Meeting: Laurie Delpino
11:00	Busy	Meeting: Lino Velev
11:30	Meeting: George Wilman	Meeting: asdf asdf
12:00	Busy	Meeting: Martin Behmert

b. To select a time slot to show as "Busy", simply click on that specific time and wait for it to say "Busy" - To change a time slot from "Busy" to "Available", simply click on that time and wait for it to say "Available"

Acting on behalf of **Luke Baker**

Event 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.

Thursday 11th June 2020 Friday 12th June 2020

Time	Thursday 11th June 2020	Friday 12th June 2020
	Mark whole day as Busy	Mark whole day as Busy
10:00	Available	Available
10:30	Available	Meeting: <i>Lottie Delpino</i>
11:00	Busy	Meeting: <i>Lino Velez</i>
11:30	Meeting: <i>George Wilman</i>	Meeting: <i>asdf asdf</i>
12:00	Busy	Meeting: <i>Martin Bohmer</i>

Save

Ruben Onderdelinden Manage

Click on time slots to change them from "Busy" to "Available"

c. Click on "Save" to finalise calendar changes

Acting on behalf of **Luke Baker**

Event 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.

Thursday 11th June 2020 Friday 12th June 2020

Mark whole day as **Busy** Mark whole day as **Busy**

Time	Thursday 11th June 2020	Friday 12th June 2020
10:00	Available	Available
10:30	Available	Meeting: Laurie Delpino
11:00	Busy	Meeting: Lino Velez
11:30	Meeting: George Wilman	Meeting: asdf asdf
12:00	Busy	Meeting: Martin Bohmert

Save Click on "Save"

Ruben Onderdelinden Manage

6. Once you have edited and saved all calendars, you can now send the calendar link to your clients via email, chat or other communication channels you use with them.

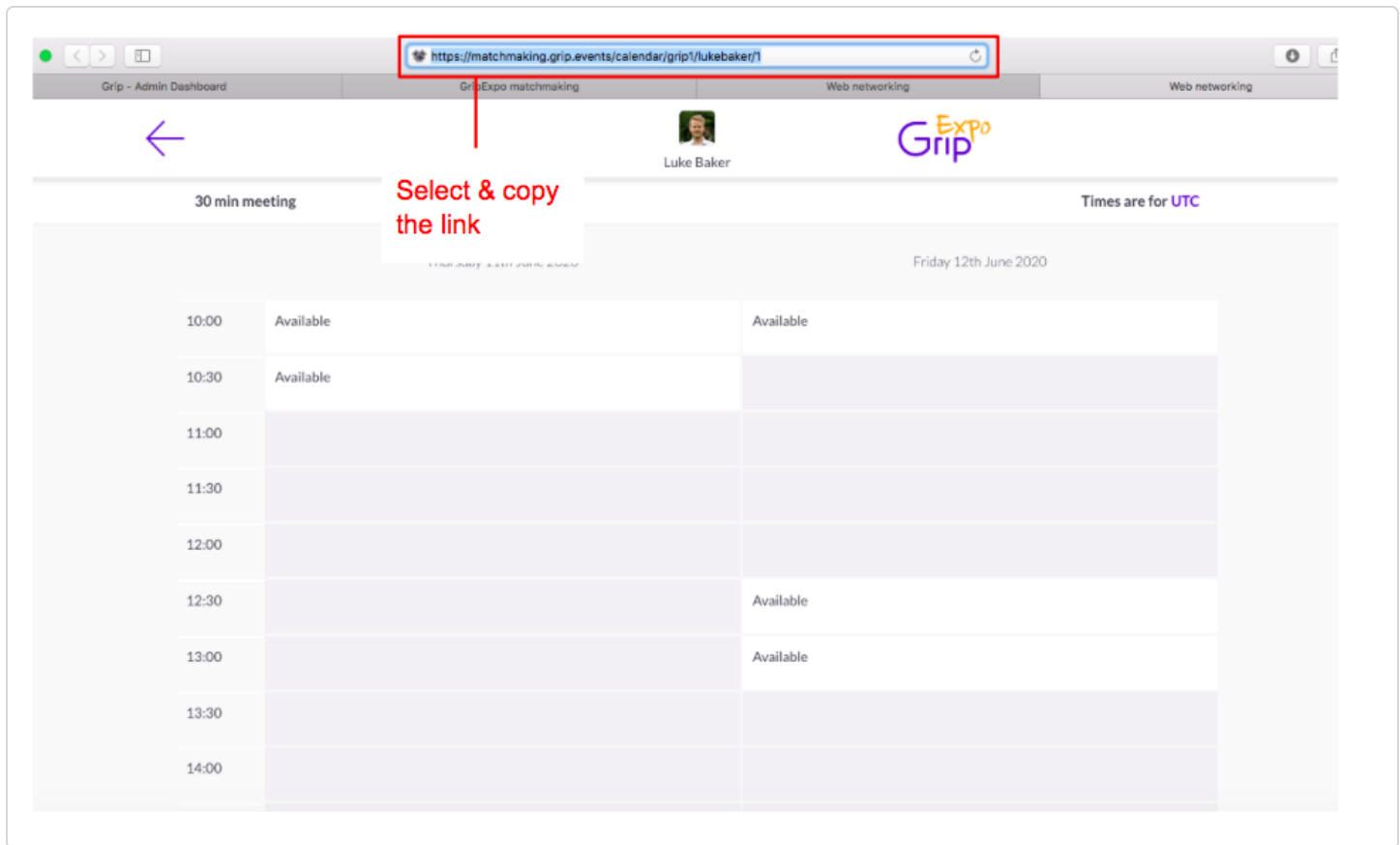
How do I access my own personal smart calendar link?

a. Click on "Personal Link" under your name, your calendar will automatically open in a new tab in your browser.

Click on "Personal Link"

Name	Availability	Active
Tim Groot Personal Link	Manage	<input checked="" type="checkbox"/>
George Wilman Personal Link	Manage	<input checked="" type="checkbox"/>
Luke Baker Personal Link	Manage	<input checked="" type="checkbox"/>
Maria Martin	Manage	<input type="checkbox"/>
Ruben Onderdelinden	Manage	<input type="checkbox"/>

b. Simply go in the URL field, select the entire URL and copy it. You can now paste this link and send it to your clients!



30 min meeting

Select & copy the link

Times are for UTC

Friday 12th June 2020

10:00	Available	Available
10:30	Available	
11:00		
11:30		
12:00		
12:30		Available
13:00		Available
13:30		
14:00		

How do I access my team smart calendar link?

Where it says "Team Link", click on the button "Copy" You can now paste this link and send it to your clients!

Smart Calendar

The Smart Calendar is a great way to share your availability and potential new business partners - even if they aren't up to date with your matchmaking app or web platform. Share the calendar link with you at GripExpo.

Team Link:
<https://matchmaking.grip.events/calendar/grip1/1>

Name	Availability	Active
Tim Groot Personal Link	Manage	<input checked="" type="checkbox"/>
George Wilman Personal Link	Manage	<input checked="" type="checkbox"/>
Luke Baker Personal Link	Manage	<input checked="" type="checkbox"/>
Maria Martin	Manage	<input type="checkbox"/>
Ruben Onderdelinden	Manage	<input type="checkbox"/>

Copy link to your team calendar

Important notes:

- It is always better to review your calendar link prior to sending it to clients, test your link by opening a new tab and pasting the link in the URL field
- The image, title and other information appearing in your calendar or your team members' can all be edited under the Team Members section of Teams

Did this answer your question? 😊 ☹️

✉️ [Still need help? Contact Us \(/contact\)](/contact)

Last updated on July 15, 2020

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