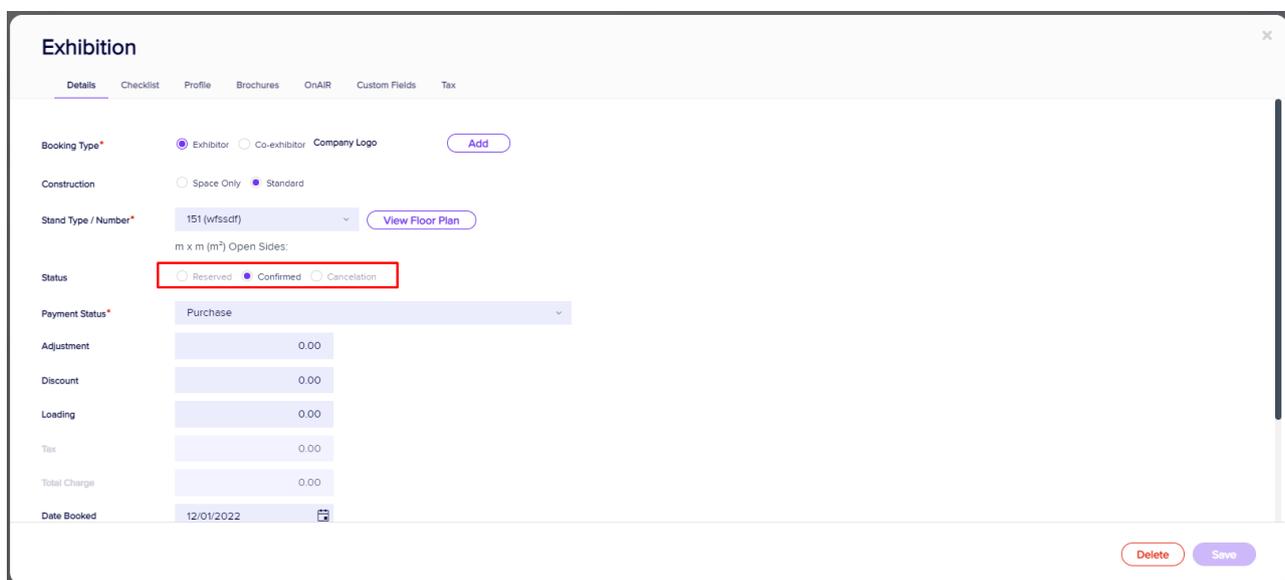


# How do I make Exhibitors appear in the 'Pre-scheduled Meeting Preference App'?

Last Modified on 11/25/2024 1:53 am EST

The Exhibition stand needs to have a 'confirmed' status for it to appear in the 'Pre-scheduled Meeting Preference App'.

1. Navigate to the **Attendee Panel**.
2. Go to the **Exhibition** module on the exhibitor's record.
3. Click on their **Stand** booking.
4. Change the **Status** from **Reserved** to **Confirmed**.



The screenshot displays the 'Exhibition' booking form. The 'Status' field is highlighted with a red box, showing three radio button options: 'Reserved', 'Confirmed', and 'Cancellation'. The 'Confirmed' option is selected. Other fields include 'Booking Type' (Exhibitor), 'Construction' (Standard), 'Stand Type / Number' (151 (wfssdf)), 'Payment Status' (Purchase), and 'Date Booked' (12/01/2022). The form also includes a 'View Floor Plan' button and a 'Delete' button at the bottom right.

Field	Value
Booking Type*	Exhibitor
Construction	Standard
Stand Type / Number*	151 (wfssdf)
Status	Confirmed
Payment Status*	Purchase
Adjustment	0.00
Discount	0.00
Loading	0.00
Tax	0.00
Total Charge	0.00
Date Booked	12/01/2022