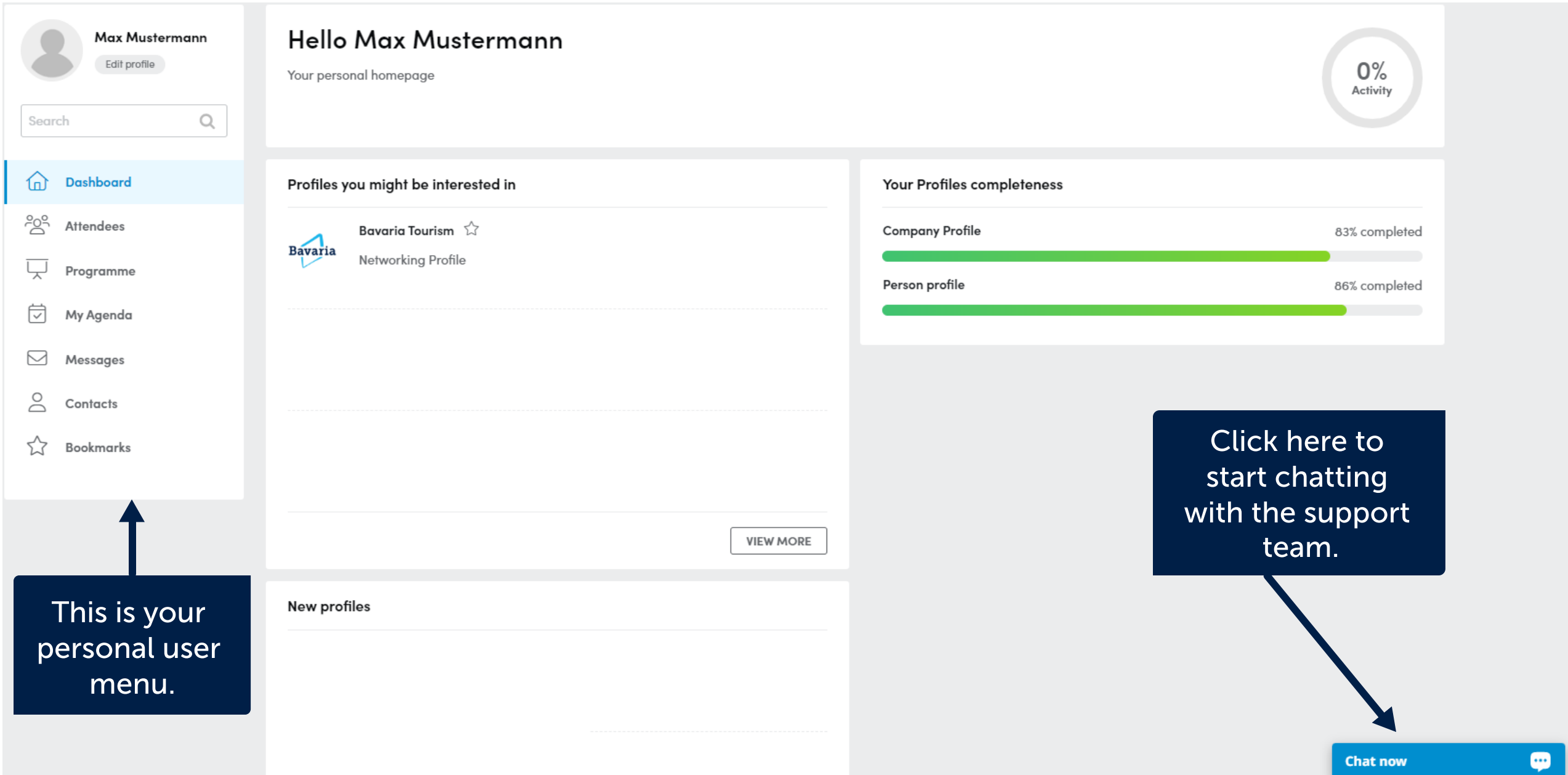




# How-To-Manual

Bavaria Workshop 2024

# 1 Getting started on your dashboard



**Max Mustermann**  
Edit profile

Search


- Dashboard
- Attendees
- Programme
- My Agenda
- Messages
- Contacts
- Bookmarks

## Hello Max Mustermann

Your personal homepage

0% Activity

### Profiles you might be interested in

 Bavaria Tourism ☆  
Networking Profile

VIEW MORE

### Your Profiles completeness

Company Profile	83% completed
Person profile	86% completed

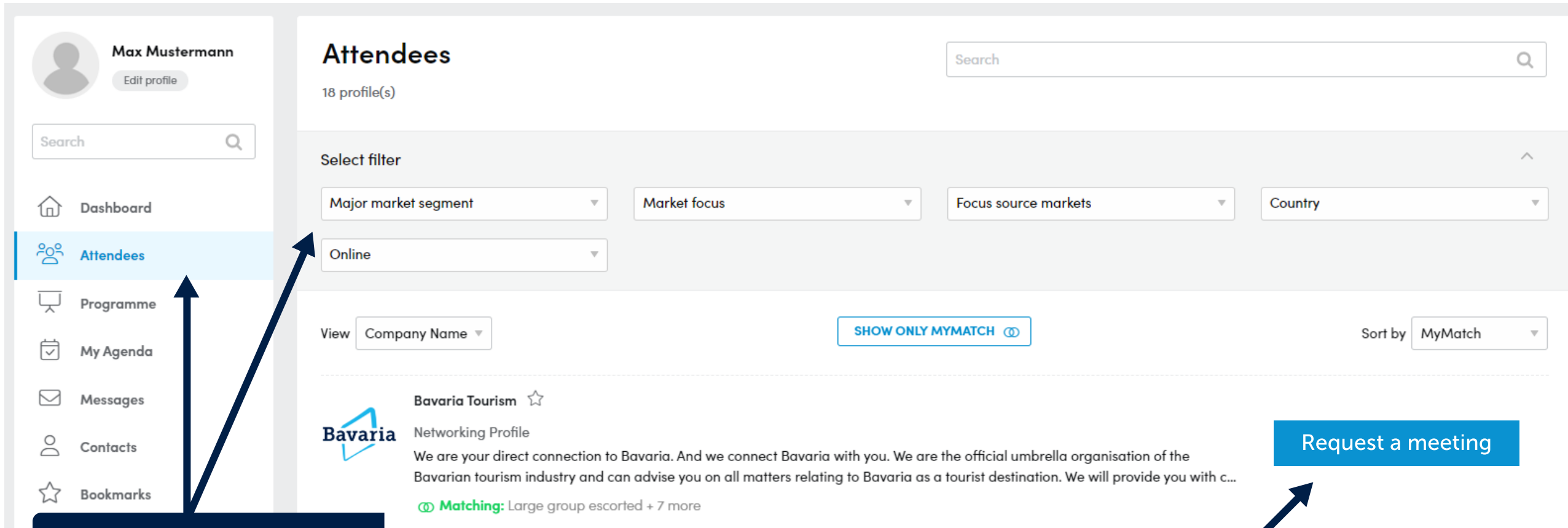
### New profiles

Chat now

This is your personal user menu.

Click here to start chatting with the support team.

## 2 Set up your meeting schedule



Max Mustermann  
Edit profile

Search

Dashboard

Attendees

Programme

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### Attendees

18 profile(s)

Search

Select filter

Major market segment

Market focus

Focus source markets

Country


Online

View Company Name


SHOW ONLY MYMATCH

Sort by MyMatch

Bavaria Tourism ☆

 Networking Profile

We are your direct connection to Bavaria. And we connect Bavaria with you. We are the official umbrella organisation of the Bavarian tourism industry and can advise you on all matters relating to Bavaria as a tourist destination. We will provide you with c...

 **Matching:** Large group escorted + 7 more

Request a meeting

Click "Attendees" and select appropriate filters to find the people you would like to meet.

Click "Request a meeting" to fill your meeting schedule.

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### My Agenda

Max Mustermann (TourComm Germany)

**Monday**  
19.06.2023

09:00 - 10:00  
marinaforum Regensburg  
Arrival at Workshop Location / Soft Start/ Coffee & Snacks  
Export to calendar

10:00 - 10:30  
marinaforum Regensburg  
Welcome BayTM & Housekeeping Workshop  
Export to calendar

10:30 - 12:27  
marinaforum Regensburg  
Appointments  
Export to calendar

10:30 - 10:45  
Mike Adams, TourComm Germany

10:47 - 11:02  
Block timeslot

11:04 - 11:19  
Block timeslot

SUBSCRIBE TO CALENDAR

Confirm or decline incoming meeting requests.

Confirm meeting?

Yes

No

WHO IS AVAILABLE

WHO IS AVAILABLE

Click "My Agenda" to see your pending meeting requests and confirmed meetings.

# 2 Set up your meeting schedule

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## My Agenda


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**Monday**  
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🕒 09:00 - 10:00  
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🕒 10:30 - 10:45  Block timeslot

🕒 10:47 - 11:02  Block timeslot

🕒 11:04 - 11:19  Block timeslot

Click "Who is available" to fill a specific timeslot.

Click "Block timeslot" to schedule individual breaks.

WHO IS AVAILABLE

WHO IS AVAILABLE

WHO IS AVAILABLE



## Need more support?

Please don't hesitate to use the **LiveChat** on the website or to contact the technical support team at:  
[bavaria@tourcomm-germany.com](mailto:bavaria@tourcomm-germany.com) or +49 (0)6201 60208 13.