



BUYER/WD

Confirm account, set meeting availability, and select & rank supplier companies

Using MeetMax Scheduling Website

STEP 1



Test Supplier,

Thank you for your participation in the [2024 AWDA Conference](#) taking place Nov 3rd to 7th, 2024.

Below is the registration link to access the *MeetMax Online Scheduling Software*.

Please [click here for a guide](#) on the needed steps at this time and complete the following:

- 1. Access MeetMax:** Click the "Confirm Account" button below to access the *MeetMax Online Scheduling Software*.
- 2. Confirm Account and Add Company Profile:** In the "Company Details" tab, confirm company information, add a profile/logo and **create your own user generated username**. Complete the profile by August 15, 2024.
- 3. Edit Available Time Slots:** Select any time slots that your company will be available for a meeting. No selections indicate zero availability.
- 4. Promote Your Company between July 1 - September 13:** Be sure to reach out to the registered WD/Distributor companies to promote your company. Vendors/Manufacturers that do not receive a minimum of 8 meeting requests may not continue in the AWDA Conference and will receive a full registration refund.
- 5. Rank WD/Distributor Companies between September 15 - 20:** After your account has been confirmed here, a confirmation email will be sent with a link to re-access this MeetMax scheduling site. On September 15, click on that link to view the WD/distributor companies that selected your company and begin to select/rank the WD/distributors that are of interest to your company. Be sure to select the WD/distributors that requested your company, if interested, to increase the creation of a meeting between the two of you.

Confirm Account

Add to Calendar



Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email ashlie.vesper@autocare.org if the email needs to be resent.

STEP 2

After clicking “Confirm Account” you will enter the MeetMax scheduling site to enter company and individual details:

- Confirm your company information
- Confirm # of meeting teams (not the # of attendees) If an additional team is needed with a specific business function which requires its own schedule (Ex. Sample Company Team Marketing, Sample Company Team IT), please contact ashlie.vesper@gmail.com

The screenshot shows a registration form for the AWDA 77th Annual Conference. The header includes the AWDA logo and the title sponsor DAYCO. The event dates are NOV. 3-7, 2024 in LAS VEGAS. The form has a navigation bar with links: Welcome, Company Details, Profile, Upload, Company Availability, and a MeetMax logo. A 'Test Supplier: Logout' link is also present. The form fields are as follows:

- Company Name:** Text input field containing 'Test Supplier'.
- Number of Teams:** Text input field containing '1'.
- City:** Text input field.
- State:** Text input field.
- Company Logo:** Text input field with an 'Upload' button.
- Company Website:** Text input field with a note: 'http:// is required before website url'.
- Company or Product Description:** Text input field.
- Business Regions:** A list of checkboxes for North America, South America, Europe, Asia, Africa, and Australia.
- Please identify Company Team Type:** A dropdown menu with '-select-' selected.
- Username:** Text input field with a red 'x' icon on the right.
- Company Contact:** A section with the following fields:
 - First:** Text input field.
 - Last:** Text input field.
 - Title:** Text input field.
 - Telephone:** Text input field.
 - Cell:** Text input field.
 - Email:** Text input field with a red 'x' icon on the right.


A blue 'SUBMIT' button is located at the bottom left of the form. The footer of the page features the autocare ASSOCIATION logo with the tagline 'Independence of Vehicle'.

- Enter Company/Product Description/Logo
- Create **User Generated** username
- Confirm contact information
- Click “Submit”

After submitting company details, you will receive an email from MeetMax with your username and confirmation code. Use this email to re-access the platform in the future.

STEP 3

Under “Company Availability”, select any time slots in which your company is available. No selections indicate zero availability.

Welcome Company Details Profile Upload Company Availability 

[Test Supplier](#) [Logout](#)

Please select the times that you are available for 1-on-1 meetings. Meeting times are in pacific time zone.

No selections made indicate no availability.

Availability

Date: 11/03/24 From: 8:00 AM To: [SELECT](#) [REMOVE](#)

Sun, Nov 3	Mon, Nov 4	Tue, Nov 5	Wed, Nov 6	Thu, Nov 7
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input type="checkbox"/> 8:00 - 8:40 AM	<input type="checkbox"/> 8:00 - 8:40 AM	<input type="checkbox"/> 1:00 - 1:20 PM	<input type="checkbox"/> 1:00 - 1:20 PM	<input type="checkbox"/> 9:00 - 9:20 AM
<input type="checkbox"/> 8:45 - 9:25 AM	<input type="checkbox"/> 8:45 - 9:25 AM	<input type="checkbox"/> 1:30 - 1:50 PM	<input type="checkbox"/> 1:30 - 1:50 PM	<input type="checkbox"/> 9:30 - 9:50 AM
<input type="checkbox"/> 9:30 - 10:10 AM	<input type="checkbox"/> 9:30 - 10:10 AM	<input type="checkbox"/> 2:00 - 2:20 PM	<input type="checkbox"/> 2:00 - 2:20 PM	<input type="checkbox"/> 10:00 - 10:20 AM
<input type="checkbox"/> 10:15 - 10:55 AM	<input type="checkbox"/> 10:15 - 10:55 AM	<input type="checkbox"/> 2:30 - 2:50 PM	<input type="checkbox"/> 2:30 - 2:50 PM	<input type="checkbox"/> 10:30 - 10:50 AM
<input type="checkbox"/> 11:00 - 11:40 AM	<input type="checkbox"/> 11:00 - 11:40 AM	<input type="checkbox"/> 3:00 - 3:20 PM	<input type="checkbox"/> 3:00 - 3:20 PM	<input type="checkbox"/> 11:00 - 11:20 AM
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<input type="checkbox"/> 2:45 - 3:25 PM	<input type="checkbox"/> 2:45 - 3:25 PM	<input type="checkbox"/> 4:30 - 4:50 PM	<input type="checkbox"/> 4:30 - 4:50 PM	<input type="checkbox"/> 1:30 - 1:50 PM
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<input type="checkbox"/> 4:15 - 4:55 PM	<input type="checkbox"/> 4:15 - 4:55 PM			<input type="checkbox"/> 2:30 - 2:50 PM
	<input type="checkbox"/> 5:00 - 5:40 PM			<input type="checkbox"/> 3:00 - 3:20 PM
				<input type="checkbox"/> 3:30 - 3:50 PM
				<input type="checkbox"/> 4:00 - 4:20 PM
				<input type="checkbox"/> 4:30 - 4:50 PM

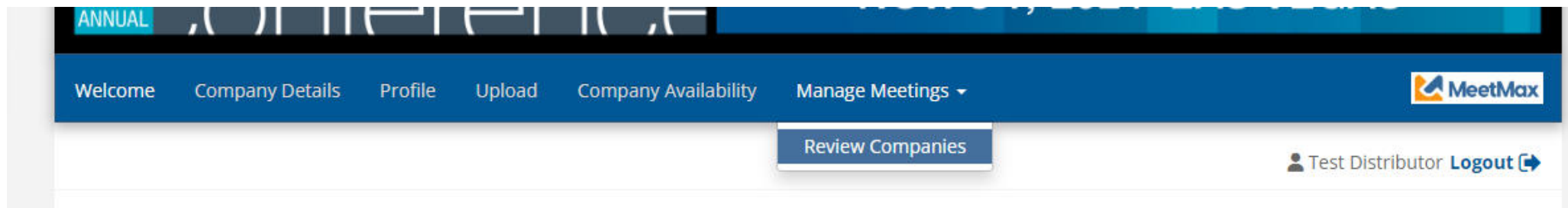
Only the days in which your company is participating in one-on-one meetings will appear.

Example: If your company registered for only Nov. 3 - 4 meetings, only Sunday and Monday timeslots will be visible.

STEP 4

Selecting Companies for Meetings

Select "Review Companies" under the "Manage Meetings" tab.



At the top of the page, you will find more detailed instructions to assist in selecting and ranking companies.

STEP 5

Beneath the instructions, review the list of vendor companies. You may also search for a company or use the filters on the left side to narrow down the results.

You can also use the search function to search for keywords that appear within a company's description.

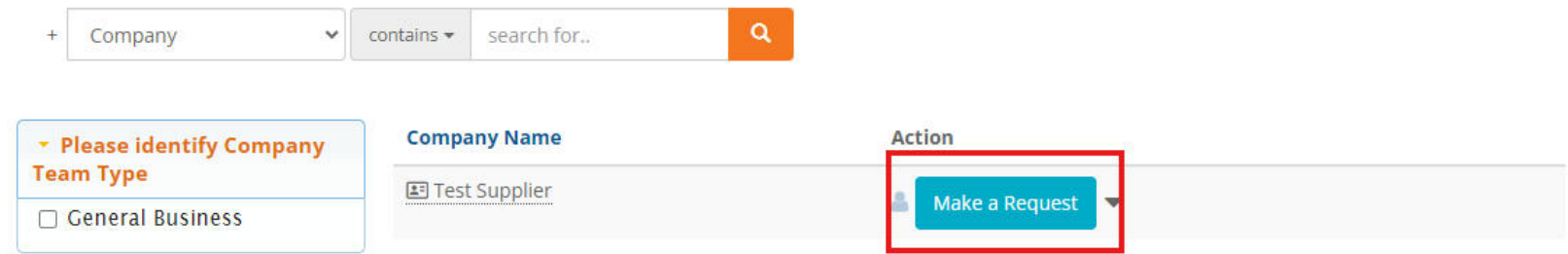
+ Company contains search for..

	Company Name	Action
<input type="checkbox"/> General Business	ADD USA INC.	Make a Request
<input type="checkbox"/> IT/Data	Alltech Automotive	Make a Request
<input type="checkbox"/> Independent	AP Emissions Technologies, LLC	Make a Request
	Arnott Air Suspension Products	Make a Request

Click on a company name to view profile and their additional information.

STEP 6

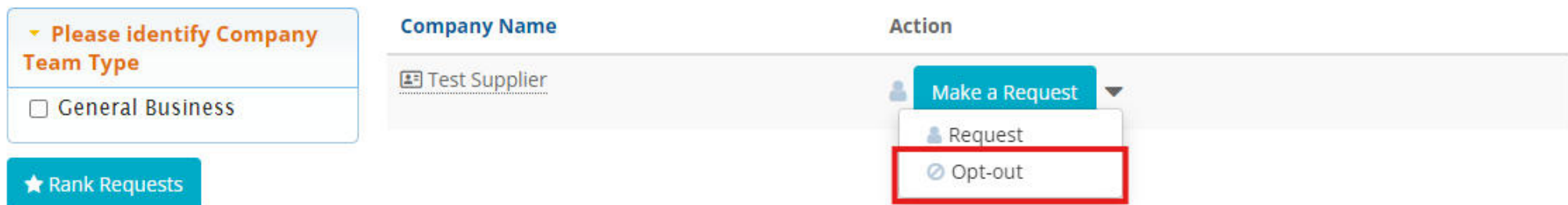
Click on “Make a Request” next to the vendor that is of interest to your company.



Or

To “Opt-Out” of meeting with a company, which will instruct the system to anonymously prevent a meeting being scheduled between your two companies, click on the drop down arrow next to “Request” and select “Opt-out”.

Identifying “Request” or “Opt-Out” only needs to be done for the companies that you specifically targeted. It does not need to be done for each company.



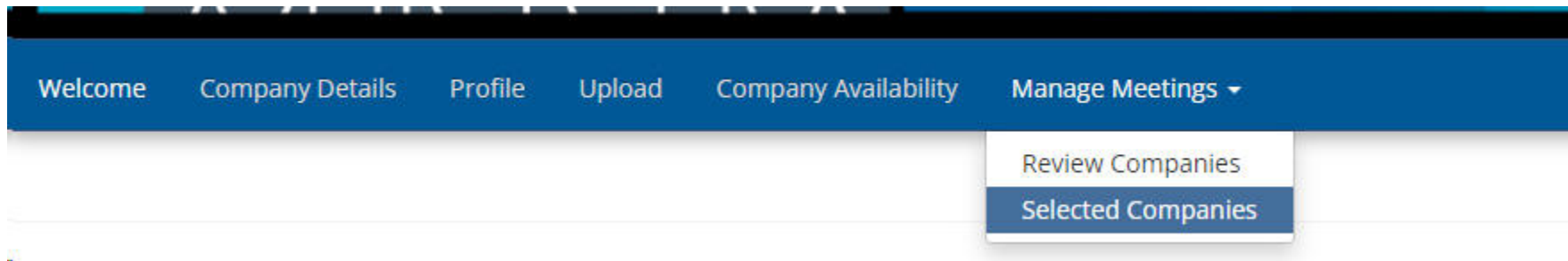
STEP 7

You may begin ranking your selected companies by clicking on the "Rank Requests" button at the top and bottom of the list of vendor company names.

A teal rectangular button with rounded corners containing a white star icon followed by the text "Rank Requests".

★ Rank Requests

Or by selecting "Selected Companies" under "Manage Meetings".



STEP 8

Ranking Companies

To change the rank of a company, either:

- Click in the ranking box and type in the new number
- or
- Simply drag and drop the company name to its preferred order.

Sent Requests

Rank	Name	Date	Action
<input type="text" value="1"/>	Leah Manu Test	Yesterday	✕ Cancel Request
<input type="text" value="2"/> TOP ▲	MFG DO NOT USE	Today	✕ Cancel Request

Opt-Outs

Name	Date	Action
Test Manu	Today	⊞ Undo Opt-out

Note: The companies you have opted-out of will also be listed. These companies cannot be ranked.

RANKINGS AUTOMATICALLY SAVED

After your selections are ranked to your preference, please note there is no “submit” button. Rankings are saved automatically.

EDITING SELECTED COMPANIES

To change the status of a selected company, return to "Selected Companies" and click either "Cancel Request" or "Undo Opt-Out" next to that company's name.

Distributor deadline to select/rank is Sept. 13.

Schedules will be sent by Sept. 30.

WD/Distributor Deadlines and Action Items

Additional details at
www.autocare.org/awdaconference

Deadlines	Action
By Aug. 15, 2024	Register Company (includes one attendee)
Sept. 3, 2024	Begin selecting/ranking companies you'd like to meet.
By Sept. 13, 2024	Deadline to finish selecting/ranking your preferred companies.
By Aug. 15, 2024	<i>(Optional)</i> Reserve Venetian Hotel Room at AWDA discounted rate.
By Sept. 30, 2024	Schedules Sent to Companies
Oct. 1 - Oct. 25, 2024	Companies may manually edit schedule or request new meetings
Begins Oct. 1, 2024	Additional Delegates Registration Fee Increases by \$100
By Oct. 22, 2024	Vendors Suite Assignments are shared
Nov. 3 - 7, 2024	One-on-One Meetings