



## VENDOR/MANUFACTURER

Confirm account, create profile, and set  
meeting availability

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](mailto: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](mailto: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 eye icon for password visibility.
- Company Contact:** A section with fields for First, Last, Title, Telephone, Cell, and Email. The First, Last, and Email fields have red eye icons.

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 MeetMax

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
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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

Visit “Profile” to make changes to the public profile that WDs/Distributors may view. For preview, click “View Profile”

The screenshot shows the MeetMax user interface. At the top, there is a navigation bar with the following items: "Welcome", "Company Details", "Profile", "Upload", and "Company Availability". The MeetMax logo is in the top right corner. Below the navigation bar, the user is identified as "Test Supplier" with a "Logout" link. A red box highlights the "View Profile" button. The main content area contains several form fields: "Company Name" with the value "Test Supplier", "Company Website" (empty), "Company Logo" with an "Upload" button, and "Company or Product Description" (empty). A note below the website field says "(add https:// before your website)".

# Vendor Deadlines and Action Items

Additional details at  
[www.autocare.org/awdaconference](http://www.autocare.org/awdaconference)

Deadlines	Action
By Aug. 15, 2024	Register Company (includes one attendee and cost of first four meetings)
By Aug. 15, 2024	Create profile in scheduling platform ( <i>MeetMax</i> ) and promote your company's participation.
Sept. 15, 2024	Select & rank the companies you'd like to meet. (A list of WDs that selected your company will be shared with you)
Sept. 20, 2024	Deadline to finish selecting/ranking.
By Aug. 15, 2024	Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite) ( <i>Optional</i> ) Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate
By Sept. 30, 2024	Schedules Sent to Companies
Oct. 1 - 25, 2024	Companies may manually edit schedule or request new meetings in MeetMax
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
By Nov. 30, 2024	Invoices for one-on-one meetings will be sent (after first four)
	\$125 per Sun-Mon meeting
	\$65 per Tue-Thu meeting