



2021 **WD** COMPANY
SELECT & RANKING INSTRUCTIONS
Using MeetMax Scheduling Website

STEP 1

awda
WAREHOUSE DISTRIBUTORS

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DORMAN

74th conference OCT. 31-NOV. 3, 2021 LAS VEGAS

Confirm Your Account 2021 AWDA Conference

Test Dist Co

Thank you for your participation in the **2021 AWDA Conference** taking place Oct 31st to Nov 3rd, 2021.

Below is the registration link to access the *Online Scheduling Software - MeetMax* - to select and rank the companies you wish to meet with in a one-on-one business meeting.

If needed, please refer to this [instructional guide](#) for additional help.

- 1. Access MeetMax:** Click the button below to access the *MeetMax Online Scheduling Software*.
- 2. Confirm Account Details:** Confirm and add company details and create the user-generated username and password. *If you company is bringing more than one team and that additional team is distinct in its own selections/rankings, please contact leah.jones@autocare.org.
- 3. Rank Manufacturer Companies:** For each team participating, select and rank at least 30 companies to help fill the 21 available meeting time slots. (For example, if 1 team is participating, select 30 companies. If 2 teams are participating, select 60 companies. etc.)
- 4. Opt-Out Requests:** The system will also allow you to submit opt-out requests for meetings with certain companies. This feature is anonymous and companies may only choose to opt-out of up to 3 meetings.
- 5. Deadline for WDs to select/rank vendors is Monday Aug. 31, 2021.**

Additional steps and deadlines may be found at www.autocare.org/awdaconference

[Confirm Account](#)

Questions?

Please don't hesitate to contact leah.jones@autocare.org or danielle.king@autocare.org should you have any questions or require assistance using the software.

Company designated contact should have received an invitation email to access the MeetMax scheduling site.

STEP 2

After clicking “Confirm Account” you will be taken to the MeetMax “Account Details” page.

* Company Name
Test Dist Co
This is the displayed name for company selections/rankings

* Program Group Affiliation
 Alliance
 APA
 Federated
 HDA Truck Pride
 Pronto Network
 VIPAR
 Independent WD
 Other
Check all that apply.

* Number of Teams
-select-
How many teams (not attendees) will be participating on behalf of your company? Should an additional MeetMax account be needed for a distinct team (Ex. Sample Company IT Team, Sample Company Marketing Team). Please email leah.jones@autocare.org.

City
State
Company Logo
Upload
Company Website
(add https:// before your website)

Company or Product Description

Company Document / Flyer / Special / Meeting Resource
Browse...

Company Document / Flyer / Special / Meeting Resource #2
Browse...

Company Document / Flyer / Special / Meeting Resource #3
Browse...

Company Contact
Please make any necessary corrections to the information shown below related to your primary account contact.

* First Leah
* Last Jones
Title
* Cell
* Email leahdr79@hotmail.com
* Username
* Password

SUBMIT

Enter the following:

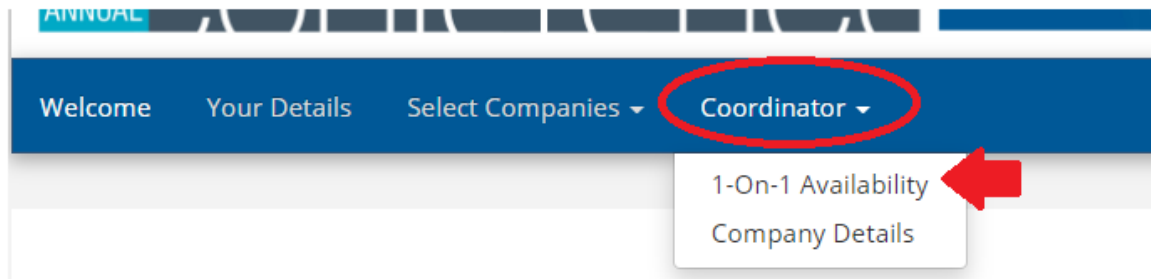
- Company information
- Program group (if applicable)
- Number of Teams
 - If sending multiple teams that require their own unique selection/ranking of vendors, contact leah.jones@autocare.org
- Company profile info (optional)
- Company Contact Info
- ***User-generated*** username and password to access MeetMax.

Click “**Submit**” at the bottom.

STEP 3

One-on-One Meeting Availability

If needed, visit the “1-on-1 Availability” page to indicate which timeslots your company will be available for meetings.



By default, your company is set to be available for all time slots. If any edits are made, be sure to click “Save” at the bottom and then “Return” in the top right to access the Select/Rank areas.

1-On-1 Availability Company Details

[Return](#)

Please de-select the times that you **ARE NOT** available for 1-on-1 meetings. Meeting times are in pacific time zone. Click Save at the bottom.

Availability

Mon, Nov 1	Tue, Nov 2	Wed, Nov 3
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 8:00 - 8:40 AM	<input checked="" type="checkbox"/> 1:15 - 1:55 PM	<input checked="" type="checkbox"/> 1:15 - 1:55 PM
<input checked="" type="checkbox"/> 8:45 - 9:25 AM	<input checked="" type="checkbox"/> 2:00 - 2:40 PM	<input checked="" type="checkbox"/> 2:00 - 2:40 PM
<input checked="" type="checkbox"/> 9:30 - 10:10 AM	<input checked="" type="checkbox"/> 2:45 - 3:25 PM	<input checked="" type="checkbox"/> 2:45 - 3:25 PM
<input checked="" type="checkbox"/> 10:15 - 10:55 AM	<input checked="" type="checkbox"/> 3:30 - 4:10 PM	<input checked="" type="checkbox"/> 3:30 - 4:10 PM
<input checked="" type="checkbox"/> 11:00 - 11:40 AM	<input checked="" type="checkbox"/> 4:15 - 4:55 PM	<input checked="" type="checkbox"/> 4:15 - 4:55 PM
<input checked="" type="checkbox"/> 11:45 - 12:25 PM		
<input checked="" type="checkbox"/> 2:00 - 2:40 PM		
<input checked="" type="checkbox"/> 2:45 - 3:25 PM		
<input checked="" type="checkbox"/> 3:30 - 4:10 PM		
<input checked="" type="checkbox"/> 4:15 - 4:55 PM		
<input checked="" type="checkbox"/> 5:00 - 5:40 PM		

SAVE

STEP 4

Selecting Companies for Meetings

Click the “Select Companies” tab. At the top of the page, there are a set of instructions to help guide you through the process.

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Welcome Your Details **Select Companies** Coordinator

Powered by MeetMax

Leah Jones Logout

COMPANY REQUESTS

- To select a company with whom your company would like to meet, click **Request** in the "Action" column next to that company name.
- In the dialog box that appears, click **Meeting Request** from the drop-down under the inquiry "Would you like make a "meeting opt-out" or "meeting request" with this company.
- Once requests have been made, click on the newly appeared **Rank Requests** button above the list of companies.
- Request and rank at least **30 Companies** for each team your company has participating.
- You **currently have 0** outbound request(s). Less than 30 requests may result in a sparsely filled schedule.

OPT-OUT REQUESTS

- An "Opt-Out" request is an anonymous feature in which your company is indicating that you do not want to hold a meeting with that company.
- The MeetMax system will prevent a meeting being scheduled between the two of you.
- To opt-out of meetings with a particular company, please click **Request** in the dialog box that appears and select **Meeting Opt-Out** in the drop-down.
- On the "Rank" tab a label of **Opted-Out** will then appear next to the company's name and a list of Opt-Out's will also be on your "Welcome" tab.

STEP 5

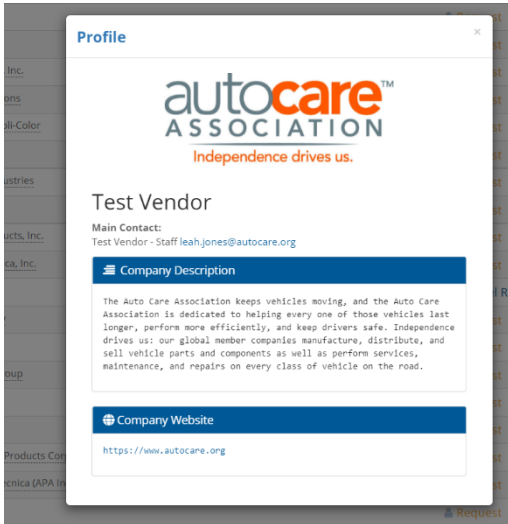
Beneath the instructions, review the list of vendor companies.

Company Name	Action
 AMS Automotive	 Request
 AP Emissions Technologies, LLC.	 Request
 Autel Intelligent Technology Co.,Ltd.	 Request
 Autologue Computer Systems, Inc.	 Request
 Baldwin Filters	 Request
 BBB Industries	 Request

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

There is also a filter option at the top of the list to quickly find a vendor:

+ Company search for.. 



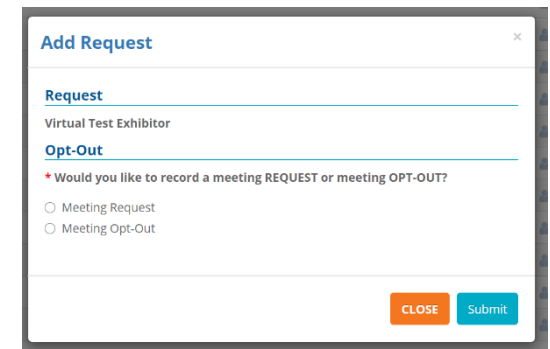
The screenshot shows a profile window for the Autocare Association. The window title is "Profile". The logo for the Autocare Association is displayed at the top, with the tagline "Independence drives us." Below the logo, the text "Test Vendor" is shown, followed by "Main Contact: Test Vendor - Staff feah.jones@autocare.org". There are two expandable sections: "Company Description" and "Company Website". The "Company Description" section is expanded, showing a paragraph of text: "The Auto Care Association keeps vehicles moving, and the Auto Care Association is dedicated to helping every one of those vehicles last longer, perform more efficiently, and keep drivers safe. Independence drives us: our global member companies manufacture, distribute, and sell vehicle parts and components as well as perform services, maintenance, and repairs on every class of vehicle on the road." The "Company Website" section is also expanded, showing the URL "https://www.autocare.org".

STEP 6

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



A new window will pop up asking if this selection is for a “Meeting Request” or “Meeting Opt-Out”. Select your preference and click “Submit”.

A screenshot of a dialog box titled 'Add Request'. The dialog has a close button (X) in the top right corner. It contains two sections: 'Request' and 'Opt-Out', each with a horizontal line below it. Below these sections is a question: '* Would you like to record a meeting REQUEST or meeting OPT-OUT?'. There are two radio button options: 'Meeting Request' and 'Meeting Opt-Out'. At the bottom right of the dialog are two buttons: 'CLOSE' (orange) and 'Submit' (blue).

Identifying “Meeting 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.

**Meeting Opt-Outs anonymously block the program from creating a meeting with that designated company.*

STEP 7

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top and bottom of the list of vendor company names.



★ Rank Requests

Company Name

Click on that “Rank Requests” button to begin arranging your selections in the preferred ranking order.

Step 8

On the “Rank” tab:

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.

Pending/Unscheduled

Rank	Name	Action
1	Virtual Test Exhibitor	✕ Cancel Request ▾
2 <small>TOP ▲</small>	Virtual Exhibitor Opted-Out	✕ Cancel Request ▾

Note: For a company designated “Opt-Out”, it will be labeled as such and that company cannot be dragged nor can you type in the ranking box.

Rankings Saved Automatically

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

Rankings may also be printed or downloaded to an excel file as well.

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 Print or Download Requests List

RANK SELECTIONS

- Below is a list of the companies selected for either a meeting request or an opt out.
 - To **rank** the companies, click in the window displaying the current number and type in the preferred ranking OR drag and drop the company to the preferred order.
 - **Opt-outs** will be noted appropriately and those companies cannot be moved nor can the ranking number be changed.
 - To **undo** (or cancel) any of the selections, click "Cancel Request" next to that company name. *Note: For Opt-outs, return to the "Select Companies" tab to click "Cancel Request" and undo the Opt-out status.*

THERE IS NO "SUBMIT" BUTTON.

- The system will automatically save the rankings.
- The list may be printed or exported to excel via the button at the top "Print or Download Requests List"

Sent Requests

SELECTION CHANGE

To change the status of a selected company

(ex. “meeting request” should now be an “opt-out”)

Return to “Select Companies/Select Companies”

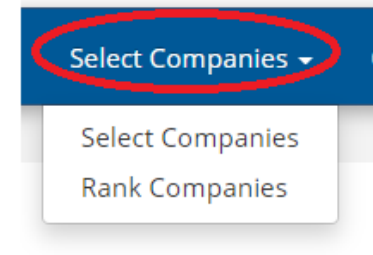
Locate the specific company and click “Cancel Request” next to its name:

Virtual Exhibitor

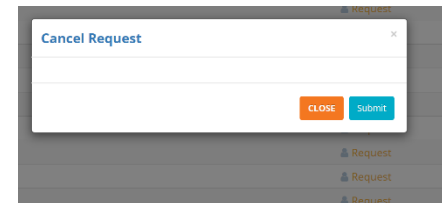
✕ Cancel Request ▾

Virtual Test Exhibitor

✕ Cancel Request ▾



Click “Submit” and proceed with your change.



Distributor select/rank deadline is Aug 31.

Schedules will be sent by Sept. 17, 2021.

process & key dates

WD Dates	Action	Vendor Dates
By Aug. 20, 2021	Register Primary Delegate/Company	By Aug. 20, 2021
n/a	Vendors: Confirm Account in MeetMax & create profile. Promote company to registered WDs to ensure selection in order to meet required minimum.	By Aug. 20, 2021
Link will be sent Aug. 23, 2021	Begin selecting/ranking preferred companies. *Vendors will be able to view list of WDs that selected them.	Link will be sent Sept. 1, 2021
By Aug. 31, 2021	Deadline to finish selecting/ranking.	By Sept. 10, 2032
By Aug. 31, 2021	(Required: Vendors Only): Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite) (Optional for All) Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate.	By Aug. 31, 2021
By Sept. 17, 2021	Schedules Sent to Companies	By Sept. 17, 2021
Sept. 20, 2021 through Oct. 15, 2021	Companies may manually edit schedule or request new meetings in the MeetMax scheduling site	Sept. 20, 2021 through Oct. 15, 2021
Begins Oct. 1, 2021	Additional Delegates Registration Fee Increases by \$100	Begins Oct. 1, 2021
n/a	Vendors Only: One-on-one suite F&B hospitality orders now subject to 20% increase	Begins Oct. 4, 2021
By Oct. 29, 2021	Vendors Suite Assignments are shared	By Oct. 29, 2021

