



VENDOR/MANUFACTURER

CONFIRM ACCOUNT, CREATE PROFILE & SET
MEETING AVAILABILITY

Using MeetMax Scheduling Website

STEP 1



Test Vendor

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 *MeetMax Online Scheduling Software*.

Please click here for a [Quick 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 "Account Details" tab, confirm company information, add a profile/ logo and create your own **user generated** username and password. Complete the profile by Aug. 20, 2021.
3. **Rank Distributor Companies Between Sept. 1 - 10:** After an account has been confirmed here, a confirmation email will be sent with a link to re-access this MeetMax scheduling site. On Sept. 1, click on that link to view the distributor companies that selected your company and then you may also begin to select/rank the distributors that are of interest to your company. Be sure to select the distributors that requested your company, if interested, to increase the creation of a meeting between the two of you.

[Confirm Account](#)

Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email leah.jones@autocare.org if that 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 leah.jones@autocare.org
- Enter Company/Product Description/Logo
- Create **User Generated** username & password
- Confirm contact information
- Click “Submit”

The screenshot shows a registration form for the 74th Annual AWDA Warehouse Distributors Conference, titled "STEP 2". The form is titled "Confirm Account" and is for the "74th ANNUAL CONFERENCE" held from "OCT. 31-NOV. 3, 2021 LAS VEGAS". The form is sponsored by "DORMAN".

The form fields include:

- Company Name:** A text input field with "Fake Vendor" entered. A note below states: "This is the displayed name for company selections/rankings".
- Number of Teams:** A dropdown menu with "-select-" selected. A note below states: "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:** A text input field.
- State:** A text input field.
- Company Logo:** An "Upload" button.
- Company Website:** A text input field with a note: "(add https:// before your website)".
- Company or Product Description:** A large text area.
- Company Document / Flyer / Special / Meeting Resource:** A "Browse..." button.
- Company Contact:** A section with a note: "Please make any necessary corrections to the information shown below related to your primary account contact." It includes fields for:
 - First:** "Lucian"
 - Last:** "Jones"
 - Title:** (empty)
 - Cell:** (empty)
 - Email:** "email.lele@gmail.com"
 - Username:** (empty)
 - Password:** (empty)

A "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 @Work™".

STEP 3

Navigate to the drop down under “Coordinator”:



If needed, de-select any time slots in which you do not want a meeting scheduled and then click “Save”

The screenshot shows the '1-On-1 Availability' form. At the top, there are tabs for '1-On-1 Availability' and 'Company Details'. A 'Return' button with a right arrow is in the top right. Below the tabs, a message reads: '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.' The 'Availability' section is divided into three columns: 'Mon, Nov 1', 'Tue, Nov 2', and 'Wed, Nov 3'. Each column has a 'select all' checkbox and a list of time slots with checkboxes. The 'SAVE' button is at the bottom left.

| 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 | | |

Visit “Company Details” to make company changes. Click “Return” to navigate back to the main menu.

The screenshot shows a web interface for editing company details. At the top right, it says "Company Login: Test Vendor". Below this is a blue navigation bar with two tabs: "1-On-1 Availability" and "Company Details". The "Company Details" tab is circled in red. To the right of the navigation bar is a "Return" button with a right-pointing arrow, also circled in red. The main content area contains two form fields:

- * Company Name**: A text input field containing "Test Vendor" with a small icon to its right. Below it is the text: "This is the displayed name for company selections/rankings".
- * Number of Teams**: A dropdown menu showing "1". Below it is the text: "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".

“Your Details” vs “Company Details”

“Your Details” relates to the individual contact’s information and log-in information.

“Company Details” notes the company information that will be public to the other users of the AWDA MeetMax scheduling site

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, 2021 |
| 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 |

FAQs

What is the use/purpose of multiple teams?

- Some companies choose to utilize multiple teams to maximize the number of one-on-one meetings their company could potentially have.
- “Generic” multiple teams mean that your company’s goal is to increase the number of meetings.
- “Function Specific” multiple team means that your company has multiple teams based on a specific job function of that team and all meetings created for that team are focused on that job function. A separate MeetMax account is needed to handle this type of multiple team. Please contact leah.jones@autocare.org to ensure it is handled properly.

How should I complete the request and ranking process if my multiple teams have specific functions?

- If bringing function specific teams (such as IT Team, Marketing Team), each team should have a different log in and make their requests separately.

How should rankings be done if bringing more than 1 team?

- If bringing one team, request and rank 30 companies
- If bringing two teams, request and rank 60 companies

How are the schedules created?

- The One-on-One meetings are organized through the MeetMax online scheduling software.
- The system scheduling process weighs mutual requests first factoring in the ranking from each company. The system has also been directed to favor the distributors' selections more heavily than the vendor/manufacturers.
- And lastly the date the requests and rankings were made also plays a factor.