



2022 **WD** COMPANY  
SELECT & RANKING INSTRUCTIONS  
Using MeetMax Scheduling Website

# STEP 1

**awda**  
WAREHOUSE DISTRIBUTORS

**TITLE SPONSOR**  
**DAYCO**

75th Conference  
OCT. 30-31, 2022 LAS VEGAS

## Confirm Your Account

2022 AWDA Conference

### Test Distributor (Internal Use Only)

Thank you for your participation in the [2022 AWDA Conference](#) taking place Oct 30th to 31st, 2022.

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 which would require its own MeetMax account, please contact [leah.jones@autocare.org](mailto:leah.jones@autocare.org)
- 3. Edit Available Time Slots:** If necessary, de-select any time slots that your company will not be available for a meeting
- 4. 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.)
- 5. 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.
- 6. Deadline for WDs to select/rank vendors is **Tuesday Aug. 31, 2021.****

Additional steps and deadlines may be found at [www.autocare.org/awdaconference](http://www.autocare.org/awdaconference)

[Confirm Account](#)

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 “Company Details” page.

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](mailto:leah.jones@autocare.org)
  - Company website (optional)
  - **User-generated** username and password to access MeetMax.
- Company Contact Info

Click “**Submit**” at the bottom.

The screenshot shows the 'Company Details' page in the MeetMax system. The navigation bar at the top includes 'Welcome', 'Company Profile', '1-On-1 Availability', 'Company Details', 'Select Companies', 'Documents', and 'Upload'. The main form area contains the following fields and sections:

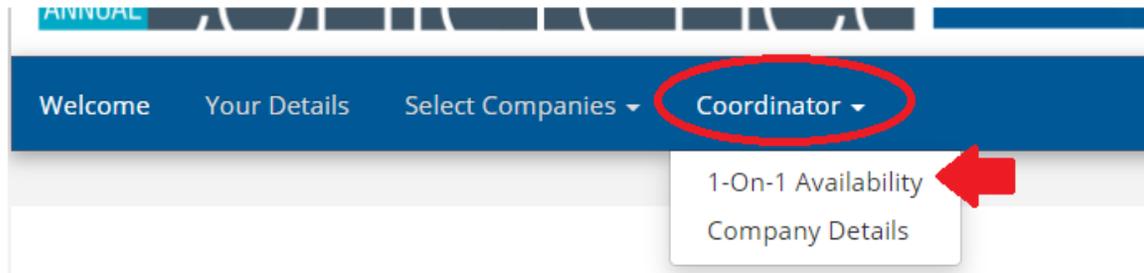
- Company Name:** Text input field with the value 'Test Distributor (Internal Use Only)' and a lock icon.
- Program Group Affiliation:** Dropdown menu with the value '-select-'.
- Number of Teams:** Text input field with the value '1'.
- City:** Text input field.
- State:** Text input field.
- Company Logo:** Section with an 'Upload' button.
- Company Website:** Text input field with a note: 'http:// is required before website url'.
- Company Contact:** Section with the following fields:
  - Username:** Text input field.
  - Password:** Text input field with a strength indicator icon.
  - First:** Text input field with the value 'Leah'.
  - Last:** Text input field with the value 'de los Reyes'.
  - Title:** Text input field.
  - Telephone:** Text input field.
  - Cell:** Text input field.
  - Email:** Text input field with the value 'leah.jones@autocare.org'.
- SUBMIT:** Orange button at the bottom left of the form.

The footer of the page features the 'autocare' logo.

## 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

Sun, Oct 30	Mon, Oct 31
<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 8:00 - 8:40 AM	<input checked="" type="checkbox"/> 8:00 - 8:40 AM
<input checked="" type="checkbox"/> 8:45 - 9:25 AM	<input checked="" type="checkbox"/> 8:45 - 9:25 AM
<input checked="" type="checkbox"/> 9:30 - 10:10 AM	<input checked="" type="checkbox"/> 9:30 - 10:10 AM
<input checked="" type="checkbox"/> 10:15 - 10:55 AM	<input checked="" type="checkbox"/> 10:15 - 10:55 AM
<input checked="" type="checkbox"/> 11:00 - 11:40 AM	<input checked="" type="checkbox"/> 11:00 - 11:40 AM
<input checked="" type="checkbox"/> 11:45 - 12:25 PM	<input checked="" type="checkbox"/> 11:45 - 12:25 PM
<input checked="" type="checkbox"/> 2:00 - 2:40 PM	<input checked="" type="checkbox"/> 2:00 - 2:40 PM
<input checked="" type="checkbox"/> 2:45 - 3:25 PM	<input checked="" type="checkbox"/> 2:45 - 3:25 PM
<input checked="" type="checkbox"/> 3:30 - 4:10 PM	<input checked="" type="checkbox"/> 3:30 - 4:10 PM
<input checked="" type="checkbox"/> 4:15 - 4:55 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

75<sup>TH</sup> ANNUAL conference OCT. 30-31, 2022 LAS VEGAS

Welcome Your Details **Select Companies** Coordinator

Select Companies Rank Companies

Leah de los Reyes Logout

### COMPANY REQUESTS

- To select a company with whom your company would like to meet, click **"Request"** in the "Action" column next to the company name.
- Select and Rank at least **30 Companies** for each team your company has participating.
- Once all requests have been made, click on the blue **"Rank Requests"** button located either at the top or the bottom of the vendor list.

### 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, locate the targeted company, click on the drop down arrow next to *Request* in the "Action" column to see **"Opt-Out"**.

**GUIDE TO SELECT AND RANK COMPANIES**

Click the “Select Companies” tab.

At the top of the page, there are a set of instructions to help guide you through the process.

# STEP 5

Beneath the instructions, review the list of vendor companies.

Company Name	Action
<a href="#">AMS Automotive</a>	<a href="#">Request</a>
<a href="#">AP Emissions Technologies, LLC.</a>	<a href="#">Request</a>
<a href="#">Autel Intelligent Technology Co.,Ltd.</a>	<a href="#">Request</a>
<a href="#">Autologue Computer Systems, Inc.</a>	<a href="#">Request</a>
<a href="#">Baldwin Filters</a>	<a href="#">Request</a>
<a href="#">BBB Industries</a>	<a href="#">Request</a>

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 Auto Care Association. The window title is "Profile". The logo for the Auto Care Association is displayed, with the tagline "Independence drives us." Below the logo, the text "Test Vendor" is shown, followed by "Main Contact: Test Vendor - Staff leah.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.



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

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**

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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   <b>Opted-Out</b>	✕ Cancel Request ▾

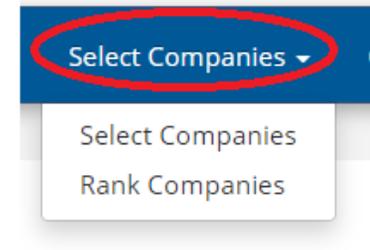
Note: For a company designated “Opt-Out”, it will be labeled as such and that company cannot be dragged nor can you type in the ranking box.

# RANKINGS AUTOMATICALLY SAVED

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

## SELECTION CHANGE

To change the status of a selected company, return to “Rank Companies” under Select Companies and click either “Cancel Request” or “Undo Opt-Out” next to that company’s name.



Distributor deadline to select/rank deadline is Sept. 2.  
Schedules will be sent by Sept. 30, 2022.

# FULL PROCESS & KEY DATES:

## WWW.AUTOCARE.ORG/AWDACONFERENCE

WD Dates	Action	Vendor Dates
By Aug. 19, 2022	Register Primary Delegate/Company	By Aug. 19, 2022
n/a	Vendors: Confirm Account in MeetMax ( <i>scheduling software</i> ) & create profile. Promote company to registered WDs to ensure selection in order to meet required minimum.	By Aug. 19, 2022
Link will be sent Aug. 22, 2022	Begin selecting/ranking preferred companies. *Vendors will be able to view list of WDs that selected them.	Link will be sent Sept. 6, 2022
By Sept. 2, 2022	Deadline to finish selecting/ranking.	By Sept. 16, 2022
By Aug. 31, 2022	(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, 2022
By Sept. 30, 2022	Schedules Sent to Companies	By Sept. 30, 2022
Sept. 30, 2022 through Oct. 14, 2022	Companies may manually edit schedule or request new meetings in MeetMax	Sept. 30, 2022 through Oct. 14, 2022
Begins Oct. 1, 2022	Additional Delegates Registration Fee Increases by \$100	Begins Oct. 1, 2022
n/a	Vendors Only: One-on-one suite F&B hospitality orders now subject to 20% increase	Begins Oct. 3, 2022
By Oct. 28, 2022	Vendors Suite Assignments are shared	By Oct. 28, 2022