



VENDOR/MANUFACTURER

CONFIRM ACCOUNT, CREATE PROFILE & SET
MEETING AVAILABILITY

Using MeetMax Scheduling Website

STEP 1

awda
WAREHOUSE DISTRIBUTORS

OCTOBER
30-31, 2022

75th conference
LAS VEGAS, NEVADA

Confirm Your Account

2022 AWDA Conference

Test Vendor

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 *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 "Company Details" tab, confirm company information, add a profile/ logo and **create your own user generated** username and password. Complete the profile by Aug. 19, 2022.
- 3. Promote Your Company between July 19 - August 19:** 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
- 4. UPCOMING STEP: Rank WD/Distributor Companies Between Sept. 6 - 16:** 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. 6, click on that link to view the wd.distributor companies that selected your company and then you may also 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](#)

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:

awda
WAREHOUSE DISTRIBUTORS

75TH ANNUAL conference

TITLE SPONSOR **DAYCO.**

MeetMax

* Company Name
Text Manufacturer (Internal Use Only)
This is the displayed name for company selections/rankings

* Number of Teams
1
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 Please make sure that your logo is of a relatively good quality. A minimum resolution width of 300 pixels and a .png with transparency is recommended.

* Company Website (add https:// before your website)

Company or Product Description

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

* First Leah * Last Jones Title

* Cell Phone * Email leah.jones@autocare.org

* Username * Password

SUBMIT

autocare ASSOCIATION
Independence • 1966 • 11

- 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”

STEP 3

Navigate to the drop down under “Coordinator”:



Under “1-On-1 Availability”, 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. The form has a blue header with '1-On-1 Availability' and 'Company Details'. Below the header, there is a 'Return' button. The main content area contains a message: '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.' Below this message is the 'Availability' section, which 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 located at the bottom left of the form.

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.

Company Login: Test Vendor

1-On-1 Availability **Company Details**

Return →

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

* **Number of Teams**
1
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

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

Coordinator ▾

Company Profile

1-On-1 Availability

Company Details

Upload

2022

View Profile

Company Name
Vendor

Company Website
https://www.autocare.org
(add https:// before your website)

Company Logo
Upload
AutoCare_TM_CMYK_FINAL large.jpg ✕

Company or Product Description
...ice of the \$300 billion automotive aftermarket industry.

“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

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

FAQs (Additional details at www.autocare.org/awdaconference)

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.