



WD COMPANY

SELECT & RANKING INSTRUCTIONS
Using MeetMax Scheduling Website

STEP 1

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76TH
ANNUAL conference

OCT. 29-30, 2023 LAS VEGAS

Thank you for your participation in the [2023 AWDA Conference](#) taking place Oct 29th to 30th, 2023.

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

Please [click here for a guide](#) on the needed steps at this time and complete the following:

1. **Access MeetMax:** Click the "Complete Profile" button below to access the *MeetMax Online Scheduling Software*.
2. **Confirm Account Details:** In the "Company Details" tab, confirm company information, add a profile/logo and **create your own user generated username**.
**If your company is bringing more than one team and the additional team is distinct in its own selections/rankings which would require its own MeetMax account (Example: "Company Marketing" vs "Company IT"), please contact ashlie.vesper@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 Friday, September 8, 2023.**

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

Complete Profile

Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email ashlie.vesper@autocare.org if the email needs to be resent.

STEP 2

After clicking “Complete Profile” you will enter the MeetMax scheduling site to enter company details:

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Welcome Company Details Company Availability Meeting Requests

* Company Name
Auto Care Association

* Program Group Affiliation
 Alliance
 Pronto Network Cooperative
 Federated
 APA
 Independent
 Other

* Number of Teams

City
State

Company Logo
Upload

Company Website
http:// is required before website uri

* Countries Where We Do Business
 USA
 Canada
 Mexico

* Username

Company Contact

* First * Last Title
Telephone Cell * Email

SUBMIT

- 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@autocare.org
- Enter any missing company details
- Create **User Generated** username
You will no longer need to create a password for login.
- Confirm contact information
- Click “Submit”

CONFIRMATION EMAIL

After clicking “Submit” you will receive a confirmation email with your username and confirmation code.

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USERNAME autocare

CONFIRMATION CODE VXYNQTNRRP4

LOG BACK IN

Add to Calendar



- Please save this email to log back in to the MeetMax scheduling site
- After selecting "Log Back In", you will be brought to the MeetMax scheduling site with your username and Confirmation Code pre-filled

If Confirmation Code is not pre-filled, select "Email Confirmation Number" to re-send the code

Login

* Username

* Confirmation Number

Login

[➔ Email confirmation number](#)

For login assistance, please contact ashlie.vesper@autocare.org

- *You will no longer need a password to log in*

STEP 3

One-on-One Meeting Availability

Under “Company Availability”, de-select any time slots in which you **do not** want a meeting scheduled.

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Welcome Company Details Profile Company Availability MeetMax

Auto Care Test Logout

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

Availability

Date	From	To	
10/29/23	8:00 AM		<input type="checkbox"/> SELECT <input type="checkbox"/> REMOVE

Sun, Oct 29

- select all
- 8:00 - 8:40 AM
- 8:45 - 9:25 AM
- 9:30 - 10:10 AM
- 10:15 - 10:55 AM
- 11:00 - 11:40 AM
- 11:45 - 12:25 PM
- 2:00 - 2:40 PM
- 2:45 - 3:25 PM
- 3:30 - 4:10 PM
- 4:15 - 4:55 PM

Mon, Oct 30

- select all
- 8:00 - 8:40 AM
- 8:45 - 9:25 AM
- 9:30 - 10:10 AM
- 10:15 - 10:55 AM
- 11:00 - 11:40 AM
- 11:45 - 12:25 PM
- 2:00 - 2:40 PM
- 2:45 - 3:25 PM
- 3:30 - 4:10 PM
- 4:15 - 4:55 PM
- 5:00 - 5:40 PM

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Independence drives us.

STEP 4

Selecting Companies for Meetings

Click “Request a Meeting” under the "Meeting Requests" 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 Company Details Company Availability Meeting Requests ▾

Request Meeting

Auto Care Association Logout

REQUEST NEW MEETINGS

- Note your available time slots from the "Company Availability" tab.

TO UNDERSTAND THE "ACTION" COLUMN BELOW - [Click Here](#)

- EDIT/CANCEL MEETINGS:** A confirmed meeting will have the date/time of that meeting next to the company name. Click on "edit" from the drop down next to that date/time to change the time of the meeting (if other mutual time slots are available) or click "cancel" if to delete that

STEP 5

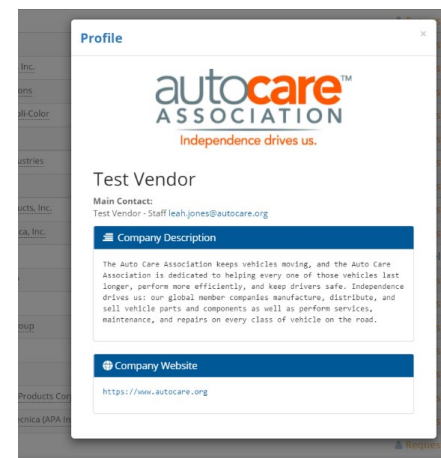
Beneath the instructions, review the list of vendor companies. You may also search for a company or use the filters on the left side to narrow down the results. You can also use the search function to search for keywords that appear within a company's description.

+ Company ▾ contains ▾ search for.. 🔍

- ▼ **Company Team Type**
 - General Business
 - IT/Data
- ▼ **Program Group Affiliation**
 - Independent

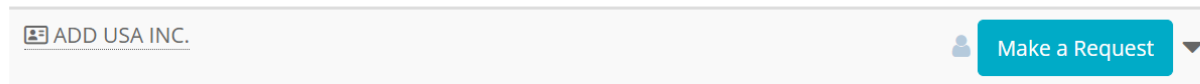
Company Name	Action
ADD USA INC.	Make a Request ▾
Alltech Automotive	Make a Request ▾
AP Emissions Technologies, LLC	Make a Request ▾
Arnott Air Suspension Products	Make a Request ▾

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



STEP 6

Click on “Make a 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

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.

Sent Requests

Rank	Name	Date	Action
1	Leah Manu Test	Yesterday	✕ Cancel Request
2 <small>TOP ▲</small>	MFG DO NOT USE	Today	✕ Cancel Request

Opt-Outs

Name	Date	Action
Test Manu	Today	🔄 Undo Opt-out

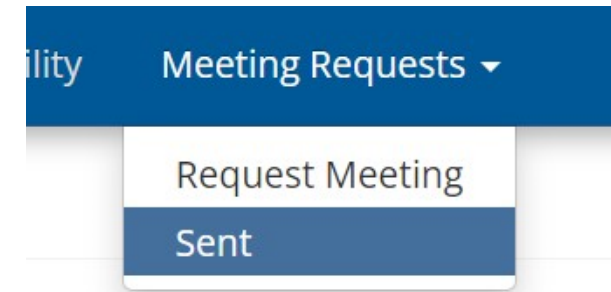
Note: The companies you have opted-out of will also be listed. These companies cannot be ranked.

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 your "Sent" requests under "Meeting Requests" and click either “Cancel Request” or “Undo Opt-Out” next to that company’s name.



Distributor deadline to select/rank deadline is Sept. 8.
Schedules will be sent by Sept. 29, 2023.

FULL PROCESS & KEY DATES:
WWW.AUTOCARE.ORG/AWDACONFERENCE

Deadlines	Action
By Aug. 25, 2023	Register Company (includes one attendee)
Link sent by Aug. 28, 2023	Begin selecting/ranking companies you'd like to meet.
By Sept. 8, 2023	Deadline to finish selecting/ranking your preferred companies.
By Aug. 31, 2023	(Optional) Reserve Venetian Hotel Room at AWDA discounted rate.
By Sept. 29, 2023	Schedules Sent to Companies
Sept. 29, 2023 through Oct. 13, 2023	Companies may manually edit schedule or request new meetings
Begins Oct. 1, 2023	Additional Delegates Registration Fee Increases by \$100
By Oct. 20, 2023	Vendors Suite Assignments are shared
Oct. 29 - 30, 2023	One-on-One Meetings