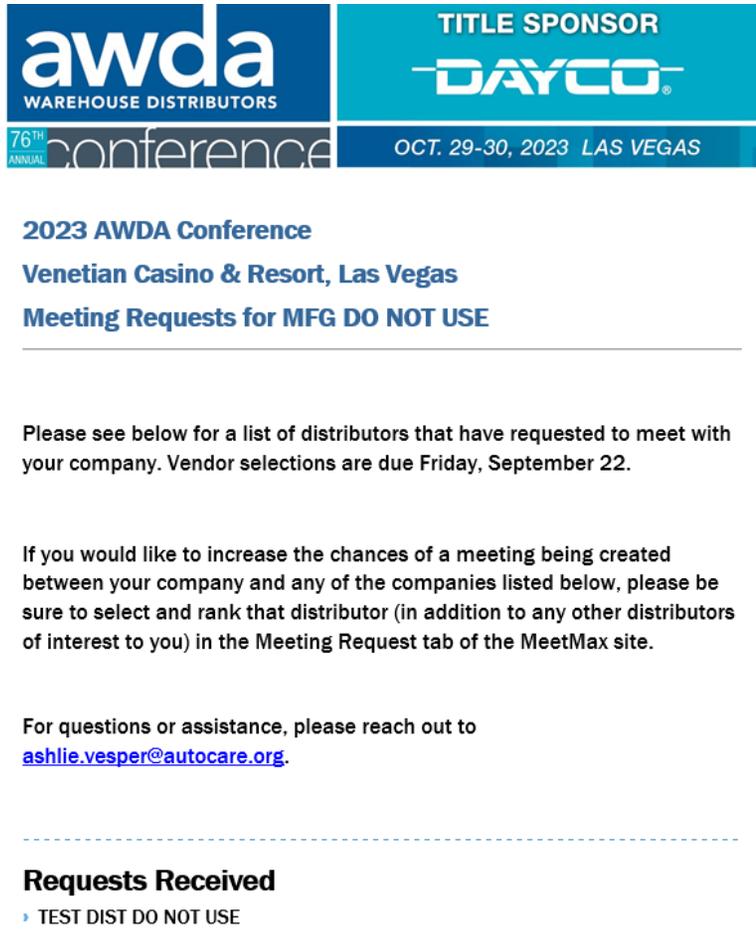




**VENDOR/MANUFACTURER**  
SELECT & RANKING INSTRUCTIONS  
Using MeetMax Scheduling Website

# STEP 1

## Viewing Received Requests



**awda**  
WAREHOUSE DISTRIBUTORS

TITLE SPONSOR  
**DAYCO**

76<sup>TH</sup>  
ANNUAL  
conference

OCT. 29-30, 2023 LAS VEGAS

**2023 AWDA Conference**  
**Venetian Casino & Resort, Las Vegas**  
**Meeting Requests for MFG DO NOT USE**

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Please see below for a list of distributors that have requested to meet with your company. Vendor selections are due Friday, September 22.

If you would like to increase the chances of a meeting being created between your company and any of the companies listed below, please be sure to select and rank that distributor (in addition to any other distributors of interest to you) in the Meeting Request tab of the MeetMax site.

For questions or assistance, please reach out to [ashlie.vesper@autocare.org](mailto:ashlie.vesper@autocare.org).

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**Requests Received**  
▶ TEST DIST DO NOT USE

Your company's designated one-on-one contact should have received an email from [ashlie.vesper@autocare.org](mailto:ashlie.vesper@autocare.org) that includes a list of WD companies that have requested your company. You may use this email to re-access MeetMax to begin your selection process.

You may use this list to guide your selections. The MeetMax system will create meetings between companies that have mutually, high ranking meeting requests. You may also request WD companies outside of this list.

## STEP 2

### 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.

The screenshot shows the MeetMax website interface for the 76th Annual Conference. The header includes the conference name, dates (OCT. 29-30, 2023 LAS VEGAS), and navigation tabs: Welcome, Company Details, Company Availability, and Meeting Requests. A "Request Meeting" button is highlighted under the Meeting Requests tab. The user is logged in as "Auto Care Association" with a "Logout" link. Two instructional boxes are visible: a green one for "REQUEST NEW MEETINGS" and a pink one for "TO UNDERSTAND THE 'ACTION' COLUMN BELOW".

**76<sup>TH</sup> ANNUAL conference** OCT. 29-30, 2023 LAS VEGAS

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 3

Beneath the instructions, review the list of WD 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.

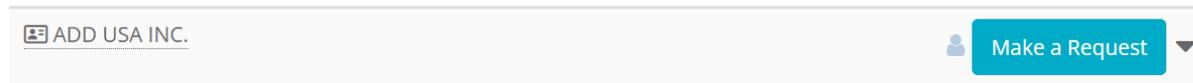
+ Company  search for..

	Company Name	Action
<input type="checkbox"/> General Business	<a href="#">ADD USA INC.</a>	<input type="button" value="Make a Request"/>
<input type="checkbox"/> IT/Data	<a href="#">Alltech Automotive</a>	<input type="button" value="Make a Request"/>
<input type="checkbox"/> Independent	<a href="#">AP Emissions Technologies, LLC</a>	<input type="button" value="Make a Request"/>
	<a href="#">Arnott Air Suspension Products</a>	<input type="button" value="Make a Request"/>

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

## STEP 4

Click on “Make a Request” next to the WD company 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 5

Once Requests have been added, a “Rank Requests” button will appear at the top and bottom of the list of WD company names.



★ Rank Requests

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

# Step 6

## 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	⓪ Undo Opt-out

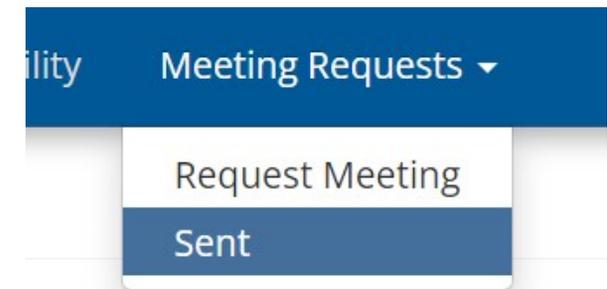
Note: The companies you have opted-out of will also be listed. These companies cannot be ranked.

# 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.



Supplier deadline to select/rank deadline is Sept. 22.  
Schedules will be sent by Sept. 29, 2023.

# FULL PROCESS & KEY DATES:

## WWW.AUTOCARE.ORG/AWDACONFERENCE

Distributor/WD Deadlines	Vendor Deadlines
Deadlines	Action
By Aug. 25, 2023	Register Company (includes one attendee and cost of first four meetings)
By Aug. 25, 2023	Create profile in scheduling platform ( <i>MeetMax</i> ) and promote your company's participation.
Link will be sent Sept. 11, 2023	Select & rank the companies you'd like to meet. (A list of WDs that selected your company will be shared with you)
By Sept. 22, 2023	Deadline to finish selecting/ranking.
By Aug. 31, 2023	Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite)  (Optional Reserve Venetian Hotel sleeping only guest suite 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 in MeetMax
Begins Oct. 1, 2023	Additional Delegates Registration Fee Increases by \$100
Begins Oct. 2, 2023	One-on-one suite F&B hospitality orders now subject to 20% increase
By Oct. 20, 2023	Vendors Suite Assignments are shared
Oct. 29 - 30, 2023	One-on-One Meetings Occur
By Nov. 30, 2023	Invoices for one-on-one meetings will be sent (\$125 per meeting after first four)