

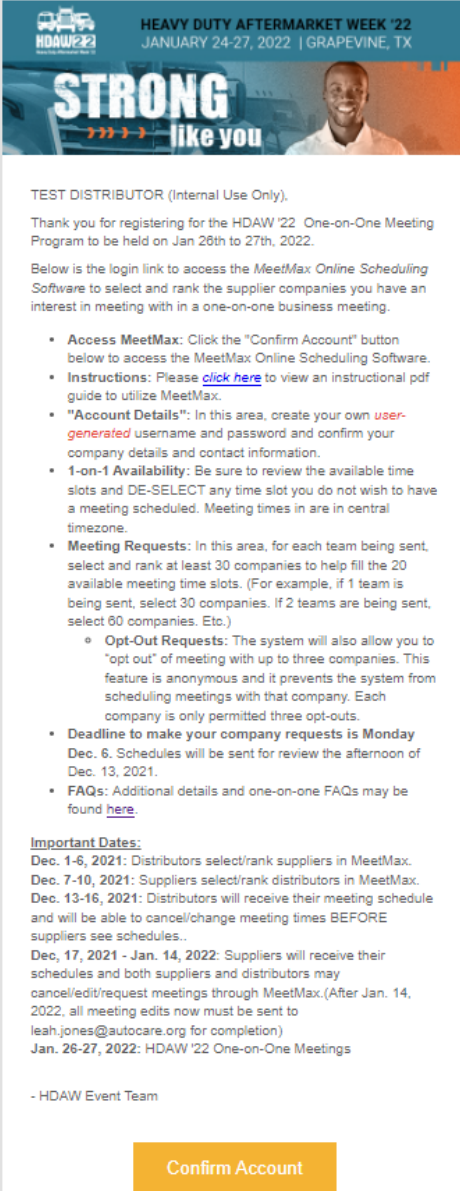


HEAVY DUTY AFTERMARKET WEEK '22
JANUARY 24-27, 2022 | GRAPEVINE, TX



2022 **SUPPLIER** ONE-ON-ONE
SELECTING & RANKING DISTRIBUTOR GUIDE
Using MeetMax Scheduling Website

STEP 1



HEAVY DUTY AFTERMARKET WEEK '22
JANUARY 24-27, 2022 | GRAPEVINE, TX

STRONG
like you

TEST DISTRIBUTOR (Internal Use Only).

Thank you for registering for the HDAW '22 One-on-One Meeting Program to be held on Jan 26th to 27th, 2022.

Below is the login link to access the *MeetMax Online Scheduling Software* to select and rank the supplier companies you have an interest in meeting with in a one-on-one business meeting.

- **Access MeetMax:** Click the "Confirm Account" button below to access the MeetMax Online Scheduling Software.
- **Instructions:** Please [click here](#) to view an instructional pdf guide to utilize MeetMax.
- **"Account Details":** In this area, create your own **user-generated** username and password and confirm your company details and contact information.
- **1-on-1 Availability:** Be sure to review the available time slots and DE-SELECT any time slot you do not wish to have a meeting scheduled. Meeting times in are in central timezone.
- **Meeting Requests:** In this area, for each team being sent, select and rank at least 30 companies to help fill the 20 available meeting time slots. (For example, if 1 team is being sent, select 30 companies. If 2 teams are being sent, select 60 companies. Etc.)
 - **Opt-Out Requests:** The system will also allow you to "opt out" of meeting with up to three companies. This feature is anonymous and it prevents the system from scheduling meetings with that company. Each company is only permitted three opt-outs.
- **Deadline to make your company requests is Monday Dec. 6.** Schedules will be sent for review the afternoon of Dec. 13, 2021.
- **FAQs:** Additional details and one-on-one FAQs may be found [here](#).

Important Dates:
Dec. 1-6, 2021: Distributors select/rank suppliers in MeetMax.
Dec. 7-10, 2021: Suppliers select/rank distributors in MeetMax.
Dec. 13-16, 2021: Distributors will receive their meeting schedule and will be able to cancel/change meeting times BEFORE suppliers see schedules..
Dec. 17, 2021 - Jan. 14, 2022: Suppliers will receive their schedules and both suppliers and distributors may cancel/edit/request meetings through MeetMax.(After Jan. 14, 2022, all meeting edits now must be sent to leah.jones@autocare.org for completion)
Jan. 26-27, 2022: HDAW '22 One-on-One Meetings

- HDAW Event Team

[Confirm Account](#)

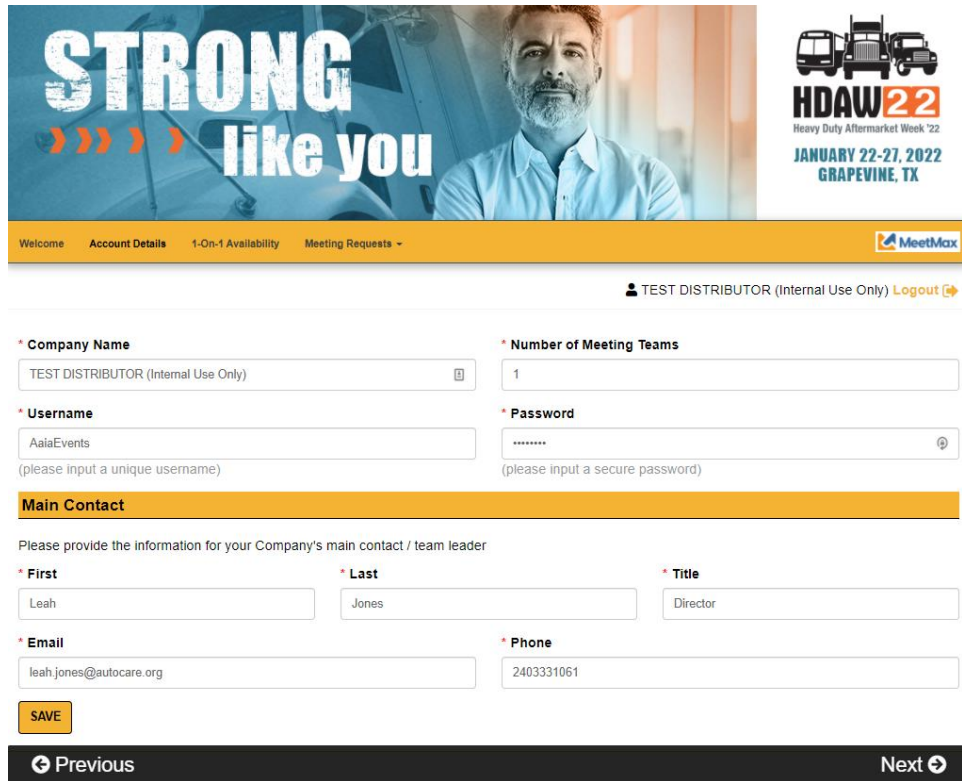
Company designated contact should have received an invitation email to access the MeetMax scheduling site

Or

If account has already been confirmed, click [HERE](#) to re-access MeetMax.
(Do not log-in via www.meetmax.com)

STEP 2

After clicking “**Confirm Account**” you will be taken to the MeetMax “**Account Details**” page.



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HDAW22
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JANUARY 22-27, 2022
GRAPEVINE, TX

Welcome Account Details 1-On-1 Availability Meeting Requests MeetMax

TEST DISTRIBUTOR (Internal Use Only) Logout

* **Company Name**
TEST DISTRIBUTOR (Internal Use Only)

* **Number of Meeting Teams**
1

* **Username**
AalaEvents
(please input a unique username)

* **Password**

(please input a secure password)

Main Contact

Please provide the information for your Company's main contact / team leader

* **First** Leah

* **Last** Jones

* **Title** Director

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

* **Phone** 2403331061

SAVE

Previous Next



Enter the following:

- Company information
- Number of Meeting Teams
- Company contact details
- Create **user-generated** username and password to access MeetMax.
- Click “Save” at the bottom

STEP 3

“1-On-1 Availability” tab allows you to **de-select** any time slots that your company will not be available for a one-on-one meeting.

[Welcome](#) [Account Details](#) [Profile](#) [1-On-1 Availability](#)

 Test HDAW Vendor [Logout](#) 

By default your Company is set to be available for ALL Meeting Time Slots. Please DE-SELECT the check box for any time slots that your company **IS NOT** available for 1-on-1 meetings below. When finished making your selections click "Save" at the bottom.

Availability

Wed, Jan 26
☐ select all
☒ 7:00 - 7:35 AM (EST)
☒ 7:40 - 8:15 AM (EST)
☒ 8:20 - 8:55 AM (EST)
☒ 9:00 - 9:35 AM (EST)
☒ 9:40 - 10:15 AM (EST)
☒ 10:20 - 10:55 AM (EST)
☒ 11:00 - 11:35 AM (EST)
☒ 11:40 - 12:15 PM (EST)

Thu, Jan 27
☐ select all
☒ 7:00 - 7:35 AM (EST)
☒ 7:40 - 8:15 AM (EST)
☒ 8:20 - 8:55 AM (EST)
☒ 9:00 - 9:35 AM (EST)
☒ 9:40 - 10:15 AM (EST)
☒ 10:20 - 10:55 AM (EST)
☒ 11:00 - 11:35 AM (EST)
☒ 11:40 - 12:15 PM (EST)
☒ 1:15 - 1:50 PM (EST)
☒ 1:55 - 2:30 PM (EST)
☒ 2:35 - 3:10 PM (EST)
☒ 3:15 - 3:50 PM (EST)

SAVE

STEP 4

Visit the “**Welcome**” tab to view the list of distributor companies that selected & ranked your company as one they were interested in having a one-on-one meeting.

Be sure to select & rank those companies in return if you would like to meet with them.

Inbound Meeting Requests

Distributors that have requested to meet with your company are noted below. To increase the chances of a meeting being created between your company and that distributor company, please remember to select and rank them in the “Meeting Requests” tab as the system favors mutual meeting requests.

- 2 VIPAR - JOE MEYER
- Advance Auto Parts - TruckQuest
- AFTERMARKET AUTO PARTS ALLIANCE
- AURORA PARTS
- CLF WAREHOUSE, INC.
- CRW PARTS. INC.

STEP 5

On the “**Meeting Requests**” tab there are a set of instructions noted at the top to help guide you through the process of selecting/ranking your preferred distributor companies.

Review the list of distributor companies.

Company Name	Action
 1 VIPAR - DAVE WANHALA	 Request
 2 VIPAR - JOE MEYER	 Request
 3 VIPAR - STEVE MURZYN	 Request
 A-1 TRUCK PARTS	 Request
 AAA SPRING SPECIALISTS, INC.	 Request
 ACTION TRUCK PARTS, INC.	 Request
 Advance Auto Parts	 Request
 Advance Auto Parts - TruckQuest	 Request
 AFTERMARKET AUTO PARTS ALLIANCE	 Request

There is a filter at the top of the company list if needed.

STEP 6

Click on “**Request**” next to the distributor you are interested in.



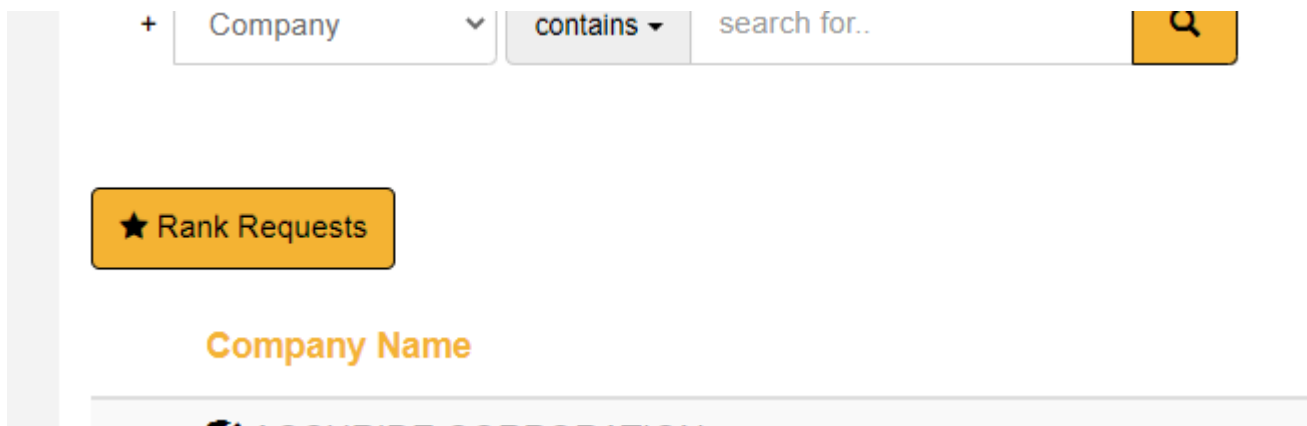
A new window will appear and ask if the action is “Meeting Request” or “Meeting Opt-Out”. Select your preference and click “Submit”.

A screenshot of a dialog box titled 'Add Request'. The dialog box has a close button (X) in the top right corner. It contains two sections: 'Request' and 'Opt-Out'. The 'Request' section is currently selected. Below the 'Request' section, there is a question: '* Would you like to record a meeting REQUEST or meeting OPT-OUT?'. There are two radio buttons: 'Meeting Request' (selected) and 'Meeting Opt-Out'. At the bottom right of the dialog box, there are two buttons: 'CLOSE' (orange) and 'Submit' (blue).

An Opt-Out request is an anonymous feature in which your company instructs MeetMax to block a meeting being created between your two companies. Only 3 Opt-Outs are permitted for each company.

STEP 6

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top of the list of distributor company names. Click “Rank Requests” to begin arranging your selected distributors in numerical order.



The screenshot displays a software interface with a search bar at the top. The search bar includes a plus sign, a dropdown menu with 'Company' selected, another dropdown menu with 'contains' selected, a text input field with 'search for..' placeholder text, and a magnifying glass icon. Below the search bar, there is a yellow button with a star icon and the text 'Rank Requests'. Underneath the button, the text 'Company Name' is displayed in orange. At the bottom of the screenshot, a table header is visible with the text 'Company Name' and a small icon.

Step 7

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.

Rank	Name	Action
1	Virtual Test Exhibitor	✕ Cancel Request ▾
2 <small>TOP ▲</small>	Virtual Exhibitor Opted-Out	✕ 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.

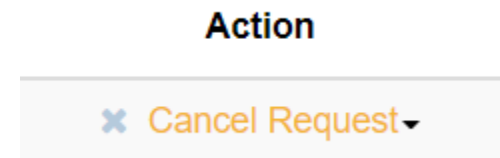
ONCE FINISHED, THERE IS NO “SUBMIT” BUTTON.

SELECTIONS ARE AUTOMATICALLY SAVED.

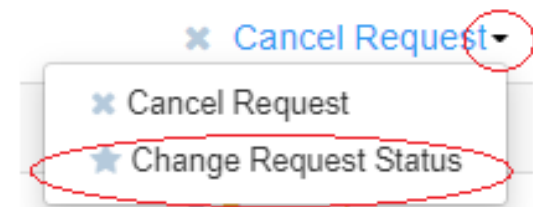
YOU CAN PRINT OR DOWNLOAD REQUESTS LIST.

EDIT RANKINGS

To remove a company from your rankings, click “Cancel Request” next to their name in the **Action** column.



To change a company from request to opt-out or vice versa, click “Change Request Status” from the drop down in **Action**:



Questions? For **One-on-One Process questions**, contact Leah Jones at 240-333-1061, or email leah.jones@autocare.org. For **registration questions**, please contact HDAW Conference Management at 708-226-1300, or email info@hdaw.org.

Supplier Deadlines		Distributor Deadlines
By Tuesday, November 30, 2021	Deadline to Sign Up For the One-on-One Business Meetings (Suppliers Must Also Request Meeting Rooms)	By Tuesday, November 30, 2021
By Tuesday, November 30, 2021	Access MeetMax/ Create Profile	n/a
Tuesday, December 7- Friday, December 10, 2021	Select/Rank Companies	Wednesday, December 1- Monday, December 6, 2021
By Friday, December 10, 2021	Vendors Receive Meeting Room Assignments	n/a
Friday, December 17, 2021	Receive Schedule With Meeting Rooms Noted	Afternoon of Monday, December 13, 2021 <i>(1st right of refusal until Thursday, December 16, 2021)</i>
Friday, December 17, 2021- Friday, January 14, 2022	Self-Scheduling (request / edit / cancel)	Friday, December 17, 2021- Friday, January 14, 2022
Monday, January 17 – Wednesday, January 25, 2022	All Changes/Edits Now Sent to HDAW Staff	Monday, January 17 – Wednesday, January 25, 2022
Wednesday, January 26- Thursday, January 27, 2022	One-on-One Dates	Wednesday, January 26- Thursday, January 27, 2022