

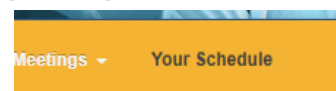
HOW TO REQUEST A NEW MEETING / SELF SCHEDULE

STEP 1

Log in to MeetMax using your company's primary contact user-generated log-in credentials.
Log In [HERE](#).

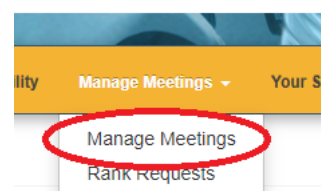
STEP 2

Review "Your Schedule" to identify any remaining available time slots.



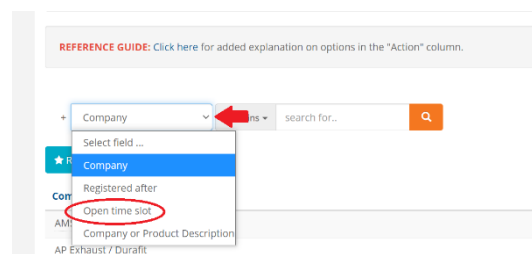
STEP 3

Navigate to "Manage Meetings" sub-tab under "Manage Meetings" tab.



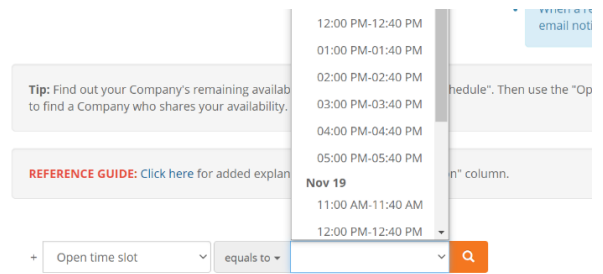
STEP 4

Above the list of companies, locate the filter and choose "Open Timeslot" from the drop down.



STEP 5

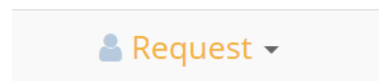
In the “equals to” field, select your available timeslot from the drop down.



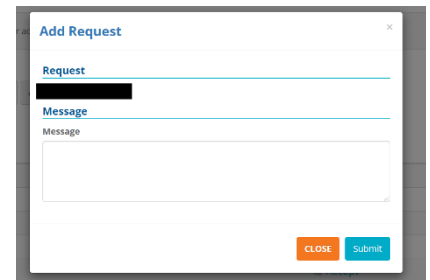
The screenshot shows a web interface with a search bar. Below the search bar, there is a dropdown menu labeled "equals to". The dropdown menu is open, showing a list of time slots: 12:00 PM-12:40 PM, 01:00 PM-01:40 PM, 02:00 PM-02:40 PM, 03:00 PM-03:40 PM, 04:00 PM-04:40 PM, 05:00 PM-05:40 PM, Nov 19, 11:00 AM-11:40 AM, and 12:00 PM-12:40 PM. A search icon is visible at the bottom right of the dropdown. To the left of the dropdown, there is a text box with the placeholder "Open time slot". Above the dropdown, there is a tip: "Tip: Find out your Company's remaining available time slots to find a Company who shares your availability." and a reference guide: "REFERENCE GUIDE: Click here for added explanation".

STEP 6

View the companies below that are available during this time slot and click “Request” from the “Action” column of your preferred company.

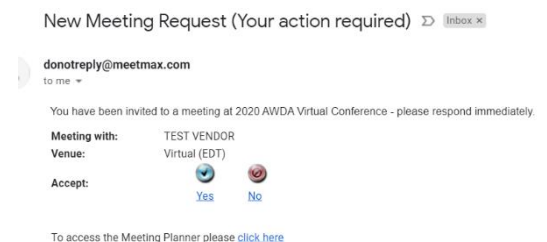


- A pop-up window will appear. Adding a message is optional. Next, click “Submit”



The screenshot shows a pop-up window titled "Add Request". It has a "Request" field with a redacted name, a "Message" field, and "CLOSE" and "Submit" buttons at the bottom right.

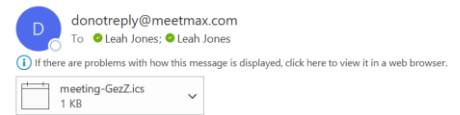
- An email notification will be sent to the target company’s primary contact of this meeting request.



- If request is approved, MeetMax will allow them to choose a mutually available time slot, if one exists, and then they can confirm the meeting.

- If no mutual timeslot exists, company can still send message to the company that requested the meeting.
- Companies will receive notification of confirmed meeting.

Meeting Confirmed



Meeting with: TEST

When: Wed, Nov 18

Time: 3:00-03:40 PM

Venue: Virtual (EDT)

Message: Hey looking forward

To access the Meeting Planner please [click here](#)

Guide to Understanding the “Action” Column

[Redacted]	Nov 18 2:00 PM ▾
[Redacted]	Nov 19 5:00 PM ▾
[Redacted]	Accept ▾
[Redacted]	Nov 17 1:00 PM ▾
[Redacted]	Request ▾
[Redacted]	Cancel Request ▾
[Redacted]	Cancel Request ▾
[Redacted]	Cancel Request ▾
[Redacted]	Nov 17 11:00 AM ▾

- This indicates they have a confirmed meeting with this company at that date and time.
- This indicates that either they made a recent request for a meeting OR it could be an original request from the initial phase and that request never resulted in a meeting being created.
- This indicates you can make a new request to this company
- This indicates that a company requested to meet with you and so you can accept or reject that request