



**HEAVY DUTY AFTERMARKET WEEK '23**  
JANUARY 16-19, 2023 | GRAPEVINE, TX



2023 **DISTRIBUTOR** ONE-ON-ONE  
SELECTING & RANKING SUPPLIER GUIDE  
Using MeetMax Scheduling Website

# STEP 1

Confirm Account for Heavy Duty Aftermarket Week 2023



Test Distributor (Internal Use Only),

Thank you for registering for the HDAW '23 One-on-One Meeting Program to be held on Jan 16th to 19th, 2023.

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](#) for a MeetMax user guide.
- **"Account Details":** In this area, create your own *user-generated* username and password and confirm your company details and contact information. (Previous years' log-ins will not work. Please create new log-in credentials)
- **Multiple Teams:** If you are interested in sending multiple teams, there are two scenarios. You can change the number

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

# STEP 2

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

The screenshot shows the MeetMax 'Account Details' page. At the top left, there is a logo for 'HDAW 23 JANUARY 16-19, 2023 GRAPEVINE, TX' with an image of trucks. To the right is a 'SHUTTLE' logo. Below the header is a navigation bar with 'Welcome', 'Account Details', '1-On-1 Availability', and 'Manage Meetings'. The user is logged in as 'Test Distributor (Internal Use Only)' with a 'Logout' link. The form contains the following fields:

- Company Name:** Test Distributor (Internal Use Only)
- Number of Meeting Teams:** 1 (i.e. # of distinct schedules, NOT # of attendees)
- Username:** (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:** Heavy
  - Last:** Duty
  - Title:** HDAW Staff
  - Email:** leah.jones@autocare.org
  - Phone:** 867-5309

A 'SAVE' button is located at the bottom left of the form.

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.

**HDAW23** JANUARY 16-19, 2023  
Heavy Duty Aftermarket Week '23

GRAPEVINE, TX

Welcome Account Details **1-On-1 Availability** Manage Meetings

Test Distributor (Internal Use Only) [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**

Tue, Jan 17	Wed, Jan 18	Thu, Jan 19
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 10:00 - 10:35 AM (CT)	<input checked="" type="checkbox"/> 2:00 - 2:35 PM (CT)	<input checked="" type="checkbox"/> 7:00 - 7:35 AM (CT)
<input checked="" type="checkbox"/> 10:40 - 11:15 AM (CT)	<input checked="" type="checkbox"/> 2:40 - 3:15 PM (CT)	<input checked="" type="checkbox"/> 7:40 - 8:15 AM (CT)
<input checked="" type="checkbox"/> 11:20 - 11:55 AM (CT)	<input checked="" type="checkbox"/> 3:20 - 3:55 PM (CT)	<input checked="" type="checkbox"/> 8:20 - 8:55 AM (CT)
<input checked="" type="checkbox"/> 12:00 - 12:35 PM (CT)	<input checked="" type="checkbox"/> 4:00 - 4:35 PM (CT)	<input checked="" type="checkbox"/> 9:00 - 9:35 AM (CT)
<input checked="" type="checkbox"/> 12:40 - 1:15 PM (CT)	<input checked="" type="checkbox"/> 4:40 - 5:15 PM (CT)	<input checked="" type="checkbox"/> 9:40 - 10:15 AM (CT)
	<input checked="" type="checkbox"/> 5:20 - 5:55 PM (CT)	<input checked="" type="checkbox"/> 10:20 - 10:55 AM (CT)
		<input checked="" type="checkbox"/> 11:00 - 11:35 AM (CT)
		<input checked="" type="checkbox"/> 11:40 - 12:15 PM (CT)
		<input checked="" type="checkbox"/> 12:20 - 12:55 PM (CT)

**SAVE**

# STEP 4

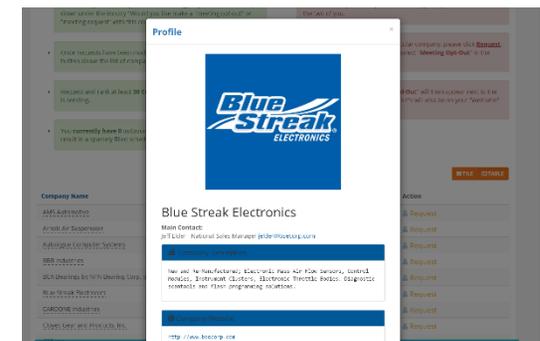
On the “Meeting Requests” tab there are a set of instructions noted at the top to help guide you through the process of selecting/ranking your preferred vendor companies.

Review the list of vendor companies.



Company Name	Action
<a href="#">AMS Automotive</a>	<a href="#">Request</a>
<a href="#">Arnott Air Suspension</a>	<a href="#">Request</a>
<a href="#">Autologue Computer Systems</a>	<a href="#">Request</a>
<a href="#">BBB Industries</a>	<a href="#">Request</a>
<a href="#">BCA Bearings by NTN Bearing Corp. of America</a>	<a href="#">Request</a>
<a href="#">Blue Streak Electronics</a>	<a href="#">Request</a>
<a href="#">CARDONE Industries</a>	<a href="#">Request</a>

Click on a company name for additional information.



# STEP 5

Click on “Request” next to the vendor.

 HDAW Vendor Test (Internal Use Only)

 Request

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

## Add Request ×

### Request

 HDAW Vendor Test (Internal Use Only)

### Opt-Out or Meeting Request?

Would you like to make a meeting Opt-Out or meeting request to this company?

-select-

-select-

Meeting Opt-Out

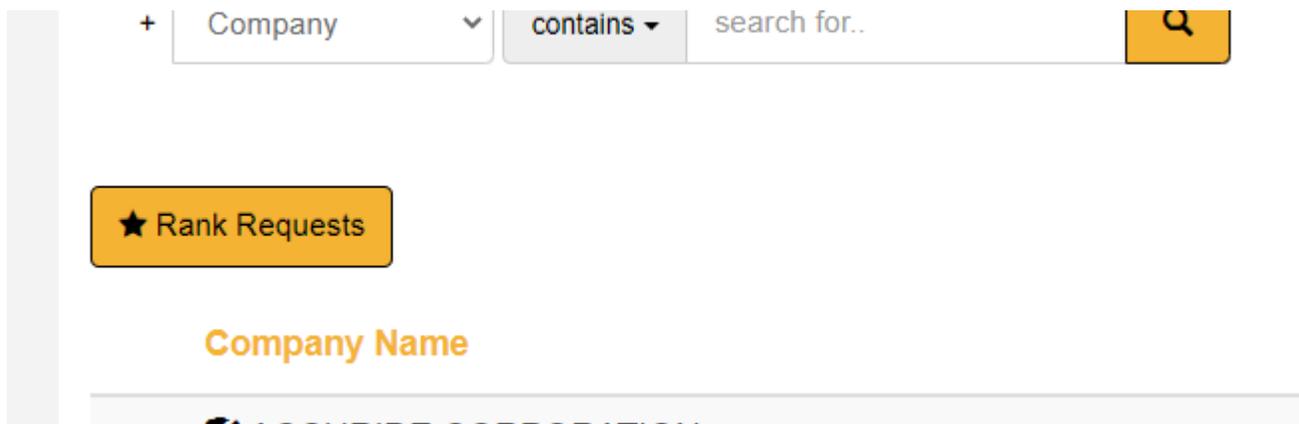
Meeting Request

CLOSE

Submit

## STEP 6

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



# 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	Date	Requested By	Action
1	ALLIANT POWER	9 days ago	Unknown	★ Change Request Status ▼
2 <small>TOP ▲</small>	AMSTED SEALS	9 days ago	Unknown	★ Change Request Status ▼
3 <small>TOP ▲</small>	HDAW Vendor Test (Internal Use Only)	Today	Unknown	✕ Cancel Request ▼

Note: For a company designated “Opt-Out”, that company will be in dark grey and cannot be dragged nor can you type in the ranking box.

**ONCE FINISHED, THERE IS NO “SUBMIT” BUTTON.**

SELECTIONS ARE AUTOMATICALLY SAVED.

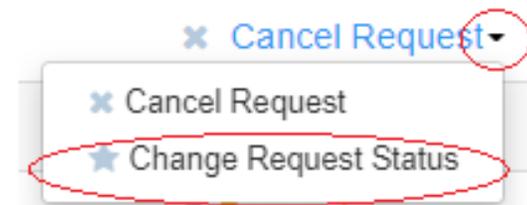
YOU MAY TAKE A SCREEN SHOT OF YOUR SELECTIONS.

# 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](mailto:leah.jones@autocare.org). For **registration questions**, please contact HDAW Conference Management at 708-226-1300, or email [info@hdaw.org](mailto:info@hdaw.org).

Supplier Deadlines		Distributor Deadlines
By Friday, November 18, 2022	<b>Deadline to Sign Up For the One-on-One Business Meetings (Suppliers Must Also Request Meeting Rooms)</b>	By Friday, November 18, 2022
By Friday, November 18, 2022	<b>Access MeetMax/ Create Profile</b>	n/a
Thursday, December 1- Tuesday, December 6, 2022	<b>Select/Rank Companies</b>	Monday, November 21- Wednesday, November 30, 2022
By Friday, December 9, 2022	<b>Vendors Receive Meeting Room Assignments</b>	n/a
Monday, December 12, 2022	<b>Receive Schedule With Meeting Rooms Noted</b>	Afternoon of Wednesday, December 7, 2022  <i>(1<sup>st</sup> right of refusal until Friday, December 9, 2022)</i>
Monday, December 12- Friday, January 6, 2023	<b>Self-Scheduling (request / edit / cancel)</b>	Monday, December 12- Friday, January 6, 2023
Monday, January 9 – Friday, January 13, 2023	<b>All Changes/Edits Now Sent to HDAW Staff</b>	Monday, January 9 – Friday, January 13, 2023
Tuesday, January 17, Wednesday, January 18- Thursday, January 19, 2023	<b>One-on-One Dates</b>	Tuesday, January 17, Wednesday, January 18- Thursday, January 19, 2023