



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

SUPPLIER

2023 CONFIRM MEETMAX ACCOUNT AND
CREATE PROFILE

Using MeetMax Online Scheduling Software

STEP 1

HDAW One-on-One Program HDAW '23 One-on-One Meetings - Suppliers Confirm Scheduling Platform Account ...

Confirm Account for Heavy Duty Aftermarket Week 2023

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

The sender name is “HDAW One-on-One Program” with the email leah.jones@autocare.org

Thank you for registering for the HDAW ' 23 One-on-One Program Gaylord Texan Resort & Convention Center on Jan 16th to 19th, 2023.

Below is the link to access the *MeetMax Online Scheduling Software* where beginning Thursday Dec. 1, 2022 you may select and rank the distributor companies you wish to meet with in a one-on-one business meeting.

At this time though, from now until Nov 18, please access your MeetMax account to confirm details, set meeting availability and enter your company profile info/description for the benefit of the distributors.

- **Access MeetMax:** Click the "Confirm Account" button below to access the MeetMax Online Scheduling Software.
- **Confirm Your Account Details:** You will be directed to a form which contains your company and contact information. Here you will create a *user generated* username and password. (HDAW does not supply you with a username or password)
- **Create A Profile:** On the designated page, please also add

STEP 2

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

The screenshot shows a web form titled "Account Details" with the following fields and sections:

- * Company Name / Specific Team Name:** A text input field containing "HDAW Vendor Test (Internal Use Only)".
- * Number of Meeting Teams:** A dropdown menu showing the number "1".
- number of teams:** A label below the dropdown menu.
- * Username:** A text input field with the instruction "(please input a unique username)".
- * Password:** A text input field with the instruction "(please input a secure password)".
- Main Contact:** A section header in a yellow bar.
- Please provide the information for your Company's main contact / team leader:** A sub-header for the contact information section.
- * First:** A text input field.
- * Last:** A text input field.
- * Title:** A text input field.
- * Email:** A text input field.
- * Phone:** A text input field.
- SAVE:** A yellow button at the bottom left of the form.

- Confirm your company information
- Confirm # of meeting teams (not the # of attendees)
- Create **User Generated** username/password
- Confirm contact information
- Click “Save” at the bottom

STEP 3

On the “Profile” tab, enter in the details / assets that you’d like to present to distributors viewing your profile page. Note there is a preview button to view profile.

Welcome Account Details **Profile** 1-On-1 Availability

Test HDAW Vendor Logout

View Profile

* **Company Name**
Test HDAW Vendor

Company Description

Company Logo
Upload

Supplier Show Special(s)

Company Document / Flyer / Special / Meeting Resource
Browse...

Company Website

SUBMIT

STEP 4

“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.

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

Please complete profile by Friday Nov. 18 as distributors begin selecting/ranking on Monday Nov. 21.

Suppliers will re-access MeetMax on Dec. 1 to select/rank their preferred distributors.