

HOW TO REQUEST A NEW MEETING OR ACCEPT A MEETING REQUEST



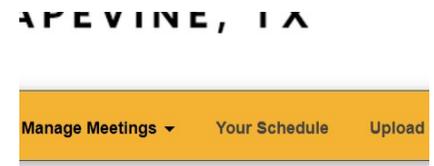
*New Optional Time Slots Now Available

Thursday 1:45pm – 4:20pm

Navigate to “1-on-1 Availability” in MeetMax to Activate
(This is optional)

Requesting a New Meeting:

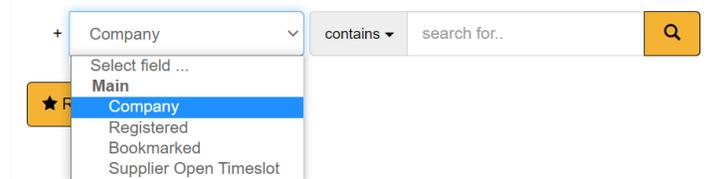
Review “Your Schedule” in MeeMax to identify any remaining available time slots.



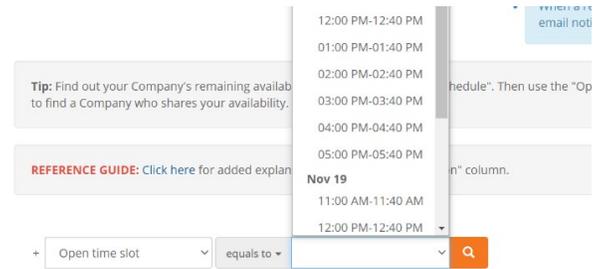
Navigate to “Manage Meetings” sub-tab under “Manage Meetings” tab.



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



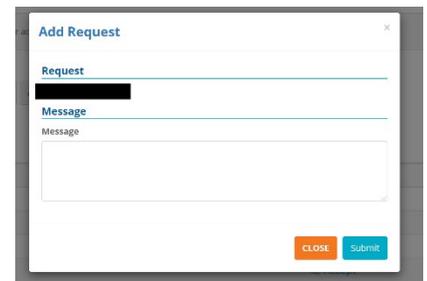
In the “equals to” field, select your available timeslot from the drop down.



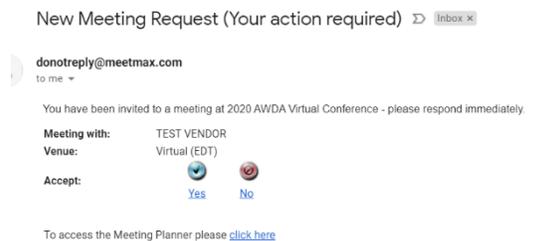
View the companies below that are available during this time slot and click “Request” from the “Action” column of your preferred company.



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

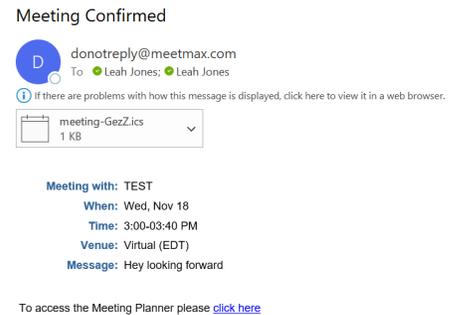


- An email notification will be sent to the target company’s primary contact of this meeting request.

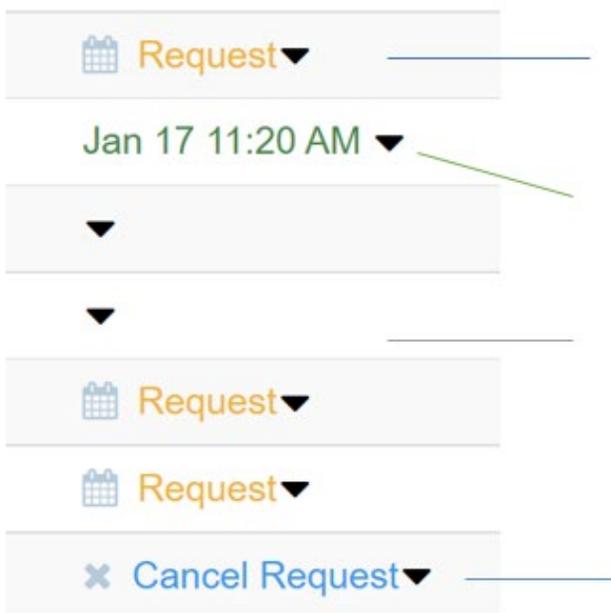


- If request is approved, MeetMax will allow them to choose a mutually available time slot, if one exists, and then they can confirm the meeting.

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



Guide to Understanding the “Action” Column



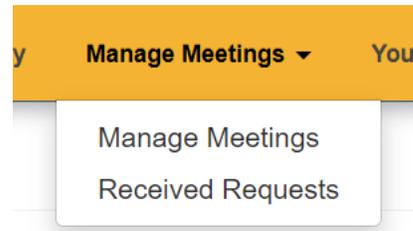
Click “Request” if you would like to request a new meeting with this company.

This indicates you have an existing meeting with this company, and this is the date/time of that meeting.

This likely means you have a pending inbound request for a meeting from this company. Go to “Received Requests” to accept this meeting if interested.

This company was in your original list of selected & ranked companies, but a meeting was not scheduled. The system still presents an outbound request to that company. If you no longer wish to schedule a meeting with this company, click “Cancel Request”

VIEW AND ACCEPT PENDING INBOUND MEETING REQUESTS



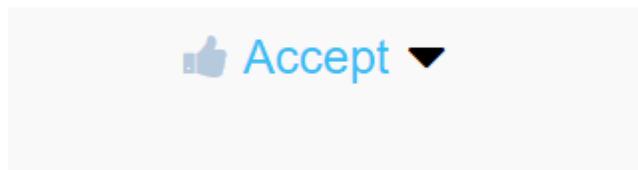
Navigate to “Received Requests”

Any Pending Requests will be noted at the top of the page.

Pending

[Redacted]	Requested: 9 days ago	Accept ▼
[Redacted]	Requested: 14 days ago	Accept ▼
[Redacted]	Requested: 8 days ago	Accept ▼

Click “Accept” if you would like to schedule a meeting with



this company.