



**SUPPLIER**

2024 CONFIRM MEETMAX ACCOUNT AND  
CREATE PROFILE

Using MeetMax Online Scheduling Software



# STEP 1

Company designated contact should have received an invitation email to access the HDAW '24 MeetMax scheduling site.

The sender name is “HDAW One-on-One Program” with the email [leah.jones@autocare.org](mailto:leah.jones@autocare.org)

*Note: Previous years' logins will not work. Each year a new site is generated to accommodate the different participating companies from year to year.*



Test Supplier,

Thank you for registering for the HDAW'24 One-on-One Meeting Program to be held on Jan 22nd to 25th, 2024.

Below is the link to access the MeetMax Online Scheduling Software.

Please [click here for a guide](#) on the needed steps at this time and complete the following:

1. **Access MeetMax:** Click the "Complete Profile" button below to access the MeetMax Online Scheduling Software.
2. **Confirm Account and Add Company Profile:** In the "Company Details" tab, confirm company information, add a profile logo and create your own **user generated username**. Complete the profile by Tuesday, November 28.
3. **Set Meeting Availability:** By default, your company is available for all meeting time slots. You may de-select any time slots that your company **will not** be available for a meeting.
4. **Access MeetMax:** After your account has been confirmed here, a confirmation email will be sent with a link to access this MeetMax scheduling site.
5. **Rank W/Distributors Companies between December 6-11:** On December 6, you may reaccess MeetMax to view the W/Distributor companies that selected your company and begin to select/rank the W/Distributors that are of interest to your company. Be sure to select the W/Distributors that requested your company. Financed, to increase the likelihood of a meeting session between the two of you.

FAQ: Additional details and one-on-one FAQs may be found [here](#).

Complete Profile

# STEP 2

After clicking “Complete Profile” you will be taken to the MeetMax “Company Details” page.

- Confirm your company information.
- Confirm # of meeting teams  
(This is **not** the # of attendees)
- Create **your own Username**
- Confirm contact information.
- Click “Save” at the bottom.

The screenshot shows the MeetMax 'Company Details' page. The navigation bar includes 'Welcome', 'Company Details' (highlighted), 'Profile', 'Upload', and 'Company Availability'. The MeetMax logo is in the top right corner. A user profile indicator shows 'Test Supplier' and a 'Logout' button.

The form contains the following fields and sections:

- \* Company Name / Specific Team Name:** A text input field containing 'Test Supplier'.
- Number of Meeting Teams:** A numeric input field containing '1'. Below it, a note reads: '(i.e. # of distinct schedules, NOT # of attendees)'. A red '...' icon is visible to the right of the input field.
- Please contact leah.jones@autocare.com if you wish to change your desired number of teams**
- \* Username:** A text input field containing 'AutoCare'. Below it, a note reads: '(please input a unique username)'. A red '...' icon is visible to the right of the input field.
- Main Contact:** A section header with a dark blue background.
- Please provide the information for your company's main contact / team leader**
- \* First:** A text input field containing 'Leah'.
- \* Last:** A text input field containing 'Jones'.
- \* Title:** A text input field containing 'Staff'.
- \* Email:** A text input field containing 'leah.jones@autocare.org'.
- Phone:** An empty text input field.
- SAVE:** A blue button at the bottom left of the form.

After the account is confirmed, the system will send a confirmation email to log back into MeetMax.

## Keep this confirmation email to re-access the HDAW '24 MeetMax.

- Confirmation email subject line is:  
*2024 HDAW 1on1 Program – MeetMax Account Confirmation*
- New for 2024: A password does not need to be created for your account. The system creates a confirmation number to allow for “one-click” log-in.



Test Supplier,

Thank you for confirming your account in the MeetMax Conference Software platform for the HDAW '24 One-on-One Meeting Program. Please retain this email for re-entry back into the MeetMax system.

Click the **log in** button below in order to gain access to the system again in the future. You will need the username and password which you created as you confirmed your account.

#### DEADLINES AND KEY DATES:

**Nov. 29 - Dec. 5:** Distributors select/rank suppliers in MeetMax.

**Dec. 6 - 11:** Suppliers select/rank distributors in MeetMax.

**Dec. 12 - 14:** Distributors will receive their meeting schedule and will be able to cancel/change meeting times BEFORE suppliers see schedules.

**Dec. 15 - Jan. 12:** Suppliers will receive their schedules and both suppliers and distributors may cancel/request meetings. (After Jan. 9 all meeting edits now must be sent to [leah.jones@autocare.org](mailto:leah.jones@autocare.org) for completion)

**Jan. 23-25:** HDAW '24 One-on-One Meetings

For full process, please visit [HDAW One-on-One Deadlines](#) page.

REGISTRANT: Test Supplier

USERNAME: Test Supplier

CONFIRMATION NUMBER: REGKEUPVXNK

EMAIL: [leah.jones@autocare.org](mailto:leah.jones@autocare.org)

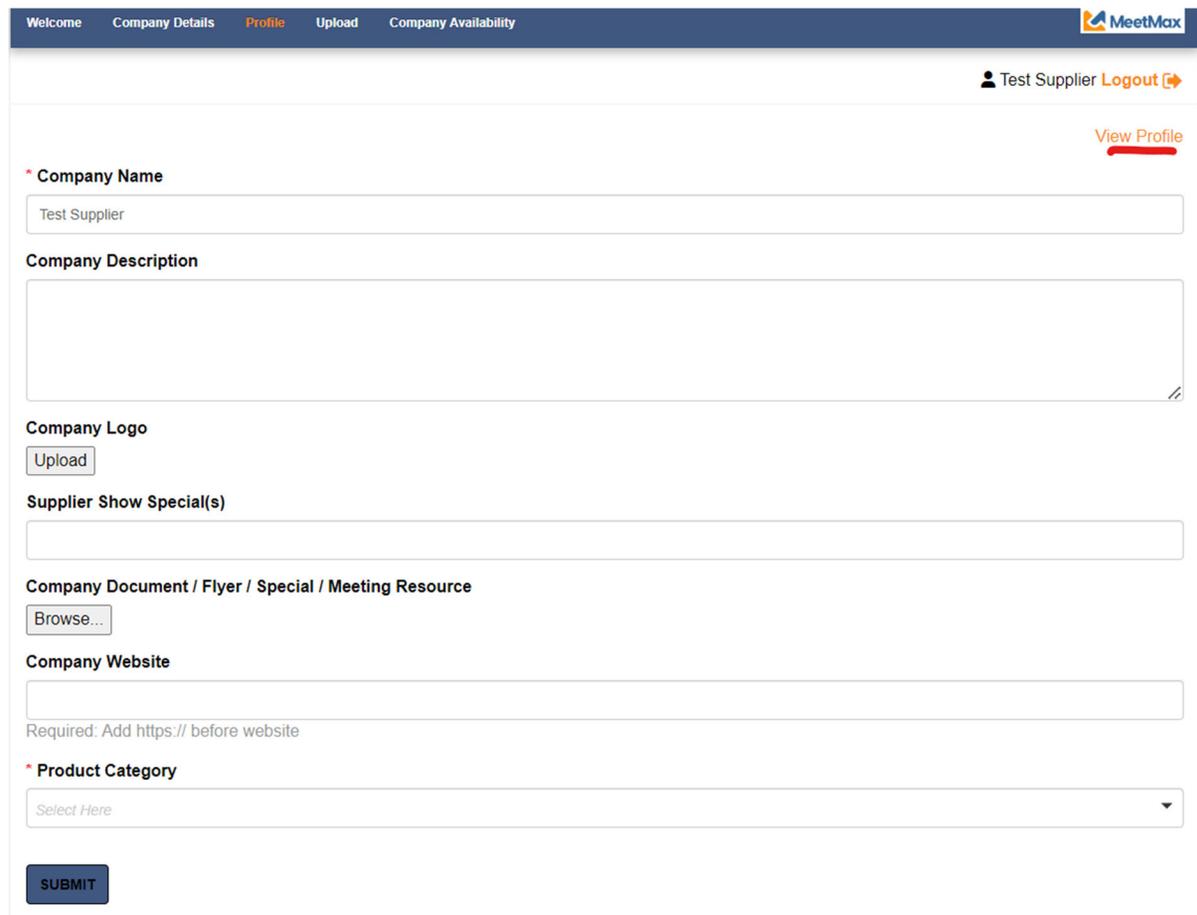
[Registration & MeetMax](#)

LOG BACK IN

# 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.*



The screenshot shows the 'Profile' tab in the MeetMax interface. The navigation bar at the top includes 'Welcome', 'Company Details', 'Profile' (highlighted), 'Upload', and 'Company Availability'. The MeetMax logo is in the top right. A user profile section shows 'Test Supplier' and a 'Logout' button. A 'View Profile' link is also present. The main form contains the following fields:

- \* Company Name**: Text input field containing 'Test Supplier'.
- Company Description**: Large text area for description.
- Company Logo**: 'Upload' button.
- Supplier Show Special(s)**: Text input field.
- Company Document / Flyer / Special / Meeting Resource**: 'Browse...' button.
- Company Website**: Text input field with a note: 'Required: Add https:// before website'.
- \* Product Category**: Dropdown menu with 'Select Here' as the current selection.

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

# STEP 4

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

Welcome Company Details Profile Upload **Company Availability** MeetMax

Test Supplier 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. Your selections will save automatically.

### Availability

Date From To

01/23/24 9:30 AM SELECT REMOVE

Tue, Jan 23	Wed, Jan 24	Thu, Jan 25
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 9:30 - 10:05 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"/> 10:10 - 10:45 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"/> 10:50 - 11:25 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"/> 11:30 - 12:05 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"/> 12:10 - 12:45 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)

***Please complete profile by Tuesday Nov. 28*** as distributors begin selecting/ranking on Wednesday Nov. 29.

*Suppliers will re-access MeetMax from Dec. 6- 11 to select/rank their preferred distributors.*