SUPPLIER

2024 CONFIRM MEETMAX ACCOUNT AND CREATE PROFILE

Using MeetMax Online Scheduling Software

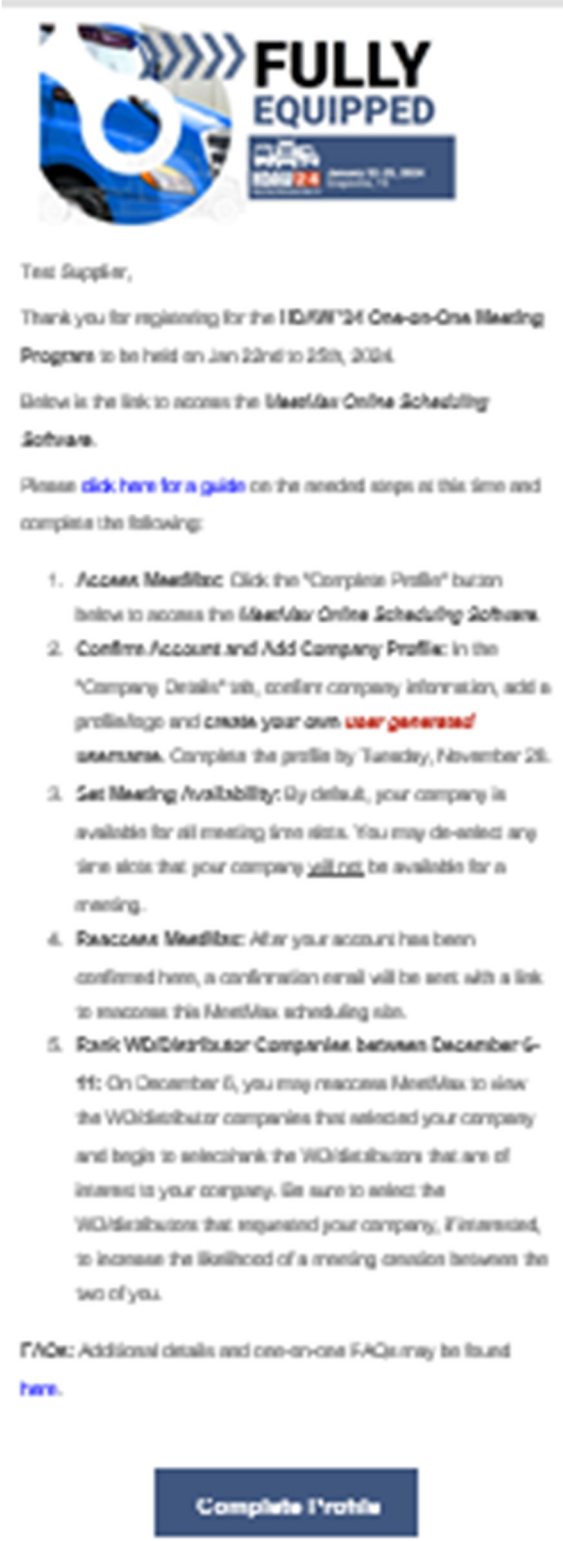
MeetMax

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

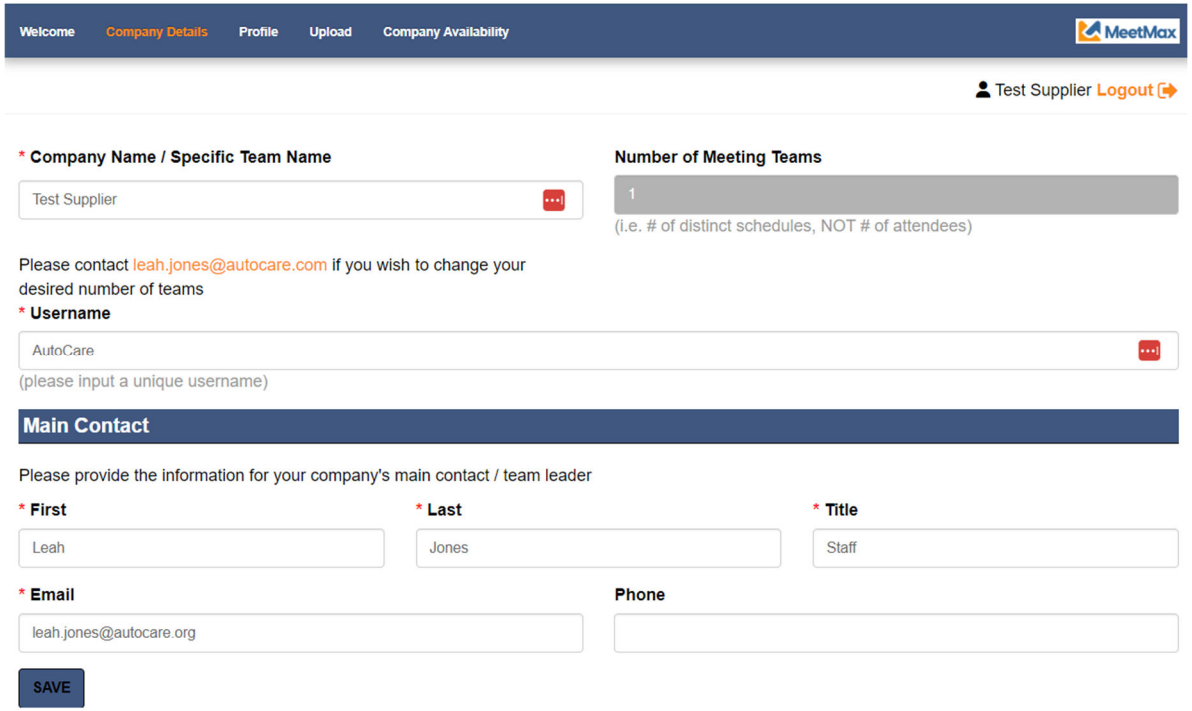
Note: Previous years’ logins will not work. Each year a new site is generated to accommodate the different participating companies from year to year.



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.



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.

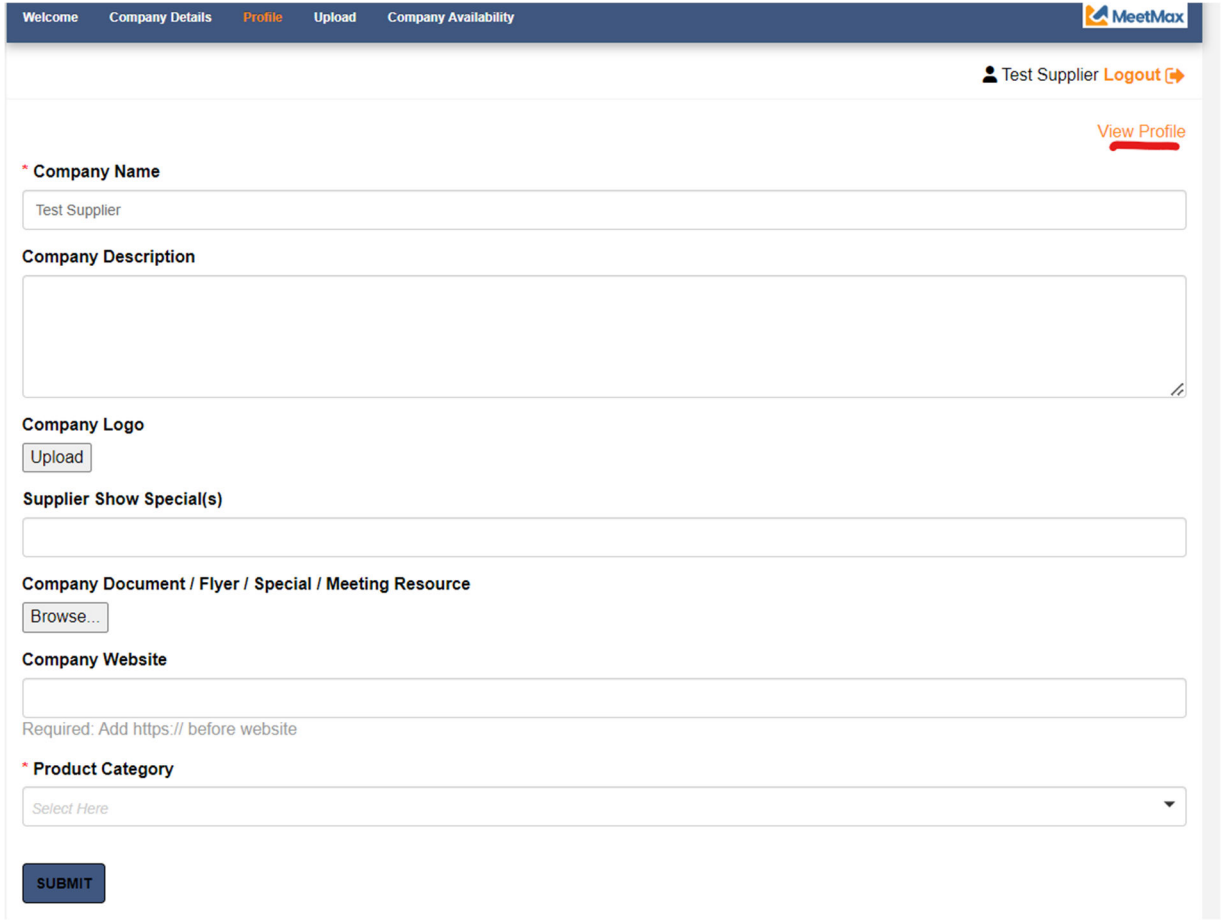
- Confirmation email subject line is:
  2024 HDAW 1on1 Program – MeetMax Account Confirmation

- 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.

STEP 3

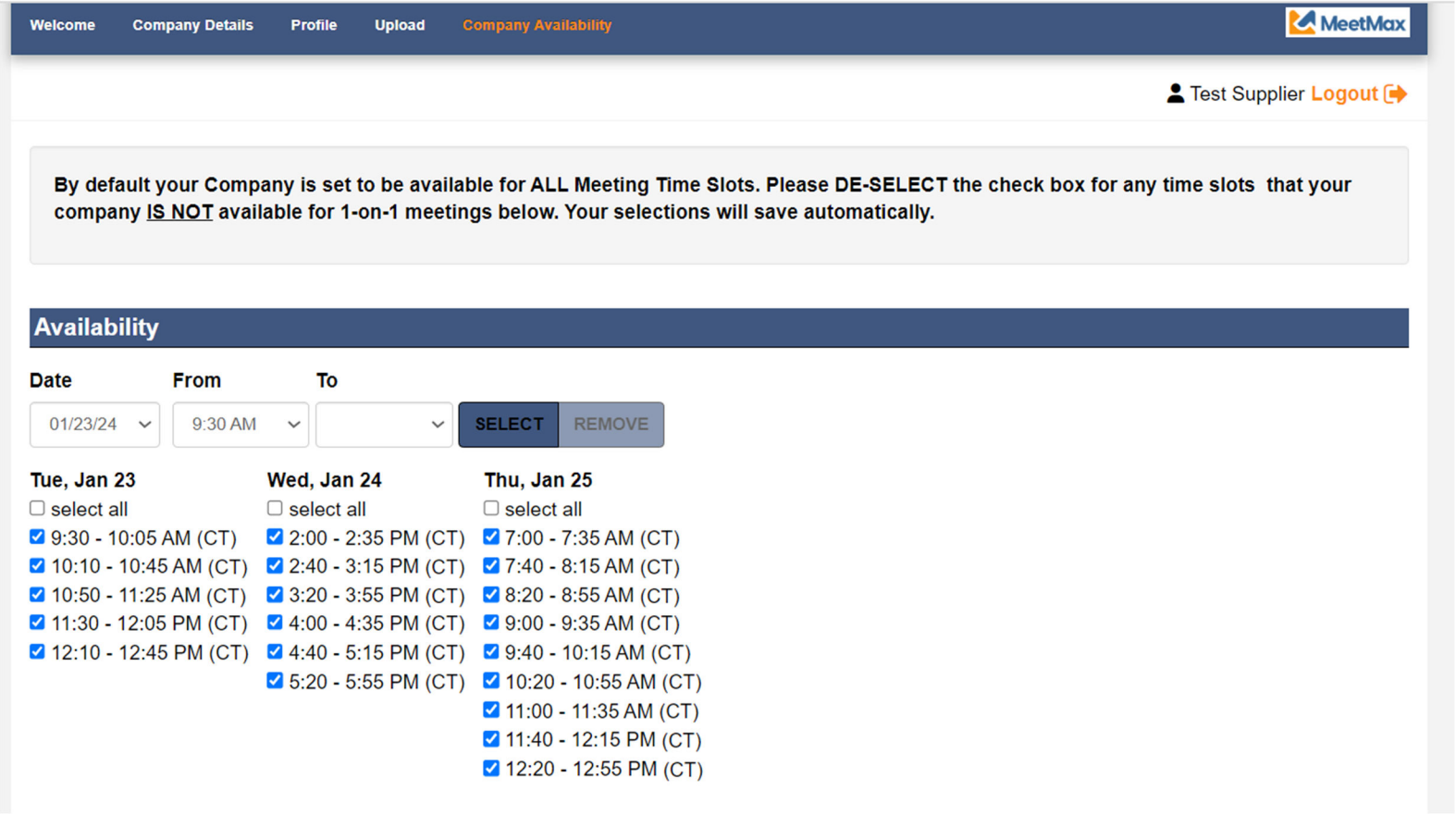
On the “Profile” tab, enter in the details / assets that you’d like to present to distributors viewing your profile page.

Note there is a preview button to view profile.



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.



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.