





VENDOR/MANUFACTURER

CONFIRM ACCOUNT, CREATE PROFILE & SET
MEETING AVAILABILITY

Using MeetMax Scheduling Website

STEP 1



76th Annual Conference

OCT. 29-30, 2023 LAS VEGAS

Confirm Your Account

2023 AWDA Conference

ACATest

Thank you for your participation in the [2023 AWDA Conference](#) taking place Oct 29th to 30th, 2023.

Below is the registration 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 "Confirm Account" 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 and password. Complete the profile by August 25, 2023.
- 3. Promote Your Company between July 1 - September 8:** Be sure to reach out to the registered WD/Distributor companies to promote your company. Vendors/Manufacturers that do not receive a minimum of 8 meeting requests may not continue in the AWDA conference and will receive a full registration refund
- 4. Rank WD/Distributor Companies between September 11 - 22:** After an account has been confirmed here, a confirmation email will be sent with a link to re-access this MeetMax scheduling site. On September 11, click on that link to view the WD/distributor companies that selected your company and then you may also begin to select/rank the WD/distributors that are of interest to your company. Be sure to select the WD/distributors that requested your company, if interested, to increase the creation of a meeting between the two of you.

[Confirm Account](#)

Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email ashlie.vesper@autocare.org if the email needs to be resent.

STEP 2

After clicking “Confirm Account” you will enter the MeetMax scheduling site to enter company and individual details:

- Confirm your company information
- Confirm # of meeting teams (not the # of attendees)
If an additional team is needed with a specific business function which requires its own schedule (Ex. Sample Company Team Marketing, Sample Company Team IT), please contact ashlie.vesper@autocare.org
- Enter any missing company details
- Create **User Generated** username
You will no longer need to create a password for login.
- Confirm contact information
- Click “Submit”

The screenshot shows the registration form for the 76th Annual AWDA Warehouse Distributors Conference, titled "STEP 2". The header includes the AWDA logo and the title sponsor, DAYCO. The event dates are OCT. 29-30, 2023 in LAS VEGAS. The navigation bar includes "Welcome", "Company Details", "Profile", "Company Availability", and the MeetMax logo. The form fields are as follows:



- * Company Name:
- * Number of Teams:
- City:
- State:
- Company Logo:
- * Company Website: (Note: http:// is required before website uri)
- Company or Product Description:
- * Please identify Company Team Type:
- * Username:
- Company Contact**
- * First:
- * Last:
- Title:
- Telephone:
- Cell:
- * Email:
-



The footer features the autocare ASSOCIATION logo with the tagline "Independence drives us."

CONFIRMATION EMAIL

After clicking “Submit” you will receive a confirmation email with your username and confirmation code.

2023 AWDA Conference






USERNAME	autocare
CONFIRMATION CODE	VXYNQTNRRP4

LOG BACK IN

Add to Calendar



- Please save this email to log back in to the MeetMax scheduling site
- After selecting "Log Back In", you will be brought to the MeetMax scheduling site with your username and Confirmation Code pre-filled

If Confirmation Code is not pre-filled, select "Email Confirmation Number" to re-send the code

Login

* Username

* Confirmation Number

Login

[➔ Email confirmation number](#)

- *You will no longer need a password to log in*

For login assistance, please contact ashlie.vesper@autocare.org

STEP 3

Under “Company Availability”, de-select any time slots in which you **do not** want a meeting scheduled.

awda WAREHOUSE DISTRIBUTORS

TITLE SPONSOR DAYCO®

76TH ANNUAL conference

OCT. 29-30, 2023 LAS VEGAS

Welcome Company Details Profile Company Availability MeetMax

Auto Care Test Logout

Please de-select the times that you ARE NOT available for 1-on-1 meetings. Meeting times are in pacific time zone.

Availability

Date	From	To	
10/29/23	8:00 AM		SELECT REMOVE

Sun, Oct 29 select all

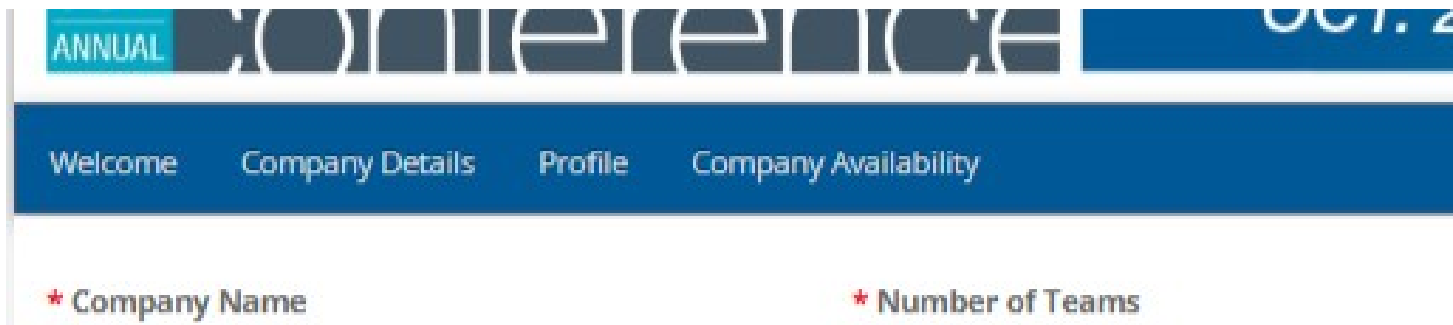
- 8:00 - 8:40 AM
- 8:45 - 9:25 AM
- 9:30 - 10:10 AM
- 10:15 - 10:55 AM
- 11:00 - 11:40 AM
- 11:45 - 12:25 PM
- 2:00 - 2:40 PM
- 2:45 - 3:25 PM
- 3:30 - 4:10 PM
- 4:15 - 4:55 PM

Mon, Oct 30 select all

- 8:00 - 8:40 AM
- 8:45 - 9:25 AM
- 9:30 - 10:10 AM
- 10:15 - 10:55 AM
- 11:00 - 11:40 AM
- 11:45 - 12:25 PM
- 2:00 - 2:40 PM
- 2:45 - 3:25 PM
- 3:30 - 4:10 PM
- 4:15 - 4:55 PM
- 5:00 - 5:40 PM

autocare ASSOCIATION
Independence drives us.

Visit “Company Details” to make company changes. Click “Submit” to save changes.



Visit “Profile” to make company changes to the public profile that WDs/Distributors may view. For preview, click “View Profile”

A screenshot of a form for editing a company profile. The form has three main sections: "Company Name" with a text input field containing "endor"; "Company Website" with a text input field containing "https://www.autocare.org" and a note "(add https:// before your website)"; and "Company Logo" with an "Upload" button and a preview of a logo labeled "AutoCare_TM_CMYK_FINAL large.jpg" with a red "X" icon. To the right of the form is a "View Profile" button circled in red. Below these sections is a "Company or Product Description" section with a text area containing the text "ice of the \$300 billion automotive aftermarket industry."

Deadlines	Action
By Aug. 25, 2023	Register Company (includes one attendee and cost of first four meetings)
By Aug. 25, 2023	Create profile in scheduling platform (<i>MeetMax</i>) and promote your company's participation.
Link will be sent Sept. 11, 2023	Select & rank the companies you'd like to meet. (A list of WDs that selected your company will be shared with you)
By Sept. 22, 2023	Deadline to finish selecting/ranking.
By Aug. 31, 2023	Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite) (Optional Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate.)
By Sept. 29, 2023	Schedules Sent to Companies
Sept. 29, 2023 through Oct. 13, 2023	Companies may manually edit schedule or request new meetings in MeetMax
Begins Oct. 1, 2023	Additional Delegates Registration Fee Increases by \$100
Begins Oct. 2, 2023	One-on-one suite F&B hospitality orders now subject to 20% increase
By Oct. 20, 2023	Vendors Suite Assignments are shared
Oct. 29 - 30, 2023	One-on-One Meetings Occur
By Nov. 30, 2023	Invoices for one-on-one meetings will be sent (\$125 per meeting after first four)

FAQs (Additional details at www.autocare.org/awdaconference)

What is the use/purpose of multiple teams?

- Some companies choose to utilize multiple teams to maximize the number of one-on-one meetings their company could potentially have.
- “Generic” multiple teams mean that your company’s goal is to increase the number of meetings.
- “Function Specific” multiple team means that your company has multiple teams based on a specific job function of that team and all meetings created for that team are focused on that job function. A separate MeetMax account is needed to accommodate this additional team. Please contact ashlie.vesper@autocare.org to ensure it is handled properly.

How should I complete the request and ranking process if my multiple teams have specific functions?

- If bringing function specific teams (such as IT Team, Marketing Team), each team should have a different log in and make their requests separately.

How should rankings be done if bringing more than 1 team?

- If bringing one team, request and rank 30 companies
- If bringing two teams, request and rank 60 companies

How are the schedules created?

- The One-on-One meetings are organized through the MeetMax online scheduling software.
- The system scheduling process weighs mutual requests first factoring in the ranking from each company. The system has also been directed to favor the distributors' selections more heavily than the vendor/manufacturers.
- And lastly the date the requests and rankings were made also plays a factor.