



2024 **DISTRIBUTOR** ONE-ON-ONE
SELECTING & RANKING SUPPLIER GUIDE
Using MeetMax Scheduling Website

STEP 1

Heavy Duty Aftermarket Week 2024 If you have questions, please contact the event host.



Test Distributor,

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* to select and rank the supplier companies you have an interest in meeting with in a one-on-one business meeting.

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 Details:** In the "Company Details" tab, confirm company information, add a profile/logo and **create your own user generated username**.
3. **Multiple Teams:** If you are interested in sending multiple

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

STEP 2

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

Welcome [Company Details](#) [Profile](#) [Upload](#) [Company Availability](#) [Manage Meetings](#)

Test Distributor [Logout](#)

* **Company Name**
Test Distributor

Number of Meeting Teams
2
(i.e. # of distinct schedules, NOT # of attendees)

* **Username**
Distributor
(please input a unique username)

* **Is An Additional Company Team Log-In Needed?**
 - Yes. Please have HDAW reach out to me to facilitate this.
 - No. Our multiple teams are generic and represent the broad company.
 N/A. Only sending one team.
Answer "Yes" only if additional team is region/function specific and needs own unique requests/schedule

Main Contact

Please provide the information for your company's main contact / team leader

* **First** Leah
* **Last** Jones
* **Title** Staff

* **Email** leah.jones@autocare.org
Phone 2403331061

SAVE

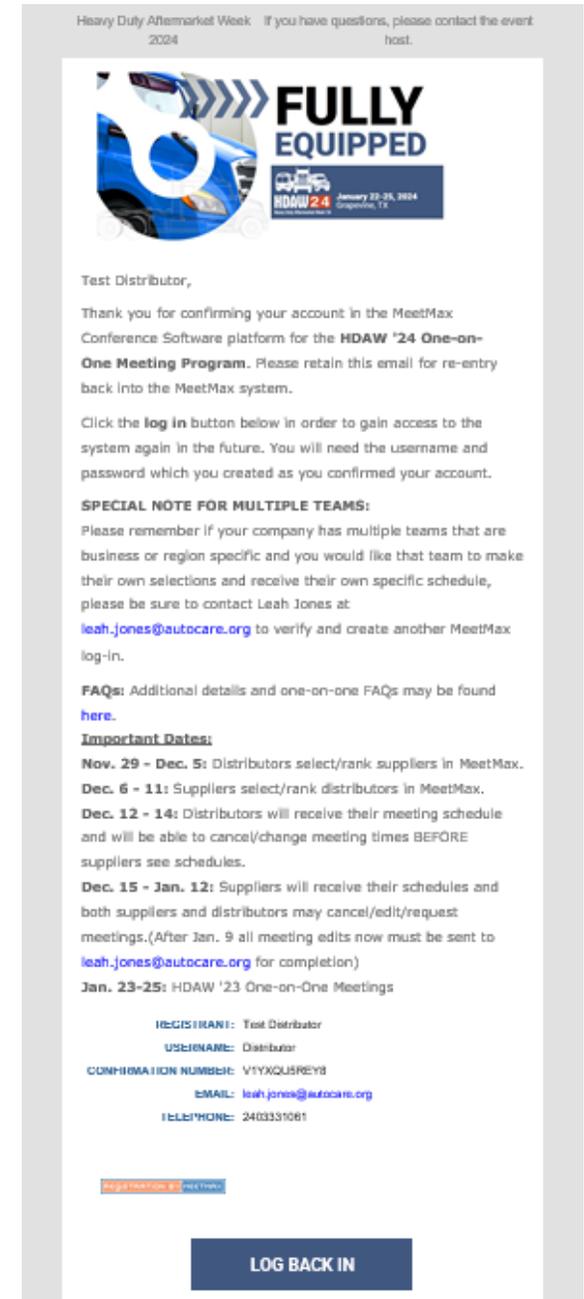
- Confirm or edit Company name.
- Enter number of meeting teams (This is not the number of attendees but the number of distinct company schedules)
- Confirm or edit contact details
- Create a **user-generated** username.
- *New for 2024*, no need to create a password. After account is confirmed, MeetMax will send a confirmation email with a one-click log-in button.
- Click “Save” at the bottom

Confirmation Email

Retain to Re-access MeetMax

New for 2024, no need to create a password. After account is confirmed, MeetMax will send a confirmation email with a one-click log-in button.

- Retain this email to re-access MeetMax
- Or this email can be shared with other colleagues to access your company's MeetMax account.



STEP 3

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

HDAW 24 January 22-25, 2024
Heavy Duty Aftermarket Week '24
Grapevine, TX

Welcome Company Details Profile Upload **Company Availability** Manage Meetings

Test Distributor [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		<input type="checkbox"/> SELECT REMOVE

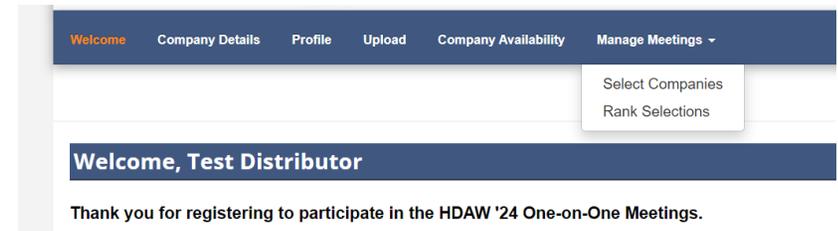
Tue, Jan 23	Wed, Jan 24	Thu, Jan 25
<input type="checkbox"/> select all	<input type="checkbox"/> select all	<input type="checkbox"/> select all
<input checked="" type="checkbox"/> 9:30 - 10:05 AM (CT)	<input checked="" type="checkbox"/> 2:00 - 2:35 PM (CT)	<input checked="" type="checkbox"/> 7:00 - 7:35 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)

STEP 4

On "Select Companies" under the *Manage Meetings* tab there are a set of instructions noted at the top to help guide you through the process of selecting/ranking your preferred vendor companies.

Review the list of vendor companies.

(Clicking on a company name will display profile information)



★ Rank Requests

▼ Product Category

- Battery/Electrical
- Brake/Wheel
- Computer Software
- Engine & Engine Management
- Fluids
- Hard Parts
- Tool & Equipment

Company Name	Action
ADD USA INC(PRT)	Request ▼
ALFDEX AB	Request ▼
ANDAC OTOMOTIV SAN.TIC.LTD.STI	Request ▼
APA ENGINEERING PVT. LTD.	Request ▼
ATRO ENGINEERED SYSTEMS, INC.	Request ▼
AUTOLOGUE	Request ▼

Profile

Blue Streak Electronics

Main Contact:
E-MAIL: info@bluestreak.com

Website:
<http://www.bluestreak.com>

STEP 5

Click on “Request” next to the vendor if you’d like to meet with that company.

 HDAW Vendor Test (Internal Use Only)

 Request

Once a company is selected, the action column will change language to “Cancel Request”.

 Cancel Request

If you’d like to Opt-Out of meeting with a company, click on the drop-down next to “Request” and select “Opt-Out”.

 Request ▼

 Request

 Opt-out

Opt-Out is an anonymous feature that instructs MeetMax to block a meeting being created between those two companies. Limit of 3 opt-out’s.

STEP 6

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top of the list of vendor company names. Click “Rank Requests” to begin arranging your selected vendors in numerical order.

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al

★ Rank Requests

Company Name

Step 7

On the “Rank” tab:

To change the rank of a company, either:

- Click in the ranking box and type in the new number

Or - Simply drag and drop the company name to its preferred order.

Sent Requests

Rank	Name	Date	Action
<input type="text" value="1"/>	Test Supplier - Internal Use Only	10 days ago	✕ Cancel Request
<input type="text" value="2"/> <small>TOP ▲</small>	Supplier Test	10 days ago	✕ Cancel Request

Note: For a company designated “Opt-Out”, that company will be in dark grey and cannot be dragged nor can you type in the ranking

ONCE FINISHED, THERE IS NO “SUBMIT” BUTTON.
SELECTIONS ARE AUTOMATICALLY SAVED.
YOU MAY TAKE A SCREEN SHOT OF YOUR SELECTIONS.

EDIT RANKINGS

To remove a company from your rankings, click “Cancel Request” next to their name in the **Action** column.

Action

✕ Cancel Request ▾

HDAW '24 One-on-One Process

More details at www.hdaw.org/1-on-1-meetings.

One-on-One Support: Ashlie.vesper@autocare.org or leah.jones@autocare.org

HDAW '24 Registration Support: 708-226-1300 or email info@hdaw.org.

Supplier Deadlines		Distributor Deadlines
By Tuesday, November 21, 2023	Deadline to Sign Up For the One-on-One Business Meetings (Suppliers Must Also Request Meeting Rooms)	By Tuesday, November 28, 2023
By Tuesday, November 28, 2023	Access Scheduling Software (<i>MeetMax</i>) to Create Profile	n/a
Dec. 6 – 11, 2023	Select/Rank Companies	November 29 – December 5, 2023
By Friday Dec. 8, 2023	Vendors Receive Meeting Room Assignments	n/a
December 15, 2023	Receive Schedule With Meeting Rooms Noted	Afternoon of December 12, 2023 (<i>1st right of refusal until December 14, 2023</i>)
December 15, 2023 – January 12, 2024	Self-Scheduling (request / edit / cancel)	December 15, 2023 – January 12, 2024
January 15 – 19, 2024	All Changes/Edits Now Sent to HDAW Staff	January 15 – 19, 2024
Tuesday, January 23 Wednesday, January 24 Thursday, January 25	One-on-One Dates	Tuesday, January 23 Wednesday, January 24 Thursday, January 25