



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

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

- Access MeetMax: Click the "Complete Profile" button below to access the MeetMax Online Scheduling Software.
- 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.

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

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- 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.



Test Distributor,

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.

SPECIAL NOTE FOR MULTIPLE TEAMS:

Please remember if your company has multiple teams that are business or region specific and you would like that team to make their own selections and receive their own specific schedule, please be sure to contact Leah Jones at

leah.jones@autocare.org to verify and create another MeetMax log-in.

FAQs: Additional details and one-on-one FAQs may be found here.

Important 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/edit/request meetings.(After Jan. 9 all meeting edits now must be sent to

leah.jones@autocare.org for completion) Jan. 23-25: HDAW '23 One-on-One Meetings

REGISTRANT: Tost Distributor USERNAME: Distributor CONFIRMATION NUMBER: VTYXQUSREY8 EMAIL: Insh jonne@autocare.org TELEPHONE: 2403331081

REGISTRATION & PROTING

LOG BACK IN

"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 Heavy Duty Attermarket Week 24	y 22-25, 2024 ine, TX
Welcome Company Details	Profile Upload (Company Availability Manage Meetings +	MeetMax
			L Test Distributor Logout 🖪
By default your Comp company <u>IS NOT</u> avai	oany is set to be availa lable for 1-on-1 meetin	ble for ALL Meeting Time Slots. Please DE-SE gs below. Your selections will save automatic	LECT the check box for any time slots that your cally.
Availability			
Availability Date From	То		
Availability Date From 01/23/24 V 9:30 AM	To	SELECT REMOVE	
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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



Thank you for registering to participate in the HDAW '24 One-on-One Meetings.

selecting/ranking your preferred vendor companies.

Review the list of vendor companies.

(Clicking on a company name will display profile information)

* Product Category	★ Rank Requests		class artist fits incory 'Woard	you have made a "most ingrout out" or	
Battery/Electrical	Company Name	Action	Onder requests Twom been that sufficient to see the time of example	Profile	X All company power fick <u>Espace</u> well sheeting OptiOut is the
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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, th language to "Cancel Request".	e action column × Cancel Request	will change
If you'd like to Opt-Out of meet	ting with a compa	any, ≗Request ▼

click on the drop-down next to "Request" and select "Opt-Out".

占 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.

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.



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
≝ 1	Test Supplier - Internal Use Only	10 days ago	X Cancel Request
2	Supplier Test	10 days ago	X 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.

X Cancel Request-

HDAW '24 One-on-One Process

More details at <u>www.hdaw.org/1-on-1-meetings</u>. One-on-One Support: <u>Ashlie.vesper@autocare.org</u> or <u>leah.jones@autocare.org</u> 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