

HOW TO ADD COMPANY DELEGATES

STEP 1

Log In To MeetMax

STEP 2

Navigate to “Add Delegates”

Welcome Account Details **Add Delegates** Attendee List Tech Prep

STEP 3

Click on “Add Company Delegates”

ADD COMPANY DELEGATE

STEP 4

Complete the fields and click “submit”

* indicates required fields

| | | |
|--|----------------------|----------------------|
| * Company Name | * First Name | * Last Name |
| <input type="text" value="TEST VENDOR"/> | <input type="text"/> | <input type="text"/> |
| Title | Cellphone | |
| <input type="text"/> | <input type="text"/> | |
| * E-Mail Address | <input type="text"/> | |
| <input type="button" value="SUBMIT"/> | | |

Companies with 1 Team - Company Delegates will Appear:

- On “Add Delegates” and “Attendee List” tabs in MeetMax
- Under your company’s name on the meeting schedules of the companies you are meeting with.

Companies with More Than 1 Team - Company Delegates:

- Will appear on “Add Delegates” and “Attendee List” tabs in MeetMax
- Can be individually assigned to specific meetings and those identified delegates will appear under your company’s name on the meeting schedules of the companies you are meeting with. (See “How to Assign Delegates to a Specific Meeting” on www.autocare.org/awdaconference under the “MeetMax” tab)