

# HOW TO ASSIGN DELEGATES TO A MEETING

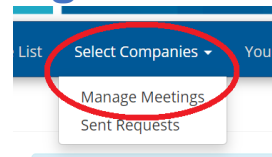
*Only available if your company has multiple teams*

## STEP 1

Add your company's participating individuals in "Add Company Delegates" in MeetMax

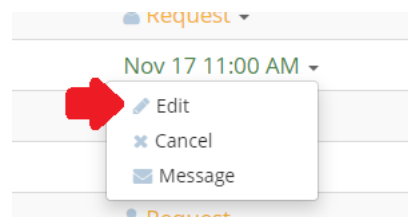
## STEP 2

Navigate to "Manage Meetings" under the "Select Meetings" tab.



## STEP 3

For each confirmed meeting, click the drop-down arrow next to the Date/Time of the meeting in the "Action" column and select "Edit"



## STEP 4

Click the checkbox next to the specific delegate(s) that are assigned to that meeting and click "submit".

### Attendees

TEST

### Include Colleagues

Lucian Jones  Matias Jones

### Meeting Time

Identified delegates will now appear under your company's name on the meeting schedules of the companies you are meeting with.