

HOW TO REQUEST A NEW MEETING / SELF SCHEDULE

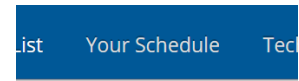
STEP 1

Log in to MeetMax using your company’s primary contact user-generated log-in credentials.

[Vendors Log-In](#) | [Distributors Log-In](#)

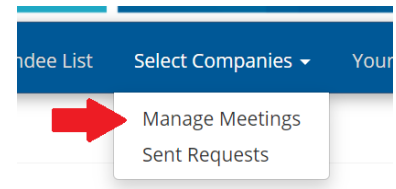
STEP 2

Review “Your Schedule” to identify any remaining available time slots.



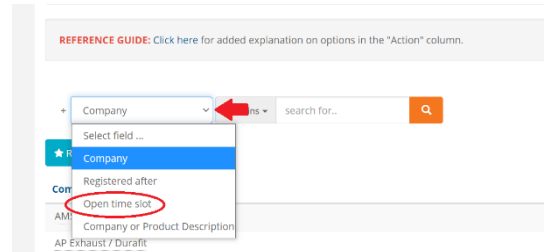
STEP 3

Navigate to “Manage Meetings” sub-tab under “Select Companies” tab.



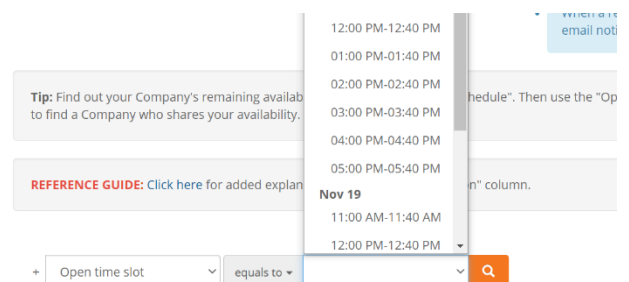
STEP 4

Above the list of companies, locate the filter and choose “Open Timeslot” from the drop down.




STEP 5

In the “equals to” field, select your available timeslot from the drop down.

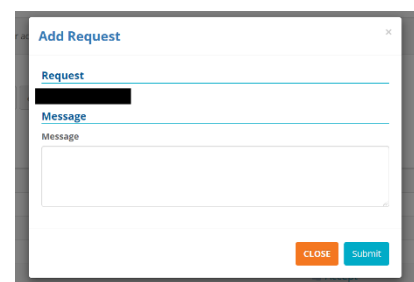


STEP 6

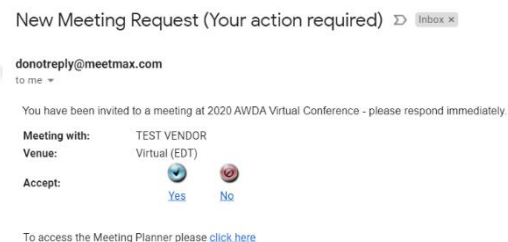
View the companies below that are available during this time slot and click “Request” from the “Action” column of your preferred company.

 Request ▾

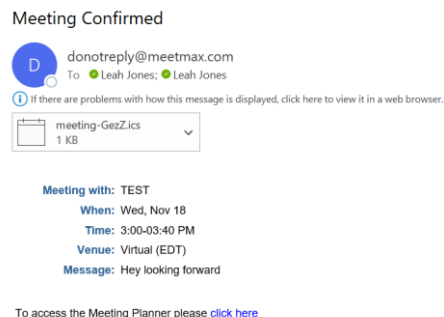
- A pop-up window will appear. Adding a message is optional. Next, click “Submit”



- An email notification will be sent to the target company’s primary contact of this meeting request.



- If request is approved, MeetMax will allow them to choose a mutually available time slot, if one exists, and then they can confirm the meeting.
- If no mutual timeslot exists, company can still send message to the company that requested the meeting.
- Companies will receive notification of confirmed meeting.



Guide to Understanding the “Action” Column

[REDACTED]	Nov 18 2:00 PM ▾
[REDACTED]	Nov 19 5:00 PM ▾
[REDACTED]	👍 Accept ▾
[REDACTED]	Nov 17 1:00 PM ▾
[REDACTED]	👤 Request ▾
[REDACTED]	✕ Cancel Request ▾
[REDACTED]	✕ Cancel Request ▾
[REDACTED]	✕ Cancel Request ▾
[REDACTED]	Nov 17 11:00 AM ▾

- This indicates they have a confirmed meeting with this company at that date and time.
- This indicates that either they made a recent request for a meeting OR it could be an original request from the initial phase and that request never resulted in a meeting being created.
- This indicates you can make a new request to this company
- This indicates that a company requested to meet with you and so you can accept or reject that request