



## Mannatech's Meeting & Events Scheduler FAQ's

**I am a Mannatech Associate and am unable to log into the Meeting & Events scheduler, why is this?**

Your Mannatech account number and the last name listed on your Mannatech account must match.

To find out your last name on record, log in to <http://mannatech.com> and click your name on the top navigation.

On the Sign-In page of the Meeting & Events scheduler, enter your Mannatech account number and the last name exactly as shown in your Profile section. See example below.

**My Profile**

**Account Information** [\[Edit\]](#)

Your personal information is extremely important to us. We respect your privacy and use security measures to protect against the loss, misuse and alteration of data used by our system.

First Name	Account
Last Name	Test Account
Account Number	123456
Business Name/Company	Account Test Account
Daytime Phone	1234567890
Evening Phone	18002814468
Mobile Telephone	9724718191

**What is a "Featured" event?**

A "Featured" event is an event hosted by the Mannatech Corporate Office.

**Why can I only view and events in the United States and Canada?**

The Meeting & Events Scheduler is available only in US & CA.

## **What do I need to do to request a Corporate Speaker for my meeting?**

The following items will be taken into consideration when reviewing a corporate speaker request:

- Associate making request should be a Director or above with upline support.
- Associate should be frequently holding meetings before request will be considered.
- Associate should be able to provide documentation of previous meeting attendance details to help Events team determine whether a corporate speaker is warranted for the area.
- Associate should be on Auto Order.
- To request a Corporate Speaker, fill out the Corporate Speaker Request form and send the completed form to [events@mannatech.com](mailto:events@mannatech.com) If you have questions, call 972-471-4700.

## **I don't see the person I'd like to speak at my meeting in the Bank, why is this?**

Mannatech Corporate has identified certain individuals as Corporate Speakers.

## **What is the purpose of the "Duplicate Event" icon?**

The purpose of this option is to easily create "recurring" meetings or create meetings with similar details without having to enter the data again.

## **Why can't people "Register" for my event like they do for Corporate Sponsored events?**

- People can register for your event by contacting you directly by phone or email.
- You can also set up a free account with an event application such as Eventbrite.
  - a. In the Mannatech Event application, add the url to the Eventbrite event in the website information area.
  - b. In the description of your event you can tell people to click on the "Visit Event Site" button on the Event Detail page to register online for your event.