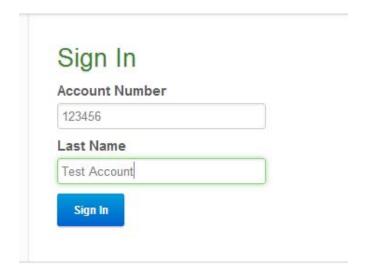
# I am a Mannatech Associate and am unable to log into the Meeting & Events scheduler, why is this?

• Your Mannatech account number and the last name listed on your Mannatech account must match. To find out what is listed, log in to <a href="http://mannatech.com">http://mannatech.com</a> and go to My Profile and Preferences.



• 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.



Updated: 1/28/2014

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

#### 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 currently in beta version and will launch internationally early next year.

### 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:
  - o Associate making request should be a Regional Director or above with upline support.
  - o Associate should be frequently holding meetings before request will be considered.
  - o 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).
  - o Associate should be on Auto Order.
- To request a Corporate Speaker, fill out the <u>Corporate Speaker Request form</u>.
  - o Send the completed form to <a href="mailto:mr@mannatech.com">mr@mannatech.com</a> or by fax to 972-471-7783.
  - o If you have questions, call 469-576-1642.

## 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 allow you to easily create "recurring" meetings or create meetings with similar details without having to enter the data over 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 or by phone or email.
- You can also set up a free account with an event application such as **Eventbrite**.
  - o In the Mannatech Event application, add the url to the Eventbrite event where it asks for website information.
  - o 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.

Updated: 1/28/2014