CREATING TABLE TOPICS (DISTRIBUTORS)

UPDATING THE TEAM INFORMATION (MANUFACTURERS AND SERVICE PROVIDERS)

OPEN UNTIL MARCH 20, 2026

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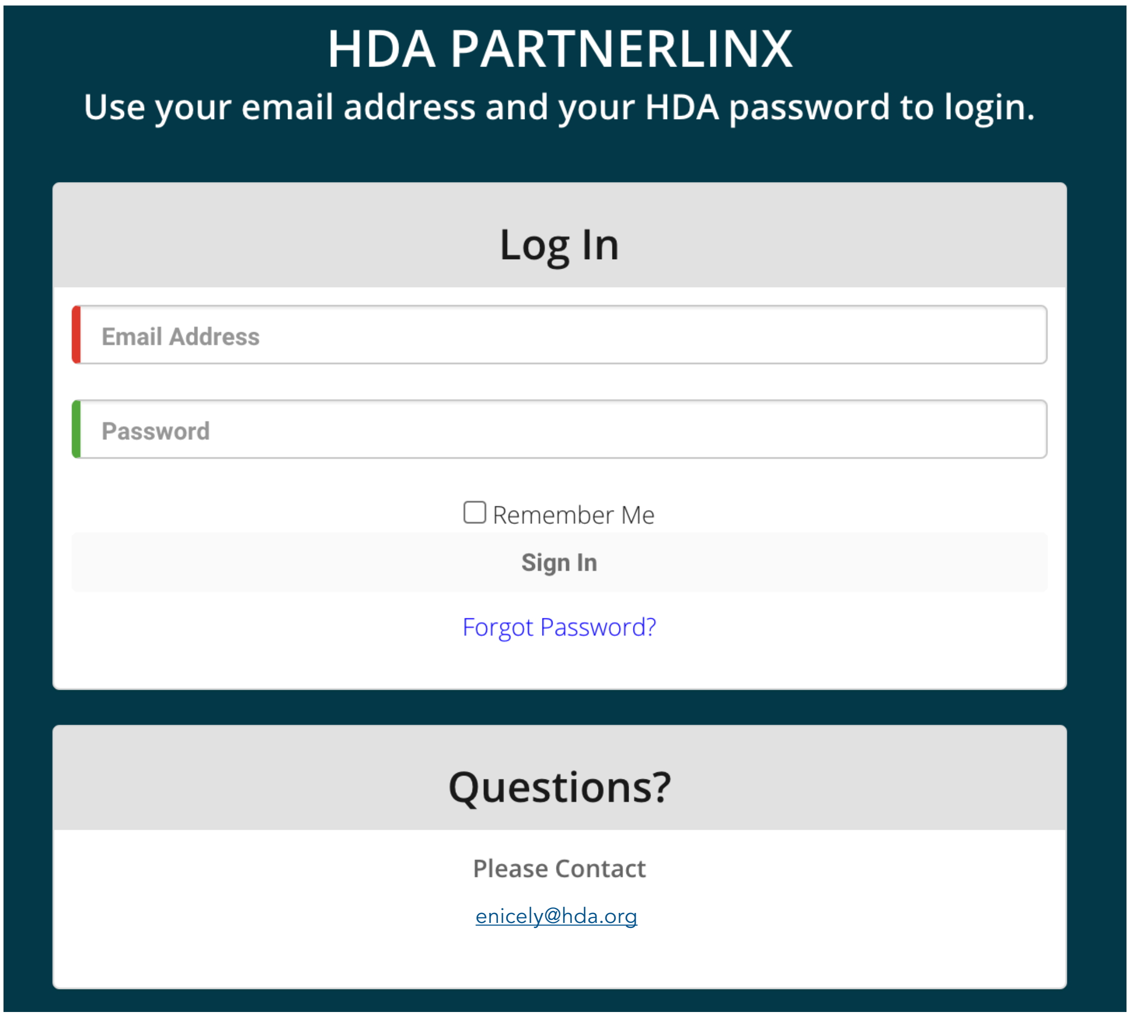
LOGGING IN AND RESETTING YOUR PASSWORD

How to log in and reset your password

LOGGING IN

Go to the PartnerLinx URL, www.partnerlinx.com.

There you will be presented with the PartnerLinx login screen. To log in, you will need your username and password. Your username is your email address; your password is the same password you created to access HDA's website. If you do not remember your password or have not created one, click "Forgot Password."



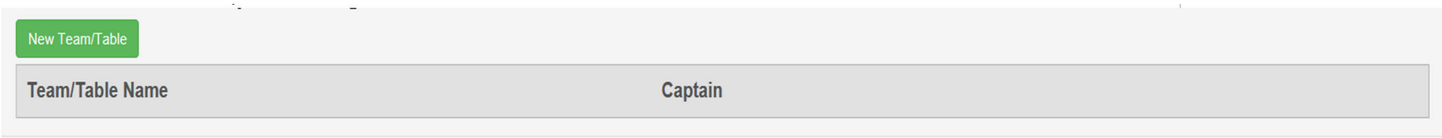
After logging in, you will be presented with your company's landing page.

ADDING TABLE TOPICS AND TEAM MEMBERS (DISTRIBUTORS ONLY)

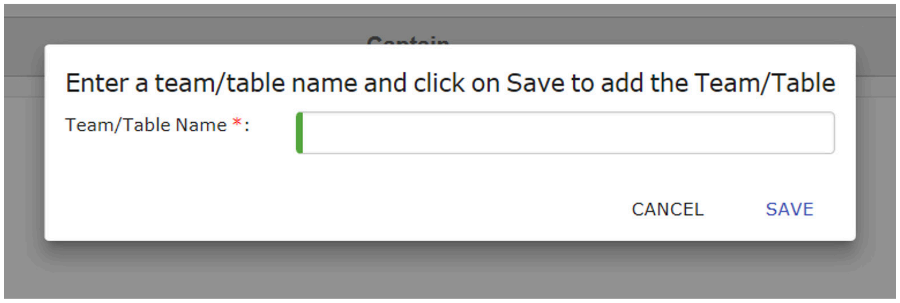
How to add table topics and assign team members

ADD TABLE TOPICS

Click on the “New Team/Table” tab.

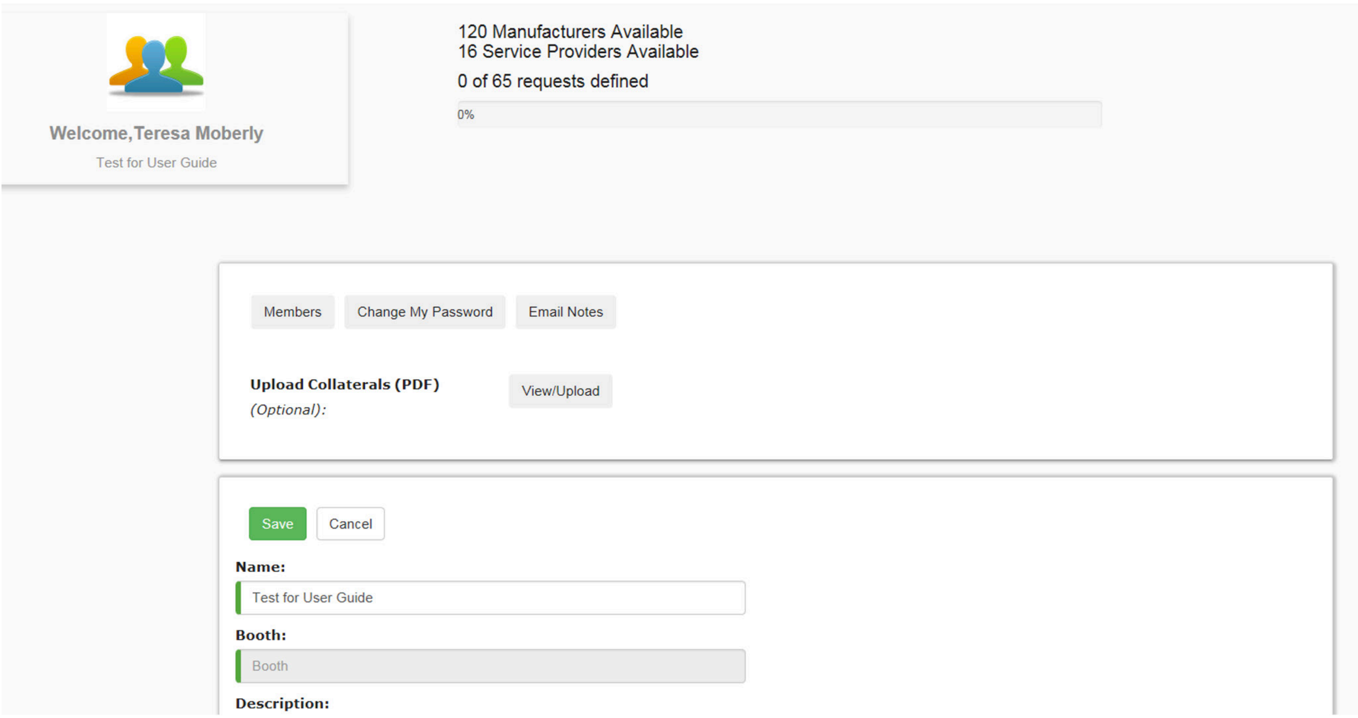


Which will take you to the screen below.



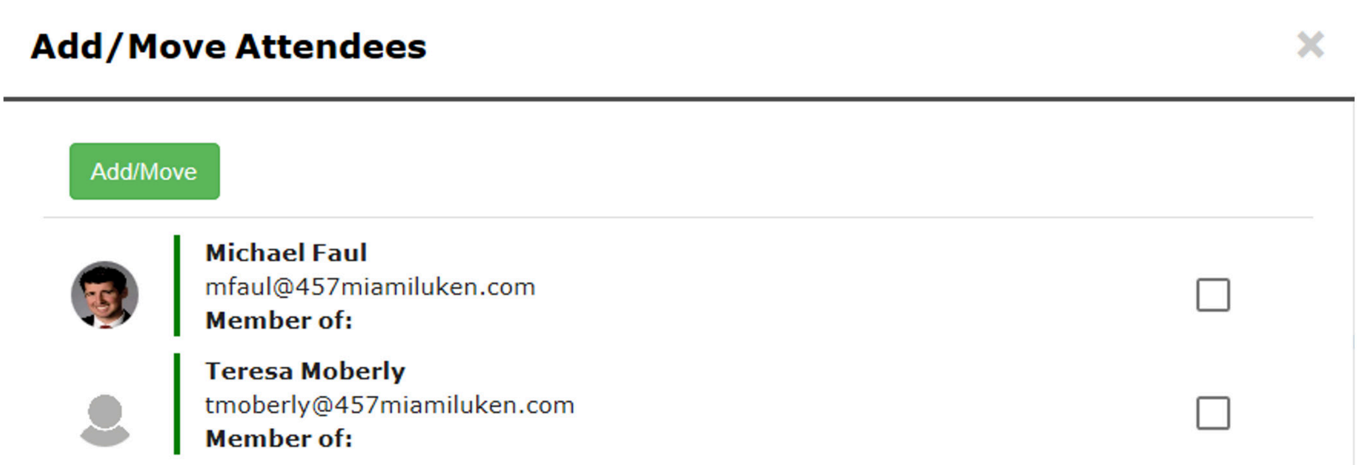
After saving the team/table name, your screen will look like the sample below.

To add table members, click on the “Edit Team/Table” green box, which will take you to the next screen.

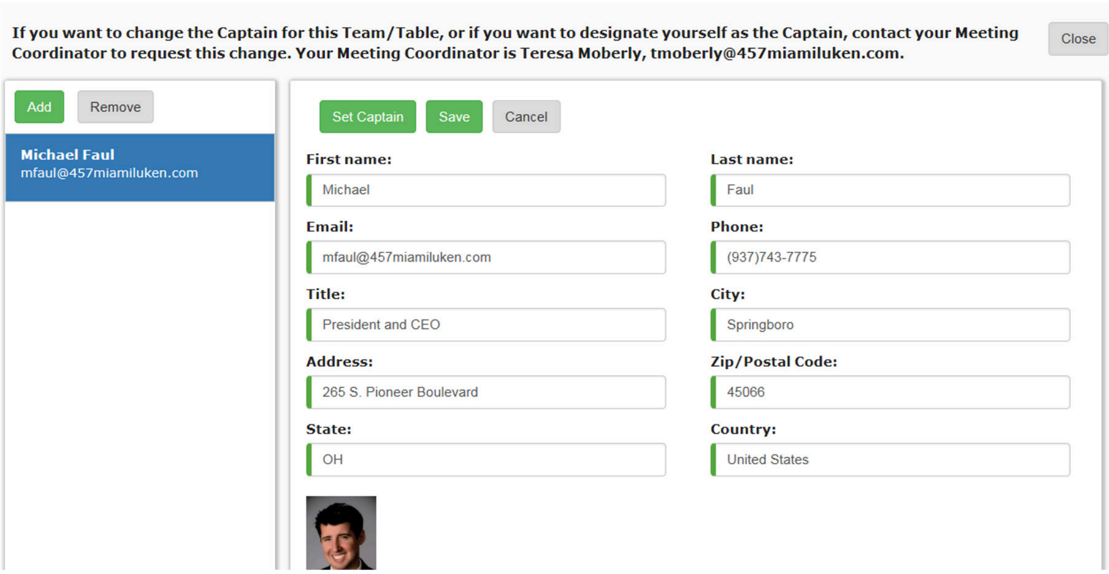


Click on the “Members” tab and the “Add” button to see the list of individuals.

Click on the box on the right and then the “Add/Move” button to add an individual to a table.

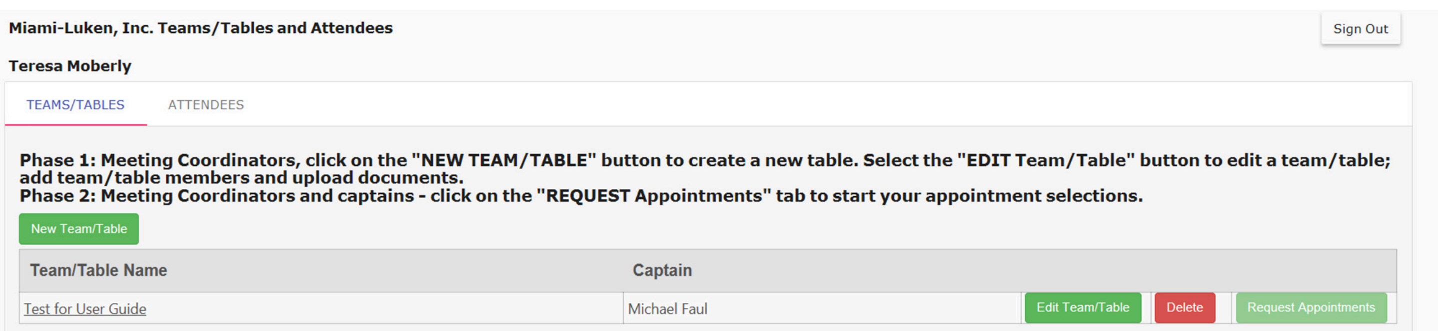


After you click on the “Add/Move” button, you will see a screen that will allow you to add or remove team members to a table (if needed).



ASSIGN THE TABLE CAPTAIN (REQUIRED)

To assign the captain for this table, select the person and click on the “Set Captain” button. After you click this button, the system will take you back to your company’s homepage. You will then see a list of your tables and captains.



MANUFACTURERS AND SERVICE PROVIDERS – YOUR TEAM IS CREATED AND TEAM CAPTAIN IS ASSIGNED ONCE REGISTRATION IS PROCESSED.

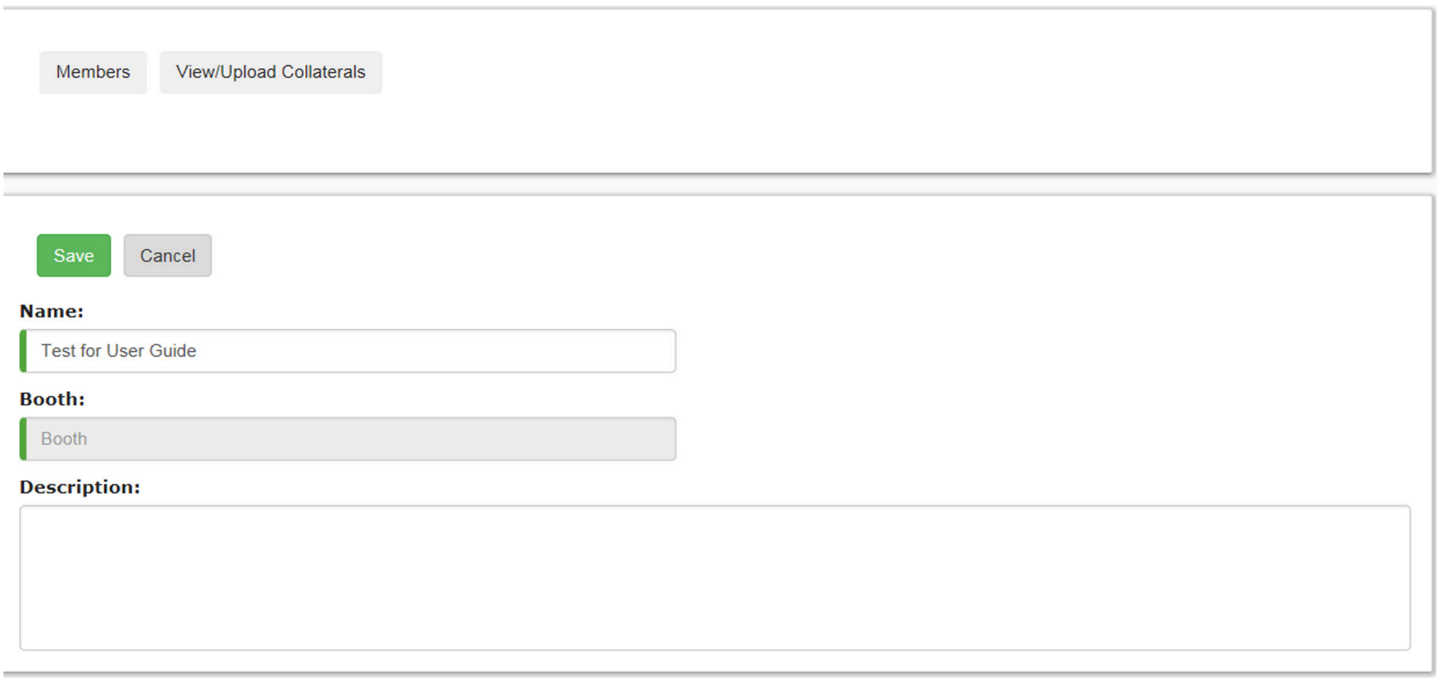
- Company conference coordinators can login and review their team information and reassign the team captain, if needed, and/or add a team description.
- To change your team captain, click on Edit Team/Table green button; click on members and highlight the person you want to assign as the captain and click on SET CAPTAIN button.

ADD/EDIT TABLE/TEAM DETAILS

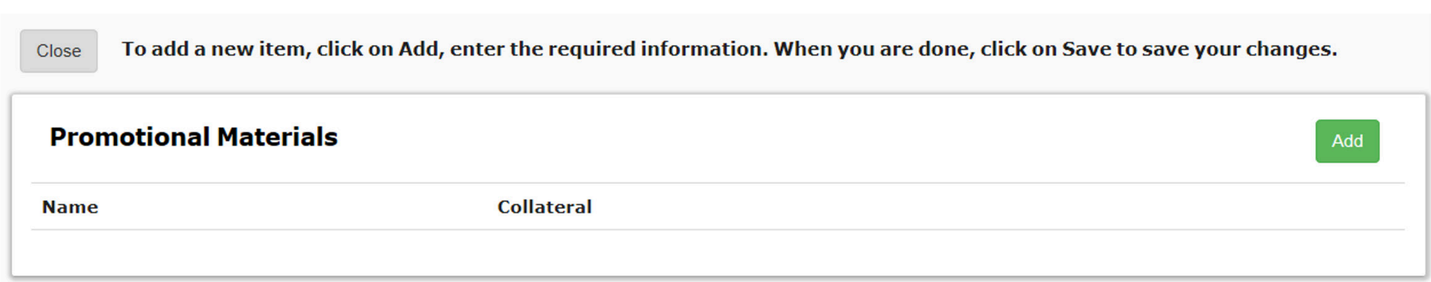
How to add information about a table

DESCRIPTION

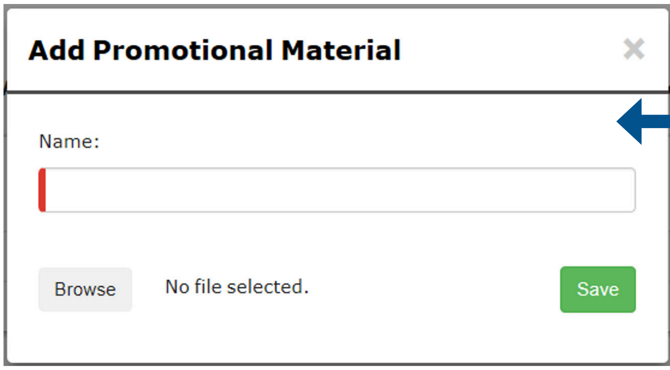
To finish the table setup, you can add more descriptive information and upload materials for discussion with the team members and your trading partners. To do this, click on the "Edit Team/Table" button, which will take you to this screen. You can add the detailed description in the "Description" box below. Click "Save" when finished.



To add any materials to a table, click on "View/Upload Collaterals" button.

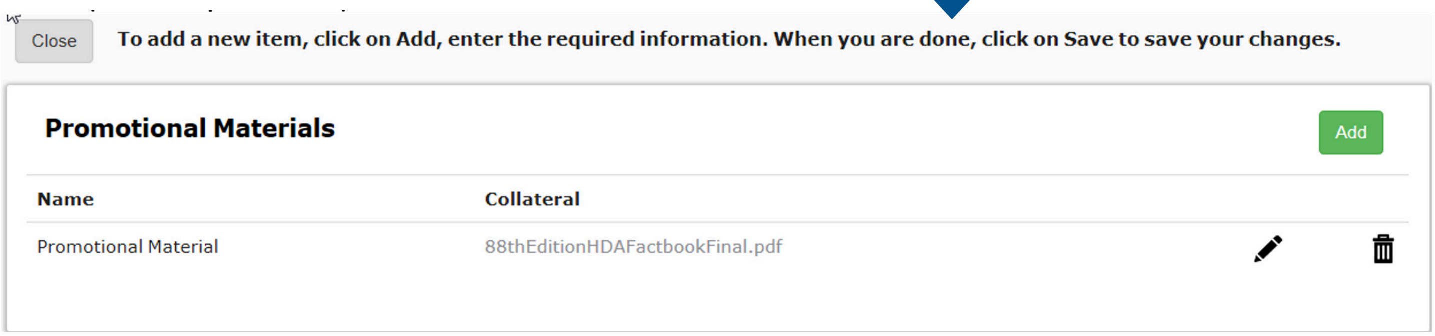


Click on the "Add" button, name the material, click on "Browse" to find the material and then click "Save."

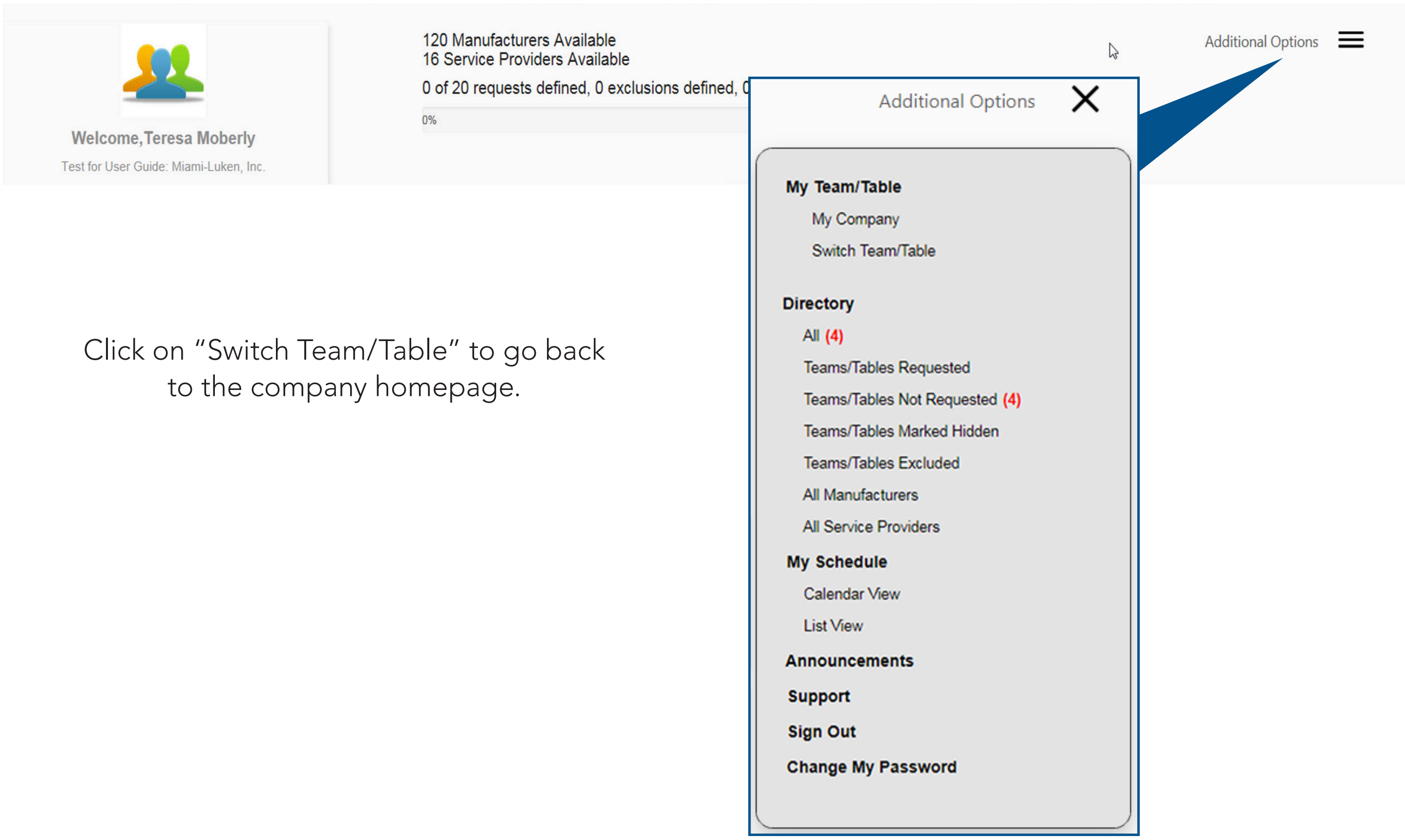


You can name the material a different name, but the collateral name will appear as the original file name (see sample).

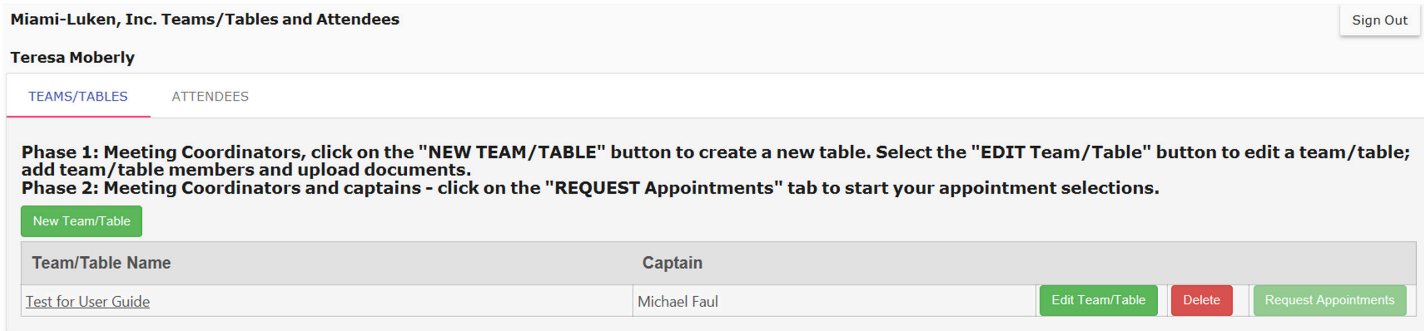
If you wish to use the same name, click on the pencil icon to update the name to match the collateral name. If you wish to delete the material, click on the trash can icon.



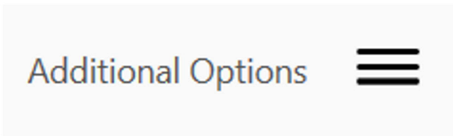
To return to your list of tables, click on "Additional Options," found on the top right of your screen.



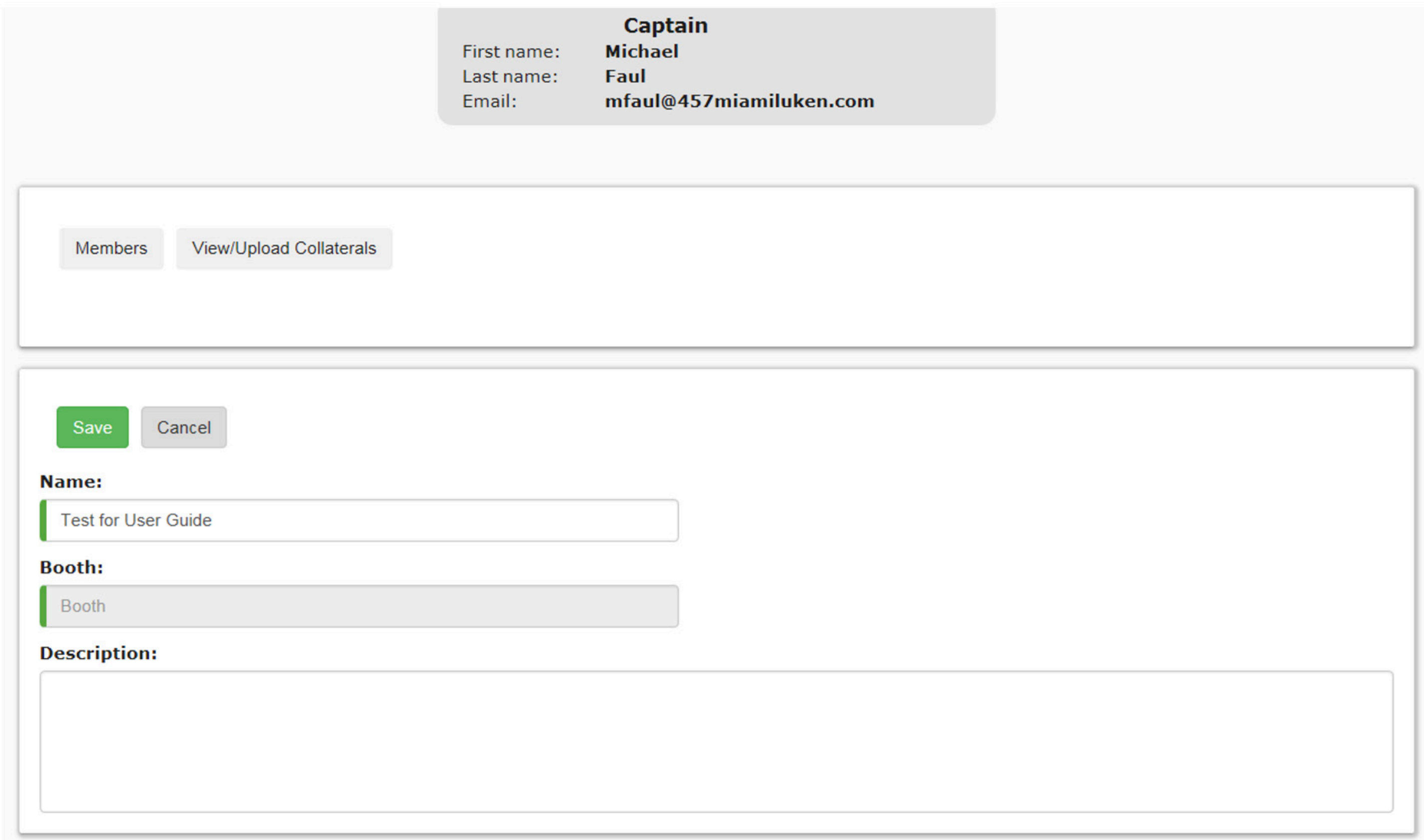
Click on "Switch Team/Table" to go back to the company homepage.



Click on the "Edit Team/Table" button to see the "Additional Options" button.

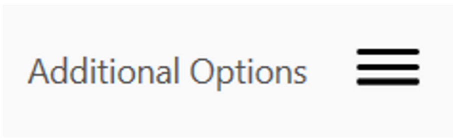


If you click on "My Team/Table," it will take you back to that team/table's page. This is where you can add the description and upload any materials you would like to share with your trading partners (see page 5–6).

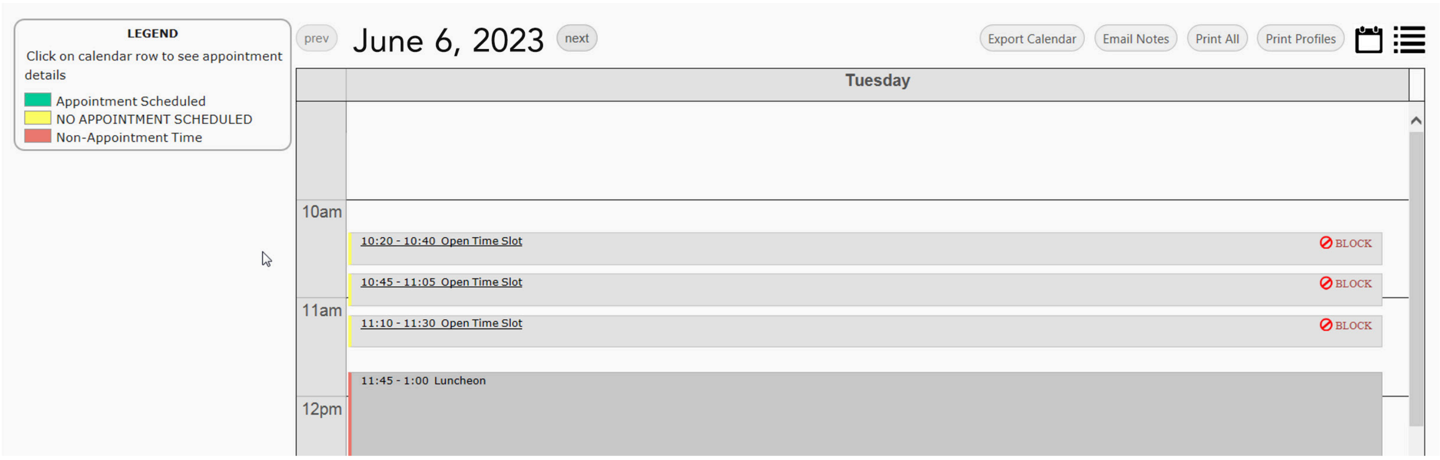


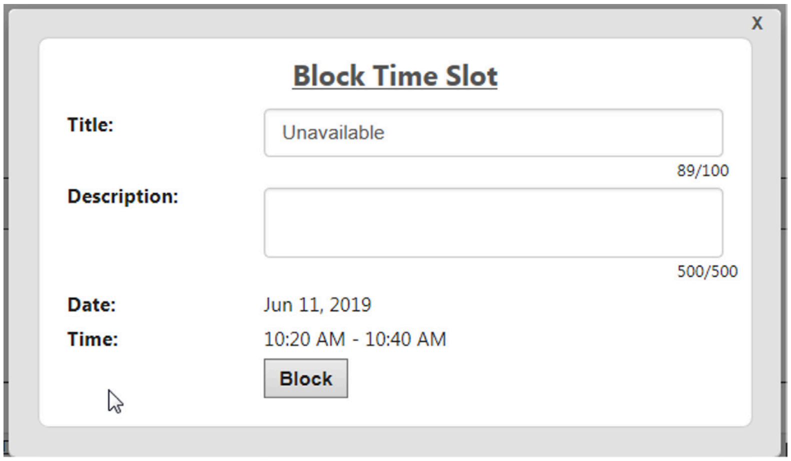
CALENDAR

Click on the “Additional Options” tab.

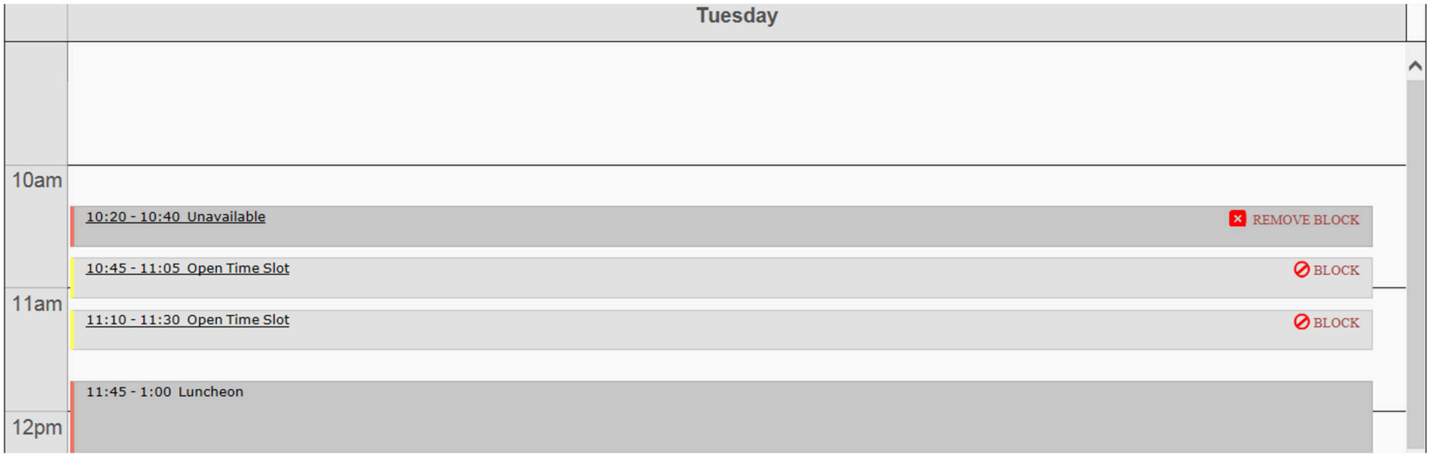


Click on “Calendar View” to see the team/table calendar. The calendar seen here is identical to other users’ calendars. All breaks are the same and the timeslot for each appointment is 20 minutes (with five minutes in between appointments). You may block up to three timeslots per team/table. To block a timeslot, simply click on the “Block” link on the right side of the appointment time.





You can change the title and add a description. The description will only be seen by the team/table members. Click on the “Block” button to save, and your calendar will be updated.



Once the block time is created, it will show up on your calendar with a 

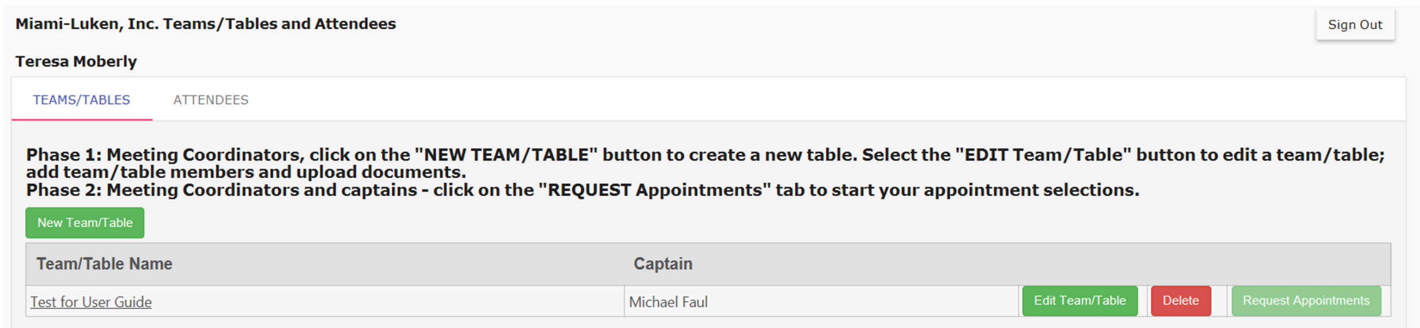
You can delete a blocked time by clicking on the 

and the timeslot will again be open for an appointment.

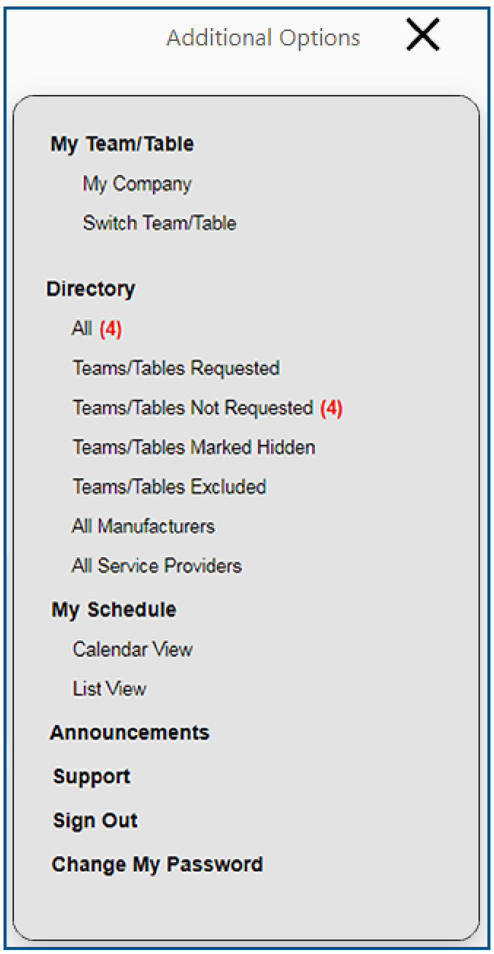
COMPANY INFORMATION

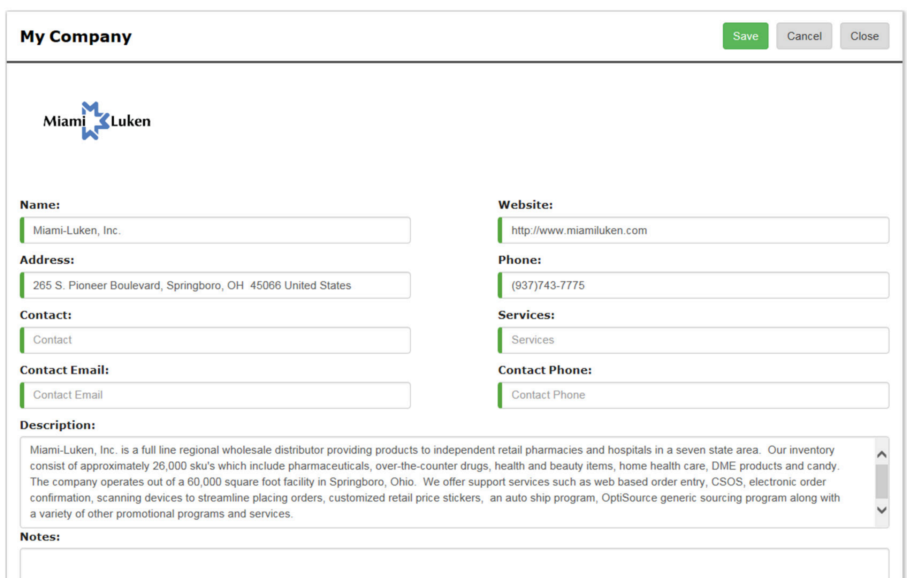
How to modify your company profile

From the company homepage, click on the “Edit Team/Table” button to see the “Additional Options” link.



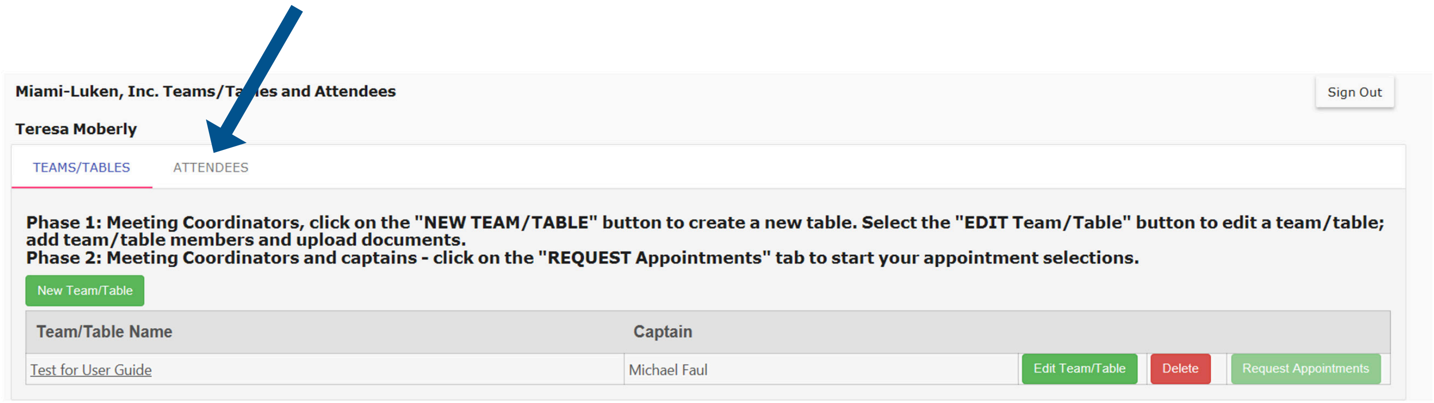
Click on “My Company” to see the details. From here, you can edit the information and click “Save” when finished.





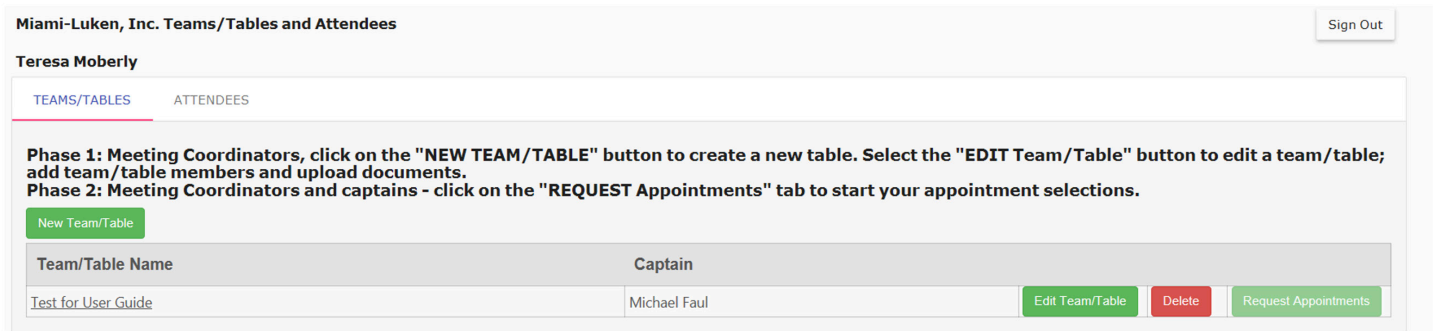
VIEWING YOUR LIST OF ATTENDEES

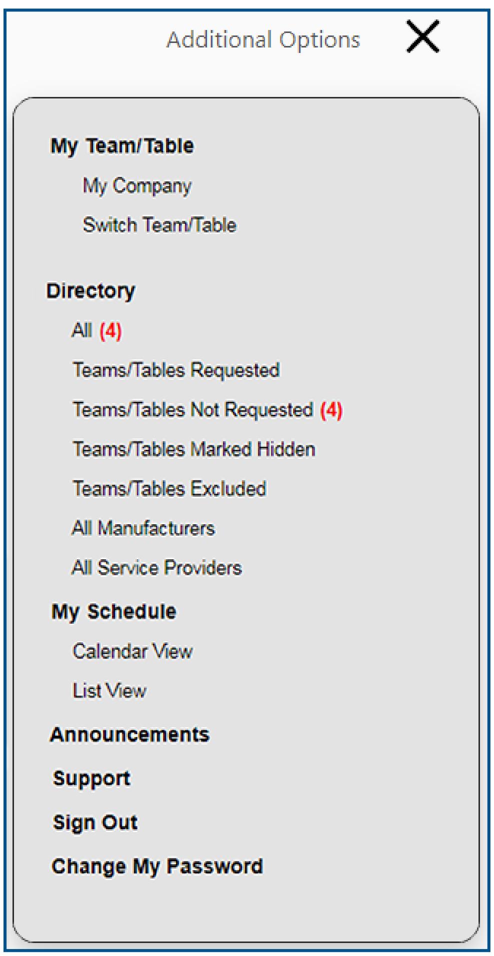
From your company homepage, click on the “Attendees” tab to see all individuals registered for the conference. Highlight the individual you want to review and send any changes to Michelle Leslie.



NAVIGATING THROUGH OTHER MENUS

From your company homepage, click on "Edit Team/Table," and click on the "Additional Options" to see a summary for your table or team.





PRINTING OR DOWNLOADING A REPORT

From the "Additional Options," click on "All Manufacturers" or "All Service Providers."

Manufacturers Attendee List

Close

All communications sent to conference attendees must provide a clearly visible and functional opt-out option. Conference attendee information cannot be sold or provided to any non-exhibiting individual or company. Any company violating this policy will be subject to forfeiture of exhibit/registration fees and excluded from participating in the Business and Leadership Conference as well as future HDA conferences and seminars.

Search... Export All Print All

Company	Attendee	Title	Role	Team/Table
AbbVie US	Kristin Carney	Marketing and Sales DirectorTrade, MHC	Attendee	AbbVie Portfolio - Scott Hendershot
AbbVie US	Eric Morris	National Trade Executive	Attendee	AbbVie Portfolio - Jim Henricks
AbbVie US	Gregory Raupp	Director, Demand Planning	Attendee	AbbVie Portfolio - Jim Henricks

Select "Export All" to download the information or "Print All" to print the list. Clicking on the individual's name will give you that individual's details including his/her photo (if it is available).

TECHNOLOGY SUPPORT

IF YOU NEED HELP LOGGING INTO PARTNERLINX:
Contact HDA staff for further assistance.

Entoria Nicely
Manager
Member Services
(202) 964-4872