SCHED SETUP GUIDE

For the 2022 Hybrid Annual Meeting

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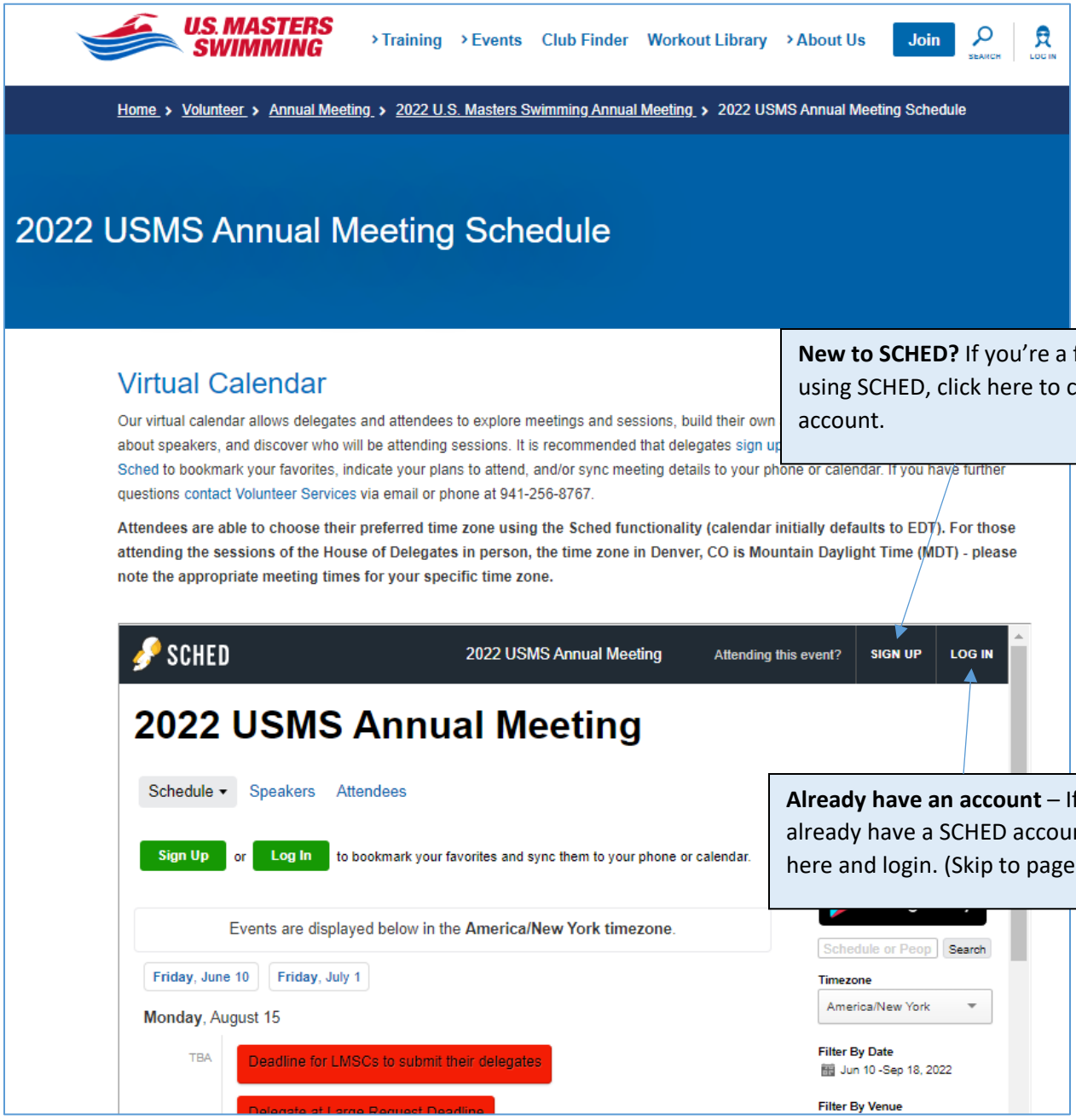
Watch a Helpful Video Tutorial provided by Sched

- https://youtu.be/lHxDNTSkvE8

Step by Step Instructions

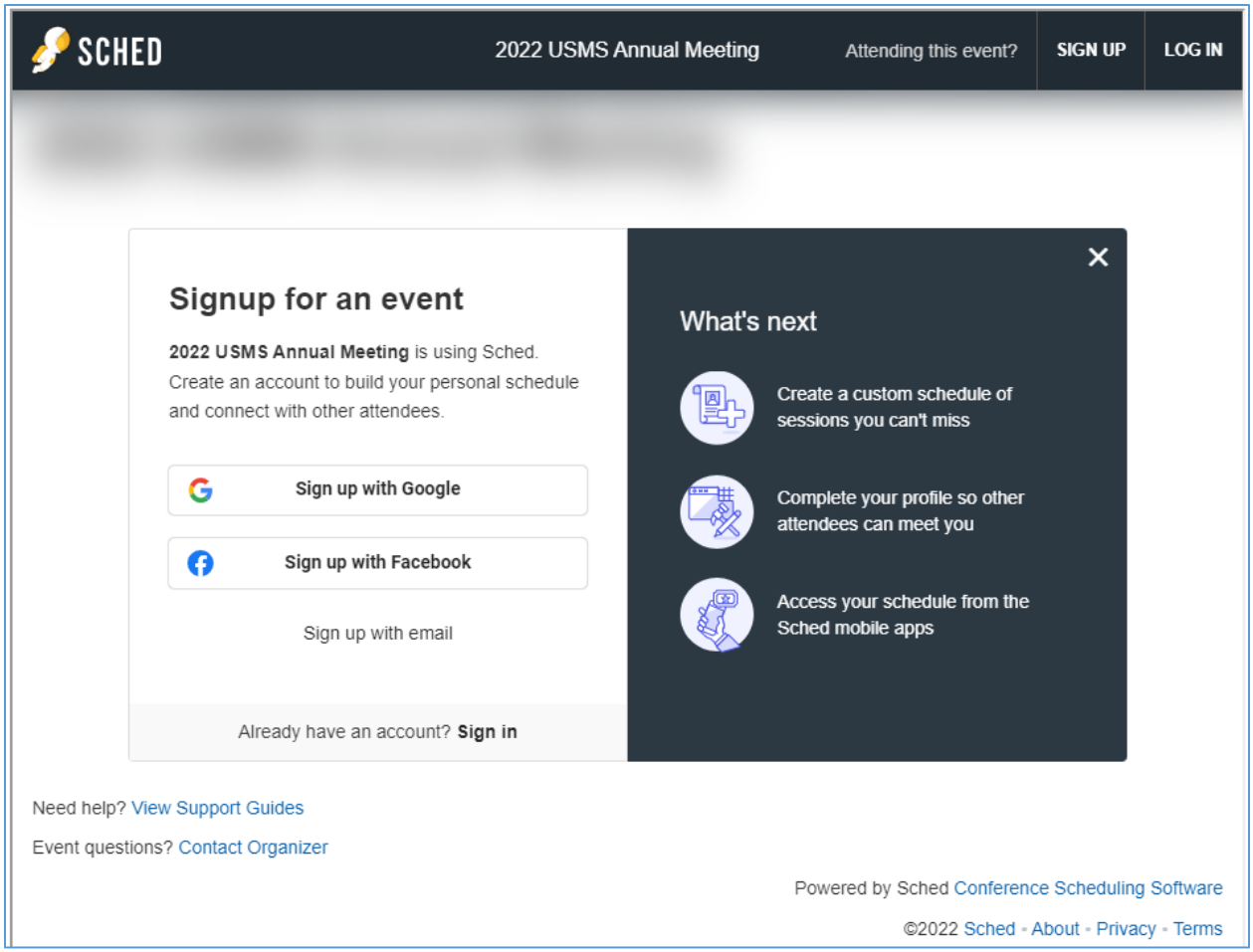
Begin on the 2022 USMS Virtual Annual Meeting Schedule page

Signing up and creating an account with Sched



New to SCHED? If you're a first timer using SCHED, click here to create an account.

Already have an account – If you already have a SCHED account, click here and login. (Skip to page 5)


SCHED
2022 USMS Annual Meeting
Attending this event?
SIGN UP
LOG IN
Signup for an event
2022 USMS Annual Meeting is using Sched.
Create an account to build your personal schedule and connect with other attendees.
Sign up with Google
Sign up with Facebook
Sign up with email
Already have an account? Sign in
What's next
Create a custom schedule of sessions you can't miss
Complete your profile so other attendees can meet you
Access your schedule from the Sched mobile apps
Need help? View Support Guides
Event questions? Contact Organizer
Powered by Sched Conference Scheduling Software
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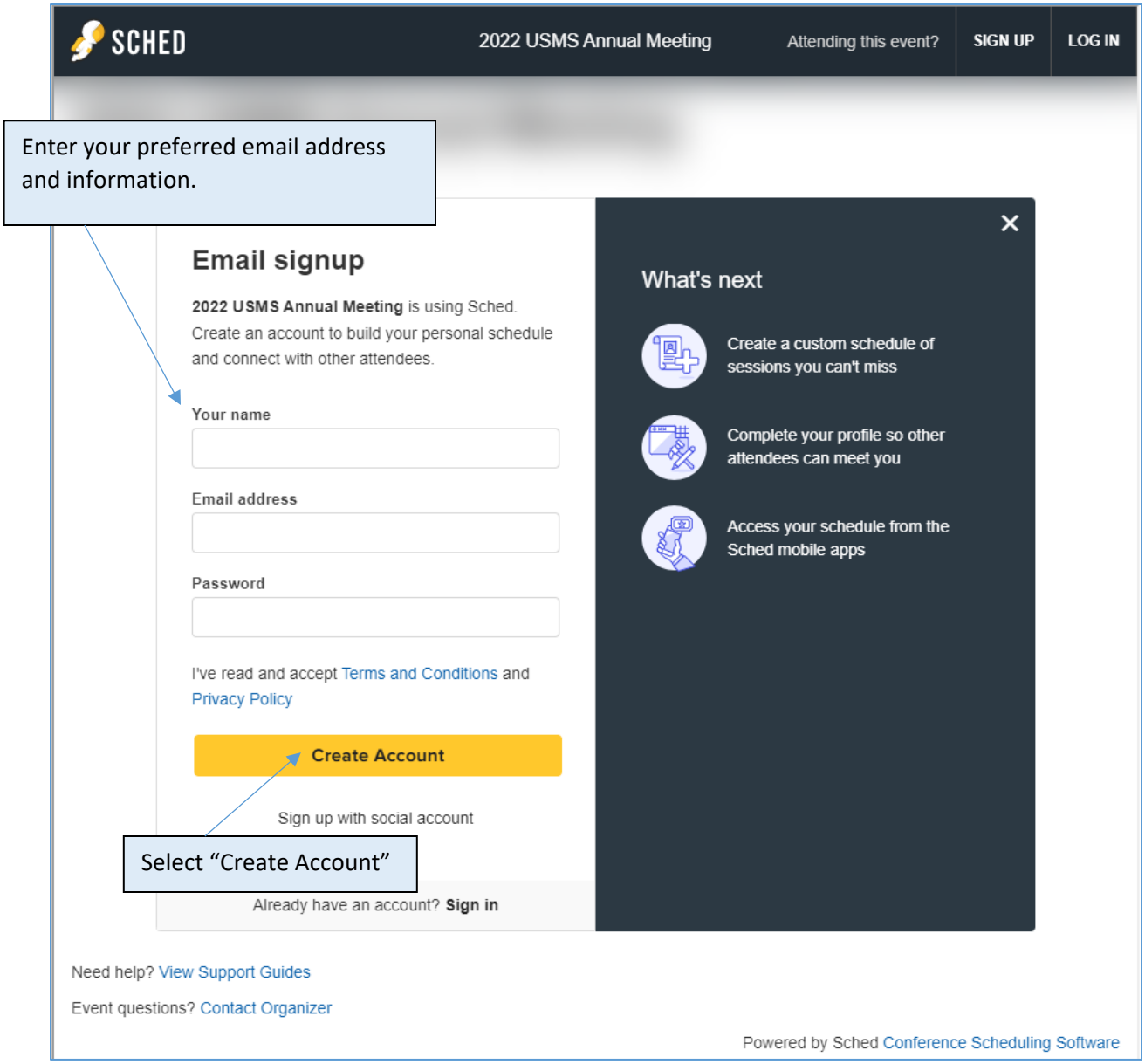
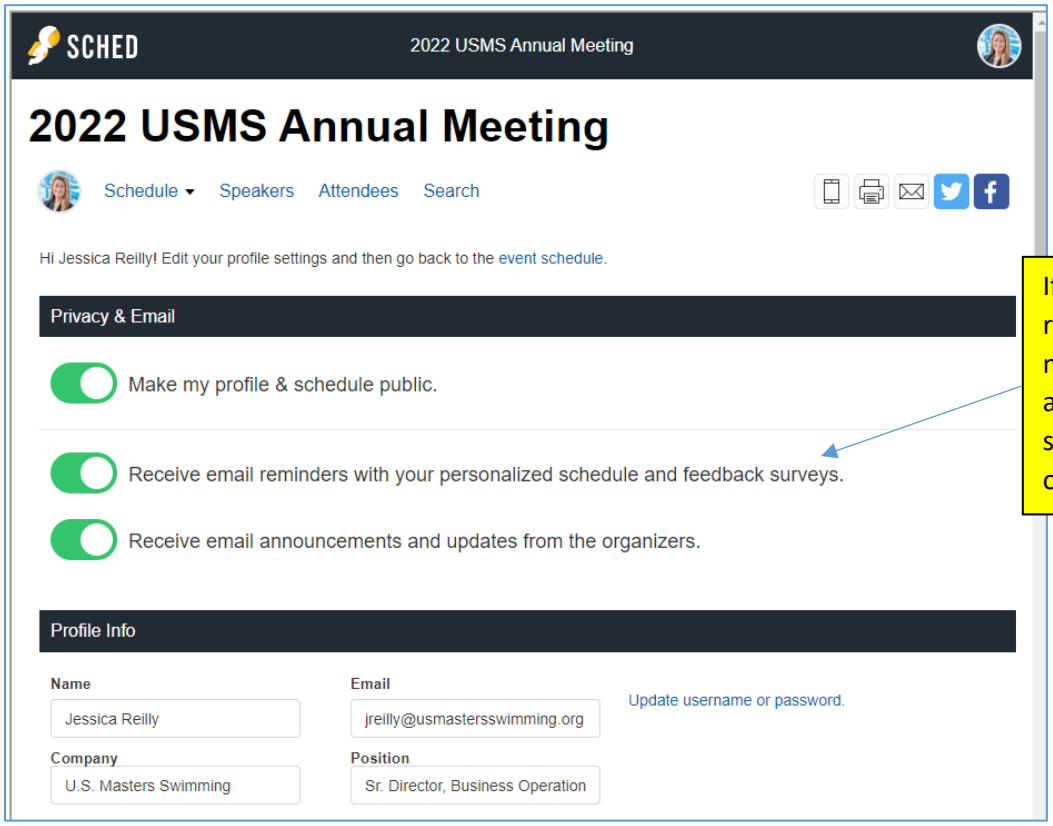
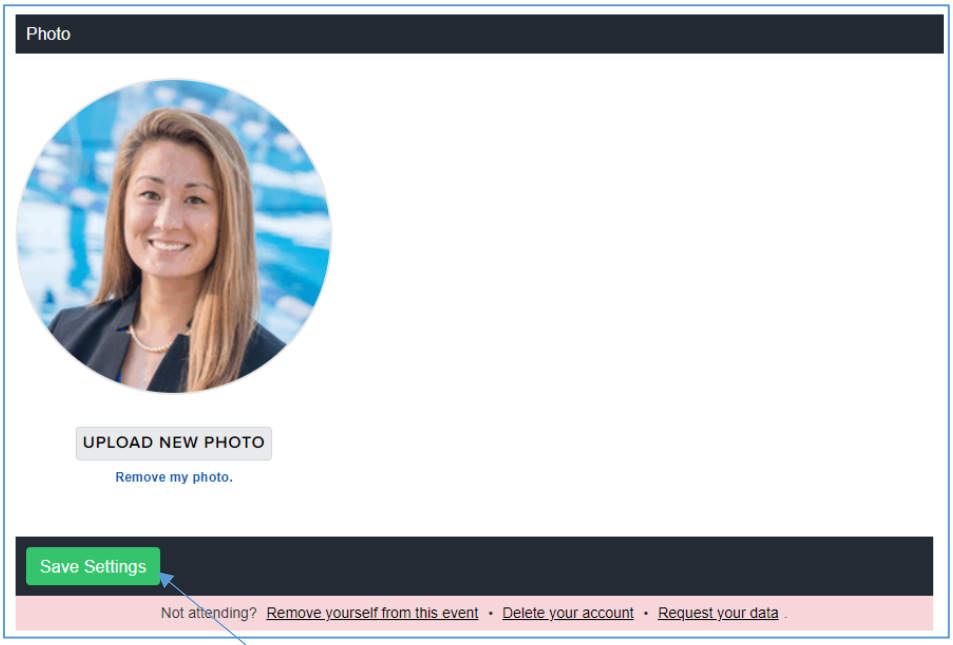

SCHED
2022 USMS Annual Meeting
Attending this event?
SIGN UP
LOG IN
Enter your preferred email address and information.
Email signup
2022 USMS Annual Meeting is using Sched.
Create an account to build your personal schedule and connect with other attendees.
Your name
Email address
Password
I've read and accept Terms and Conditions and Privacy Policy
Create Account
Sign up with social account
Select “Create Account”
Already have an account? Sign in
What's next
Create a custom schedule of sessions you can't miss
Complete your profile so other attendees can meet you
Access your schedule from the Sched mobile apps
Need help? View Support Guides
Event questions? Contact Organizer
Powered by Sched Conference Scheduling Software

On your profile page you will be able to update your privacy settings, add information about yourself and/or upload a photo. Do not forget to save settings once complete.



If you'd like to receive reminder emails about meetings that have been added to your personal schedule, make sure this option is selected.



Do not forget to save settings once complete.

If you select the option to receive email reminders with your personalized schedule, you will receive an email reminder for your bookmarked meeting(s) on the designated day. (example from 2021)

2021 USMS Virtual Annual Meeting

Hi Jessica,

Here is your custom schedule for today!

Take it with you → **Online** • **Mobile App** • **Print Ready** • **iCal Feed**

Timezone: America/New York

Tuesday, August 31

8:00pm-8:30pm EDT @ Zoom

New Delegate Orientation

8:30pm-9:30pm EDT @ Zoom

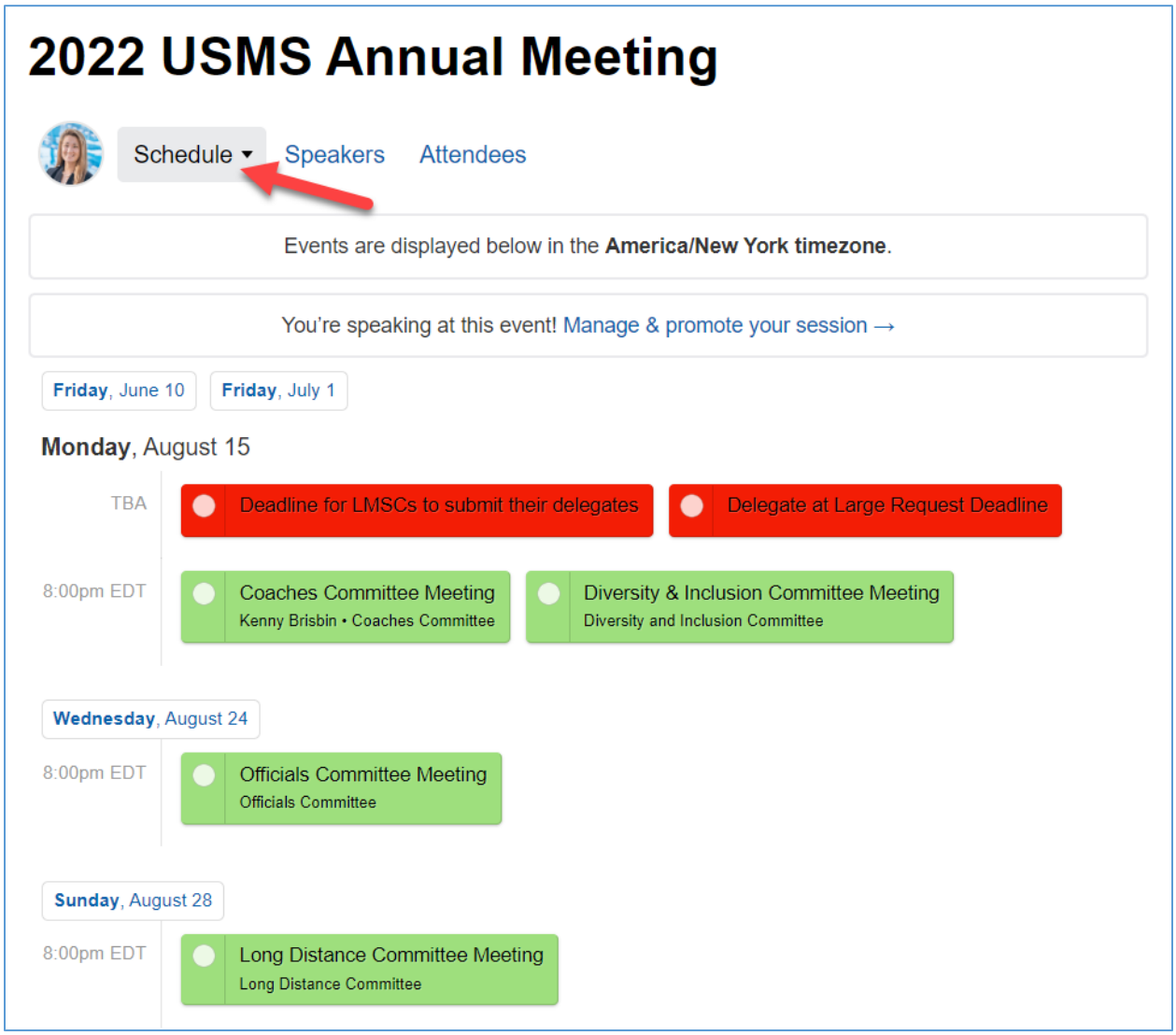
Delegate orientation and USMS Townhall

VIEW YOUR SCHEDULE

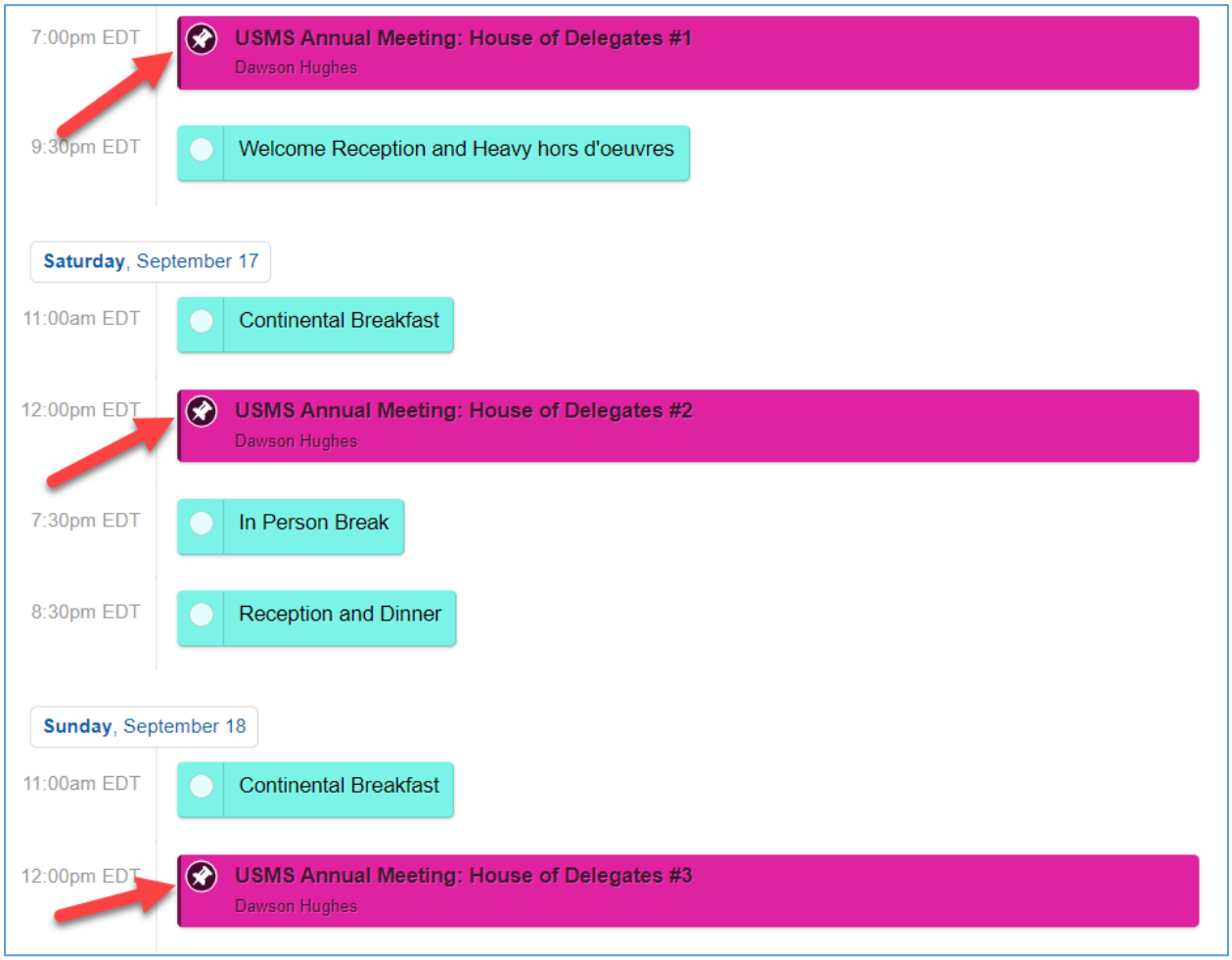
SCHED **Organize events?** Use Sched to publish your event app & manage attendance. Learn more.

Creating your personal agenda

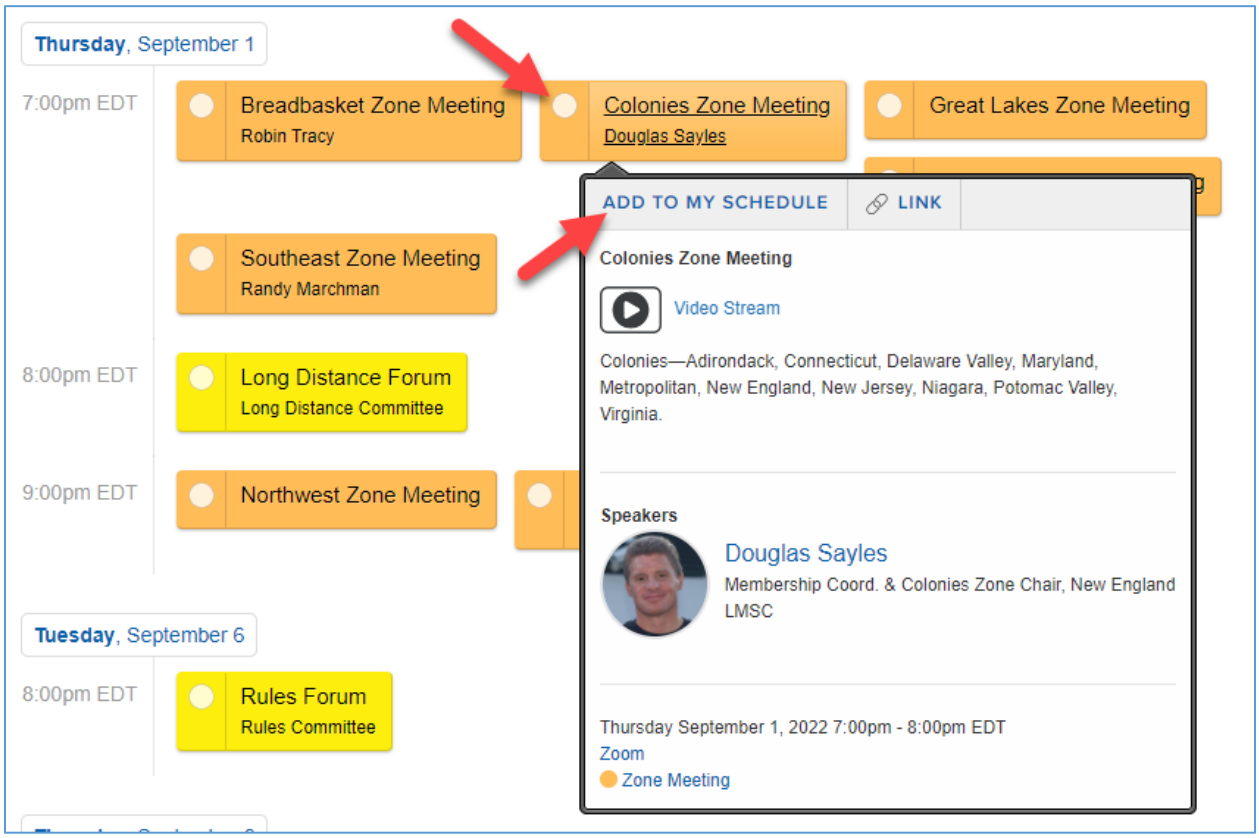
Begin on the schedule page: https://2022usmsannualmeeting.sched.com/

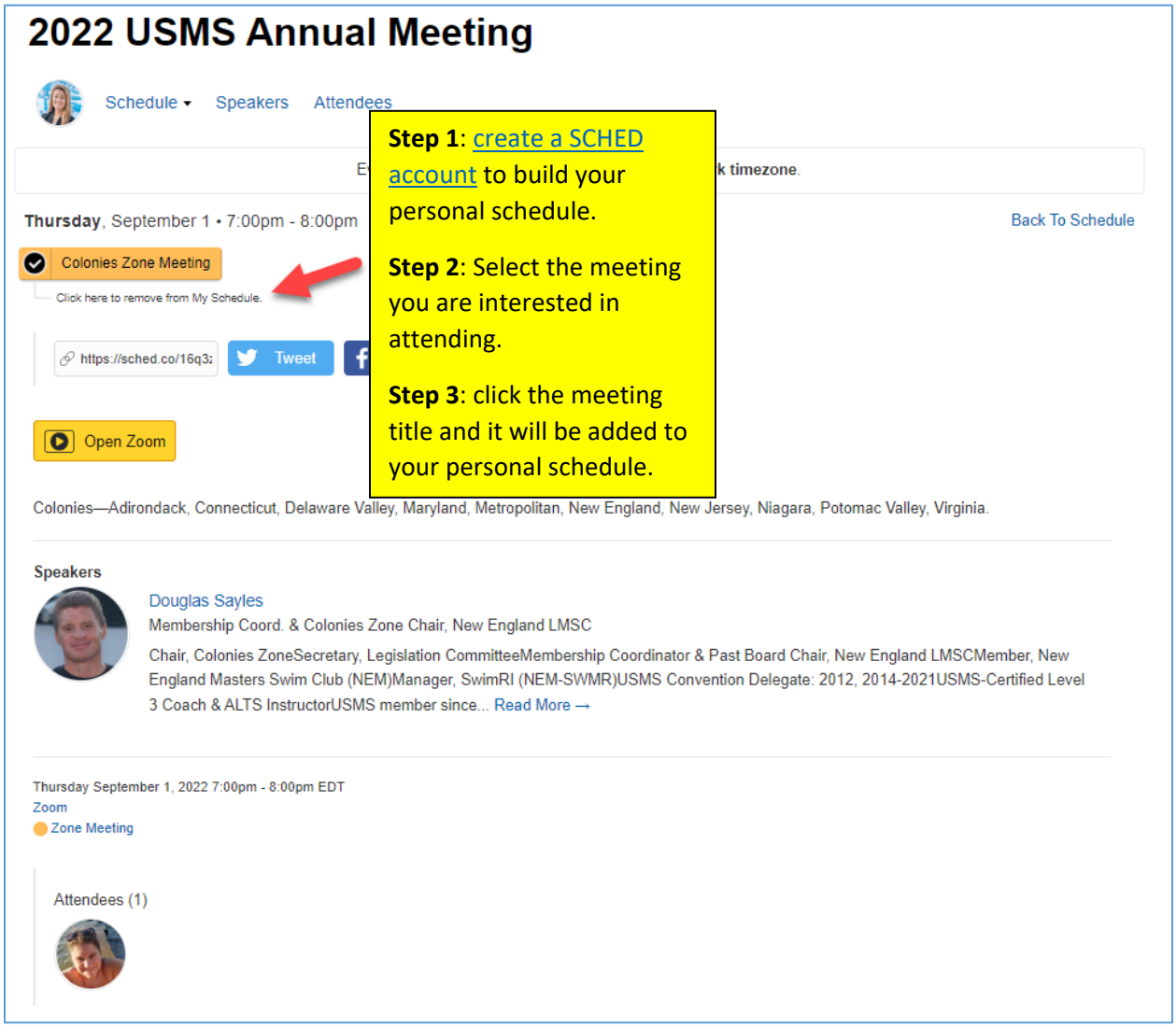


If a meeting has a “pin” symbol it has already been pinned to your schedule by the host



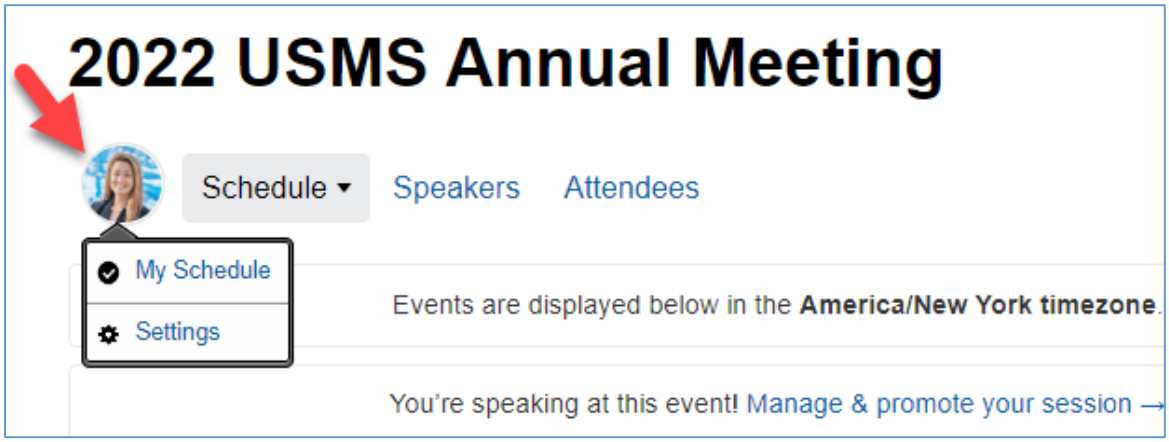
Select a meeting you are interested in. You will be able to see more details about the meeting, the speaker(s), as well as add the meeting to your personal agenda.

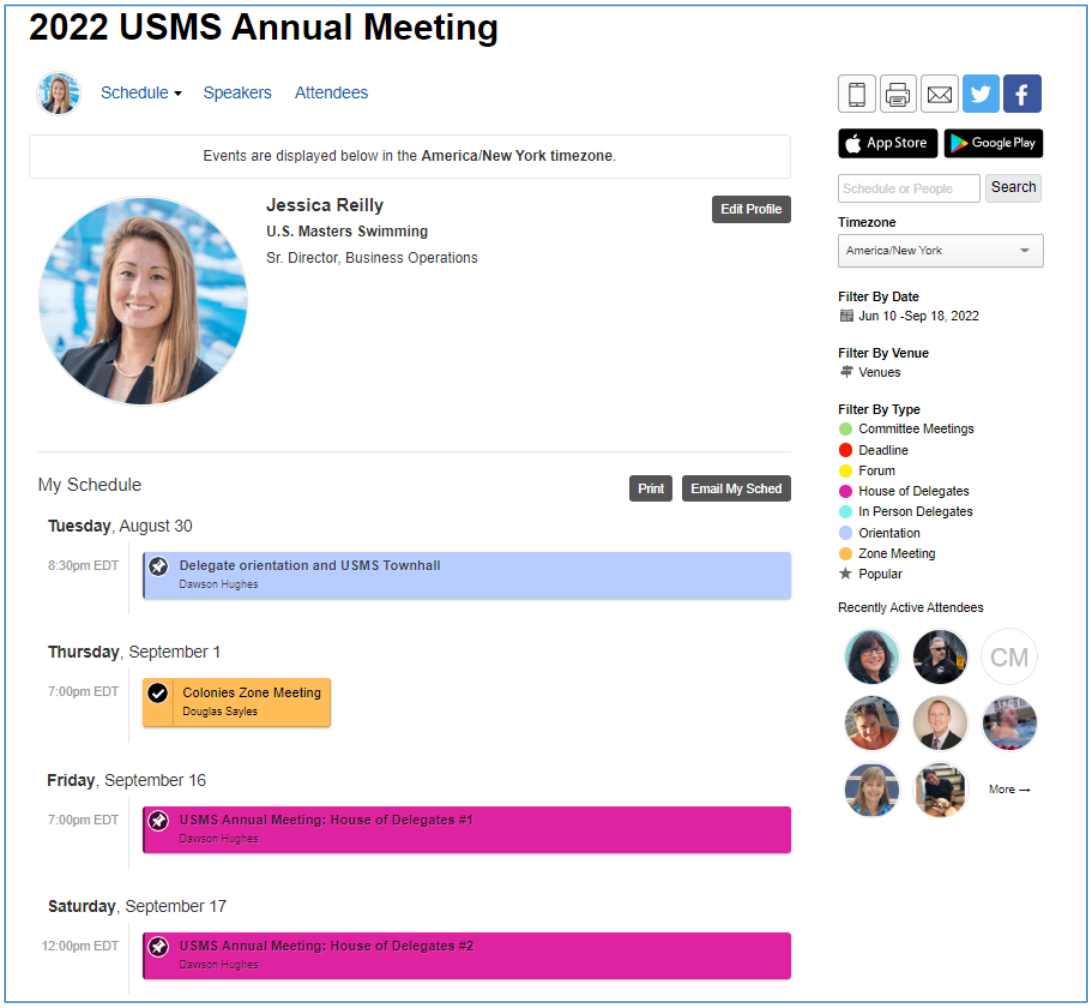




In your SCHED settings, if you selected the option to make your profile public, you will be added to the list of attendees, shown at the bottom of each meeting.

View your schedule anytime by selecting your profile icon in the top right of the screen and selecting "My Sched". Here you will see the meetings you have added as favorites.





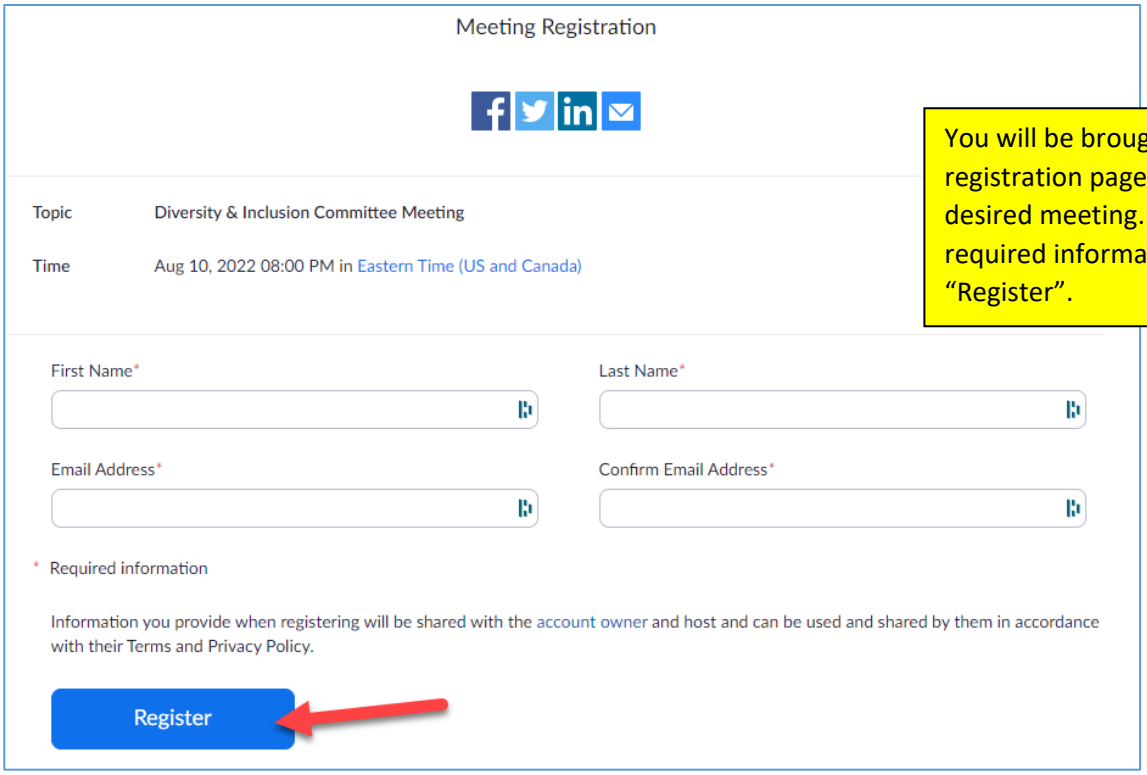
Meetings held in conjunction with the Annual Meeting

Meetings in conjunction with the Annual Meeting taking place in late August through mid-September leading into the hybrid sessions of the House of Delegates Sept. 16-18th will all be hosted via Zoom. It is highly recommended that delegates Sign Up for an account and use it to login to Zoom.

- On the 2022 USMS Virtual Annual Meeting Schedule page, select the meeting you are interested in attending.
    - There you will be able to see more information on the meeting, speakers, in addition to the Zoom registration button.
        - It is recommended that you sign up for an account and use it to log in to Sched to bookmark your favorites, indicate your plans to attend, and/or sync meeting details to your phone or calendar.

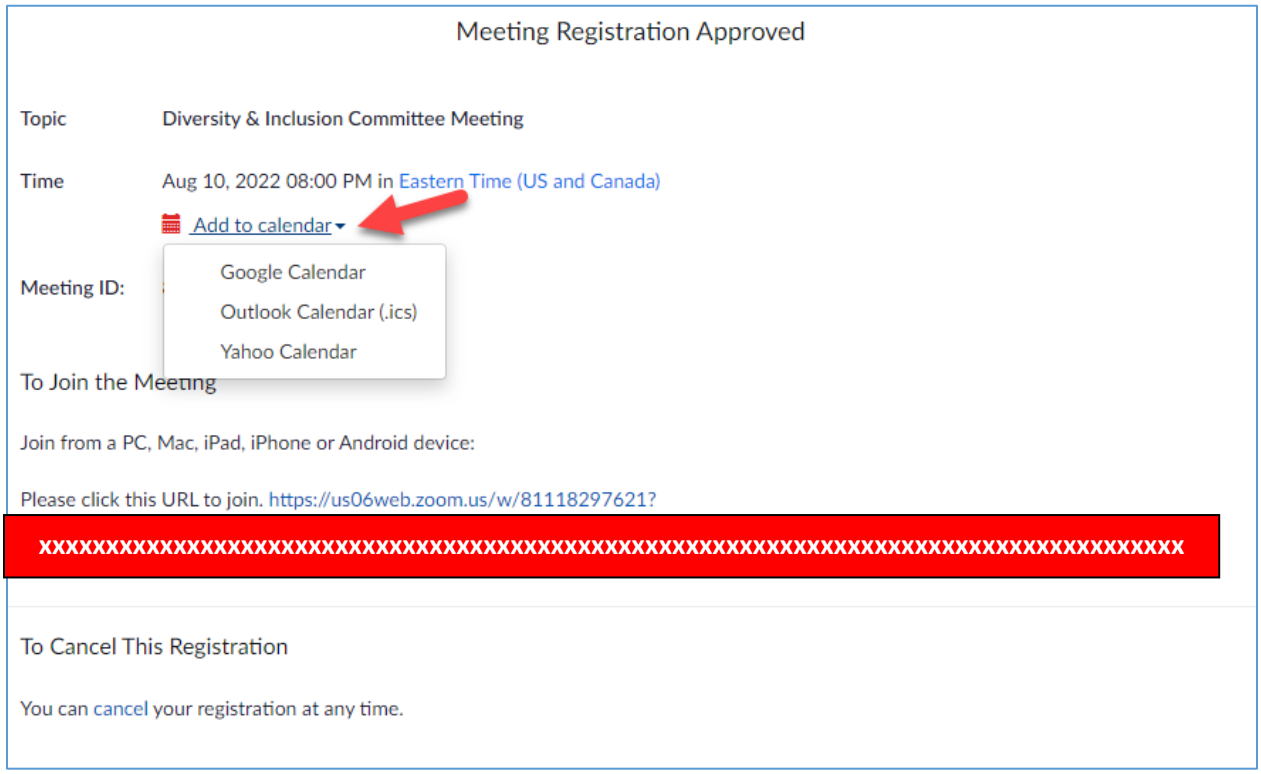
- Customized links for the meetings of the House of Delegates will be sent directly to voting delegates at a future date. Non-voting delegates will be able to watch HOD sessions via a live streaming platform.

Registering for a Meeting via Zoom



You will be brought to the registration page for the desired meeting. Enter the required information and click "Register".

Once registered, you will be brought to a confirmation page. On that page, you will receive the meeting link in addition to having the option to add the meeting to your preferred calendar:


Meeting Registration Approved
Topic
Diversity & Inclusion Committee Meeting
Time
Aug 10, 2022 08:00 PM in Eastern Time (US and Canada)
Add to calendar
Google Calendar
Outlook Calendar (.ics)
Yahoo Calendar
Meeting ID:
To Join the Meeting
Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://us06web.zoom.us/w/81118297621?
xxxx

You will also receive a confirmation email with the zoom link information:

From: USMS Community Services
To: Jessica Reilly
Subject: Diversity & Inclusion Committee Meeting Confirmation
Date: Thursday, July 21, 2022 12:10:20 PM

Hello Jessica Reilly,

Thank you for registering for Diversity & Inclusion Committee Meeting. You can find information about this meeting below.

Diversity & Inclusion Committee Meeting

Date & Time Aug 10, 2022 08:00 PM Eastern Time (US and Canada)

Meeting ID xxxxxxxxxxx

Passcode xxxxxxxxxxx

Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

You can cancel your registration at any time.

Please submit any questions to: community-committee@usmastersswimming.org.

WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

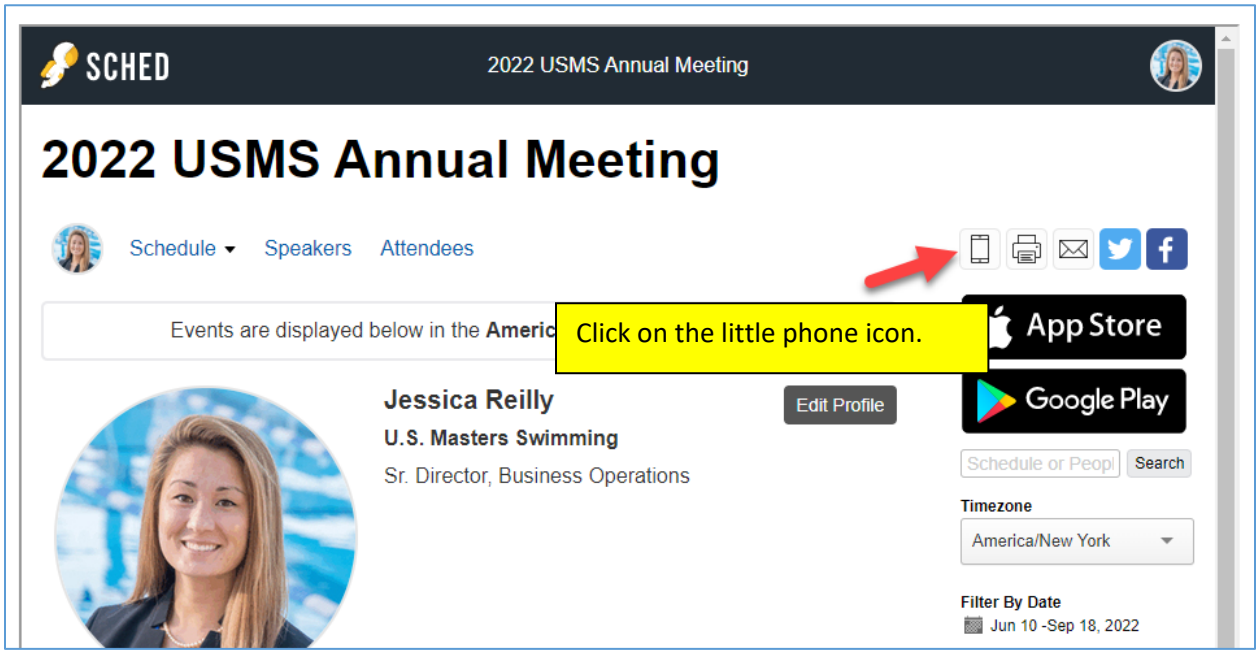
Join Meeting

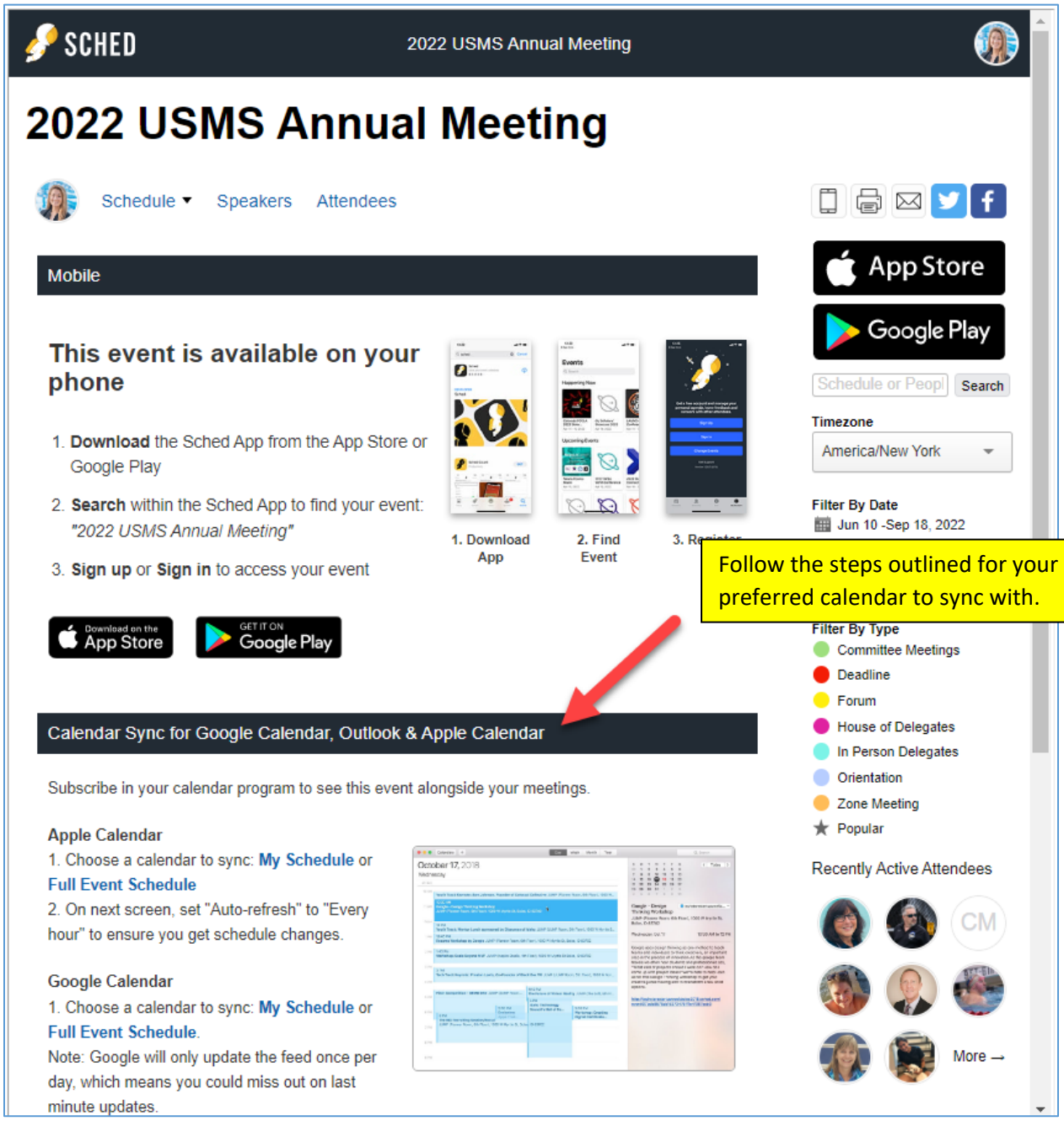
If the button above does not work, paste this into your browser:

xxxxxxxxxx

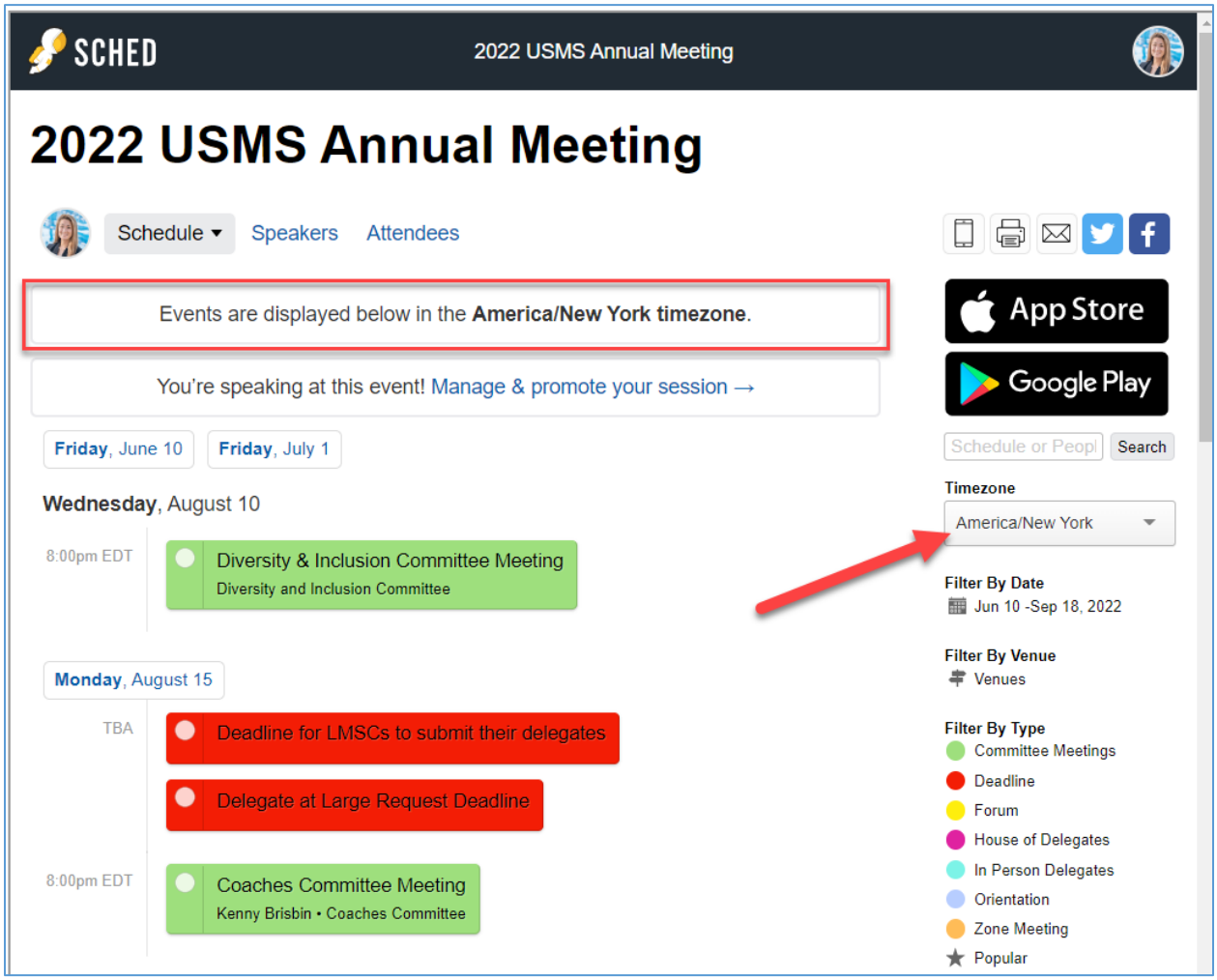
Calendar Sync for Google Calendar, Outlook & Apple Calendar

If you have created a personal SCHED account, you'll be able to sync your calendar:





Follow the steps outlined for your preferred calendar to sync with.

Select your preferred time zone

Attendees can choose their preferred time zone using the Sched functionality (calendar defaults to EDT otherwise). For those attending the sessions of the House of Delegates in person, the time zone in Denver, CO is Mountain Daylight Time (MDT) - **please note the appropriate meeting times for your specific time zone.**