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# SCHED SETUP GUIDE

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For the 2023 Hybrid Annual Meeting

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## Watch a Helpful Video Tutorial provided by Sched

- <https://youtu.be/IHxDNTSkvE8>

## Step by Step Instructions

Begin on the [2023 USMS Virtual Annual Meeting Schedule page](#)

## Signing up and creating an account with Sched

The screenshot shows the website for the 2023 USMS Annual Meeting. At the top, there is a navigation bar with the US Masters Swimming logo and links for Training, Events, Club Finder, Workout Library, and About Us. There are also buttons for Join, Search, and Log In. Below the navigation bar is a breadcrumb trail: Home > Volunteer > Annual Meeting > 2023 > 2023 USMS Annual Meeting Schedule.

# 2023 USMS Annual Meeting Schedule

## Virtual Calendar

Our virtual calendar allows delegates and attendees to explore meetings and sessions, build their own agenda, register for meetings, learn about speakers, and discover who will be attending sessions. It is recommended that delegates [sign up for an account](#) and use it to [login to](#) bookmark your favorites, indicate your plans to attend, and/or sync meeting details to your calendar. If you have further questions [contact Volunteer Services via email](#) or phone at 8767.

**Attendees can choose their preferred time zone, [use this guide to explore the Sched functionality](#) (calendar defaults to EDT otherwise). For those attending the sessions of the House of Delegates in person, the time zone in Houston, TX is Central Daylight Time (CT) - please note the appropriate meeting times for your specific time zone.**

**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)**

The Sched interface shows the event title "2023 USMS Annual Meeting" and options to "SIGN UP" or "LOG IN". Below this, there are tabs for "Schedule", "Speakers", and "Attendees". A "Sign up" button is highlighted in green, with the text "Sign up or log in to bookmark your favorites and sync them to your phone or calendar." Below this, there are date filters for "Saturday, June 10", "Saturday, July 1", "Monday, August 14", and "Tuesday, August 15". A meeting titled "Records and Tabulation Committee Meeting" is listed for Monday, August 14 at 8:00pm EDT. A red box highlights a "Deadline for LMSCs to submit their delegates" for Tuesday, August 15. On the right side, there are filters for "Timezone" (set to America/New York), "Filter By Date" (Jun 10 - Sep 10, 2023), "Filter By Venue" (Attendees can attend virtually or in person at the Houston Airport Marriott at G), and "Filter By Type" (Committee Meeting).

## Signup for an event

2023 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

## Email signup

Enter your preferred email address and information.

Your name

Email address




Password

I've read and accept [Terms and Conditions](#) and [Privacy Policy](#)

**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

Select "Create Account"

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.



# 2023 USMS Annual Meeting



Schedule ▾ Speakers Attendees Search



You're speaking at this event! [Manage & promote your sessions →](#)

Hi Jessica Reilly! Edit your profile settings and then go back to the [event schedule](#).

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

## Privacy & Email

Make my profile & schedule public.

Receive email reminders with your personalized schedule and feedback surveys.

Receive email announcements and updates from the organizers.

## Profile Info

Name

Jessica Reilly

Email

jreilly@usmastersswimming.

[Update username or password.](#)

Company

U.S. Masters Swimming

Position

Sr. Director, Business Opera

Website

Location



on your profile. Your friend list will only be used to highlight people you know also attending this event.



Connect Facebook

Photo



Upload New Photo

Remove my photo.

Do not forget to save settings once complete.

Save Settings

Not attending? [Remove yourself from this event](#) • [Delete your account](#) • [Request your data](#) .

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.

## 2023 USMS 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

**Thursday, August 24**

7:00pm-8:00pm EDT @ Zoom Meeting

South Central Zone Meeting

[VIEW YOUR SCHEDULE](#)



**SCHED** Organize events? Use Sched to publish your event app & manage attendance. [Learn more.](#)

Not attending this event? [Unsubscribe.](#)  
Need help? [View Sched Support Center.](#)

Sched • 8605 Santa Monica Blvd #69687  
Los Angeles, CA 90069



Creating your personal agenda

Begin on the schedule page: <https://2023usmsannualmeeting.sched.com/>

**SCHED** 2023 USMS Annual Meeting

# 2023 USMS Annual Meeting

Schedule Speakers Attendees

You're speaking at this event! [Manage & promote your sessions ->](#)

Saturday, June 10 Saturday, July 1

**Monday, August 14**

8:00pm EDT

- Records and Tabulation Committee Meeting  
Records and Tabulation Committee

**Tuesday, August 15**

TBA

- Deadline for LMSCs to submit their delegates
- Delegate at Large Request Deadline

**Thursday, August 17**

8:00pm EDT

- LMSC Development Committee Meeting  
LMSC Development Committee

App Store Google Play

Find schedule Search

**Timezone**  
America/New York


**Filter By Date**  
Jun 10 - Sep 10, 2023


**Filter By Venue**  
Attendees can attend virtually or in person at the Houston Airport Marriott at G

**Filter By Type**


- Committee Meeting
- Deadline
- Forum
- House of Delegates
- In Memoriam Presentation
- In Person Delegates
- Orientation
- Zone Meeting


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


6:00pm EDT  USMS Annual Meeting: House of Delegates #1


7:30am EDT  Welcome Reception and Heavy hors d'oeuvres


**Saturday, September 9**


8:45am EDT  Continental Breakfast

9:15am EDT  2023 In Memoriam Presentation

10:00am EDT  USMS Annual Meeting: House of Delegates #2 session 1

1:00pm EDT  Lunch

2:00pm EDT  USMS Annual Meeting: House of Delegates #2 session 2

7:00pm EDT  Reception and Dinner

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.

The screenshot displays a meeting agenda for Thursday, August 24, with a detailed view of the 'South Central Zone Meeting' selected. The agenda lists various meetings for Thursday, August 24, including Breadbasket Zone Meeting, Colonies Zone Meeting, Great Lakes Zone Meeting, Southeast Zone Meeting, Legislation Forum, Northwest Zone Meeting, and Southwest Zone Meeting. The 'South Central Zone Meeting' is highlighted with a checkmark and a red arrow pointing to its details. The details view shows the meeting title, a video stream link, a registration link, and the speaker Nicole Christensen, South Central Zone Chair. The meeting is scheduled for Thursday, August 24, 2023, from 7:00pm to 8:00pm EDT.

**Thursday, August 24**

7:00pm EDT

- Breadbasket Zone Meeting
- Colonies Zone Meeting
- Great Lakes Zone Meeting
- South Central Zone Meeting (Selected) - Nicole Christensen
- Southeast Zone Meeting

8:00pm EDT

- Legislation Forum - Legislation Committee

9:00pm EDT

- Northwest Zone Meeting
- Southwest Zone Meeting

**Tuesday, August 29**

8:00pm EDT

- Long Distance Forum - Long Distance Committee

**Thursday, August 31**

8:00pm EDT

- Rules Forum - Rules Committee

**Friday, September 8**

**South Central Zone Meeting**

**Add to My Schedule** | **Link**

**South Central Zone Meeting**


**Video Stream**

South Central—Arkansas, Gulf, Oklahoma, North Texas, South Texas.

**Register in advance for this meeting:**  
<https://us06web.zoom.us/meeting/register/tZEIcEIqzKqGdMQIrvJiuYiFoJu>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Speakers**

 **Nicole Christensen**  
South Central Zone Chair

Thursday August 24, 2023 7:00pm - 8:00pm EDT  
Zoom Meeting  
● Zone Meeting, Delegates



# 2023 USMS Annual Meeting



Schedule ▾ Speakers Attendees

Back to Schedule

Thursday, August 24 • 7:00pm - 8:00pm

South Central Zone Meeting

Click here to remove from My Schedule.

<https://sched.co/1OpC>

Tweet

Share

Open Zoom

South Central—Arkansas, Gulf, Oklahoma, North Texas, South Texas.

### Register in advance for this meeting:

<https://us06web.zoom.us/join/register/tZElceioqzkqGdMQIrvJiuYiFoJu84ggBnw0>

After registering, you will receive a confirmation email containing information about joining the meeting.

### Speakers



Nicole Christensen  
South Central Zone Chair

1 Saved To My Schedule

**Step 1:** [create a SCHED account](#) to build your personal schedule.

**Step 2:** Select the meeting you are interested in attending.

**Step 3:** click the meeting title and it will be added to your personal schedule.

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.

**SCHED** 2023 USMS Annual Meeting

2023 USMS Annual Meeting

Schedule ▾ Speakers Attendees

My Schedule (checked) Settings

speaking at this event! [Manage & promote your sessions](#) →

App Store Google Play

Find schedule Search

**SCHED** 2023 USMS Annual Meeting

U.S. Masters Swimming  
Sr. Director, Business Operations

Filter By Date  
Jun 10 - Sep 10, 2023

Filter By Venue  
Attendees can attend virtually or in person at the Houston Airport Marriott at G

Filter By Type  
Committee Meeting  
Deadline  
Forum  
House of Delegates  
In Memoriam Presentation  
In Person Delegates  
Orientation  
Zone Meeting

My Schedule [Print](#) [Email My Sched](#)

Monday, August 21  
8:30pm EDT **Delegate Orientation and USMS Townhall**  
Jessica Reilly

Thursday, August 24  
7:00pm EDT **South Central Zone Meeting**  
Nicole Christensen

Tuesday, August 29  
8:00pm EDT **Long Distance Forum**  
Long Distance Committee

Thursday, August 31  
8:00pm EDT **Rules Forum**  
Rules Committee

Recently Active Attendees  
JG LM More →

## Meetings held in conjunction with the Annual Meeting

Meetings in conjunction with the Annual Meeting taking place in August leading into the hybrid sessions of the House of Delegates Sept. 8-10<sup>th</sup> 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 [2023 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

**SCHED** 2023 USMS Annual Meeting

## 2023 USMS Annual Meeting

Schedule ▾ Speakers Attendees

[Back to Schedule](#)

Tuesday, August 29 • 8:00pm - 9:00pm

✓ Long Distance Forum

[Click here to remove from My Schedule.](#)

<https://sched.co/1OpP> [Twee](#)

[Open Zoom](#)

On the meeting you're interested in attending, click on the "Open Zoom" yellow button and you will be brought to the meeting registration page.

Cover questions on proposals.

Register in advance for this webinar: [https://us06web.zoom.us/webinar/register/WN\\_DgvoEFwxTNWjVQlcMzIU4A](https://us06web.zoom.us/webinar/register/WN_DgvoEFwxTNWjVQlcMzIU4A)

After registering, you will receive a confirmation email containing information about joining the webinar.

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

# Long Distance Forum

Date & Time Aug 29, 2023 08:00 PM in Eastern Time (US and Canada)

Description Cover questions on proposals



## Webinar Registration

First Name\*

This field is required.

Last Name\*

Email Address\*

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

Once registered, you will be brought to a confirmation page.



## You have successfully registered

Please check the confirmation email sent to jreil\*\*@usms.org


Topic	<b>Long Distance Forum</b>
Date & Time	Selected Sessions: Aug 29, 2023 08:00 PM
Description	Cover questions on proposals


Didn't get an email? Click [here](#) to resend




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

Long Distance Forum Confirmation

 U.S. Masters Swimming <no-reply@zoom.us>  
To Jessica Reilly

 If there are problems with how this message is displayed, click here to view it in a web browser.

 invite.ics  
3 KB




Hi Jessica Reilly,  
Thank you for registering for Long Distance Forum. You can find information about this webinar below.

**Long Distance Forum**

Date & Time Aug 29, 2023 08:00 PM Eastern Time (US and Canada)

Webinar ID [REDACTED]

Passcode [REDACTED]

Add to:  Google Calendar |  Outlook Calendar(ICS) |  Yahoo Calendar

To edit or cancel your registration details, click [here](#). You can cancel your registration before Aug 29, 2023 08:00 PM.

Please submit any questions to: [volunteer@usmastersswimming.org](mailto:volunteer@usmastersswimming.org)  
Thank you!

**WAYS TO JOIN THIS WEBINAR**

- Join from PC, Mac, iPad, or Android

[Join Webinar](#)

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




**To keep this webinar secure, do not share this link publicly.**

- Join via audio

US: +13052241968,,87356513903#,,,,\*246155# or +13092053325,,87356513903#,,,,\*246155#

Or, dial: US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468  
[More International numbers](#)

Webinar ID: [REDACTED]  
Passcode: [REDACTED]

+1.888.799.9666  
Copyright ©2023 Zoom Video Communications, Inc.

# Calendar Sync for Google Calendar, Outlook & Apple Calendar

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

**SCHED** 2023 USMS Annual Meeting

## 2023 USMS Annual Meeting

Schedule ▾ Speakers Attendees

You're speaking at this event! [Manage & promote your sessions](#) →

Saturday, June 10 Saturday, July 1

**Monday, August 14**

8:00pm EDT ● Records and Tabulation Committee Meeting  
Records and Tabulation Committee

My Schedule  
Settings  
Log Out

In a web browser page, open your personal SCHED.

Find schedule Search

Timezone  
America/New York

Filter By Date  
Jun 10 -Sep 10, 2023

Filter By Venue  
Attendees can attend virtually

**SCHED** 2023 USMS Annual Meeting

## 2023 USMS Annual Meeting

Schedule ▾ Speakers Attendees

You're speaking at this event! [Manage & promote your sessions](#) →

Find schedule Search

Timezone  
America/New York

Filter By Date  
Jun 10 -Sep 10, 2023

Filter By Venue  
Attendees can attend virtually or in person at the Houston Airport Marriott at G

Filter By Type  
● Committee Meeting  
● Deadline

← Back

**Jessica Reilly**  
U.S. Masters Swimming  
Sr. Director, Business Operations

Edit Profile

Click on the little phone icon.



# 2023 USMS Annual Meeting



Schedule ▾ Speakers Attendees Search



You're speaking at this event! [Manage & promote your sessions →](#)

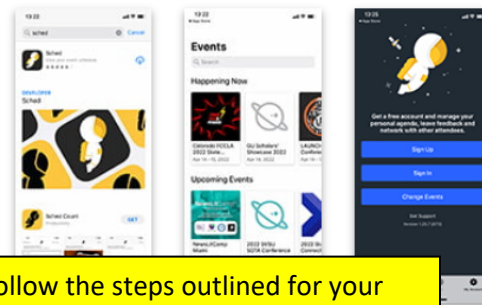
## Mobile

### This event is available on your phone

1. **Download** the Sched App from the App Store or Google Play
2. **Search** within the Sched App to find your event:  
"2023 USMS Annual Meeting"
3. **Sign up** or **Sign in** to access your event



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



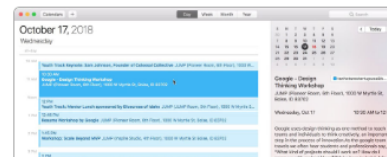
## Calendar Sync for Google Calendar, Outlook & Apple Calendar

Subscribe in your calendar program to see this event alongside your meetings.

### Apple Calendar

1. Choose a calendar to sync: [My Schedule](#) or [Full Event Schedule](#)
2. On next screen, set "Auto-refresh" to "Every hour" to ensure you get schedule changes.

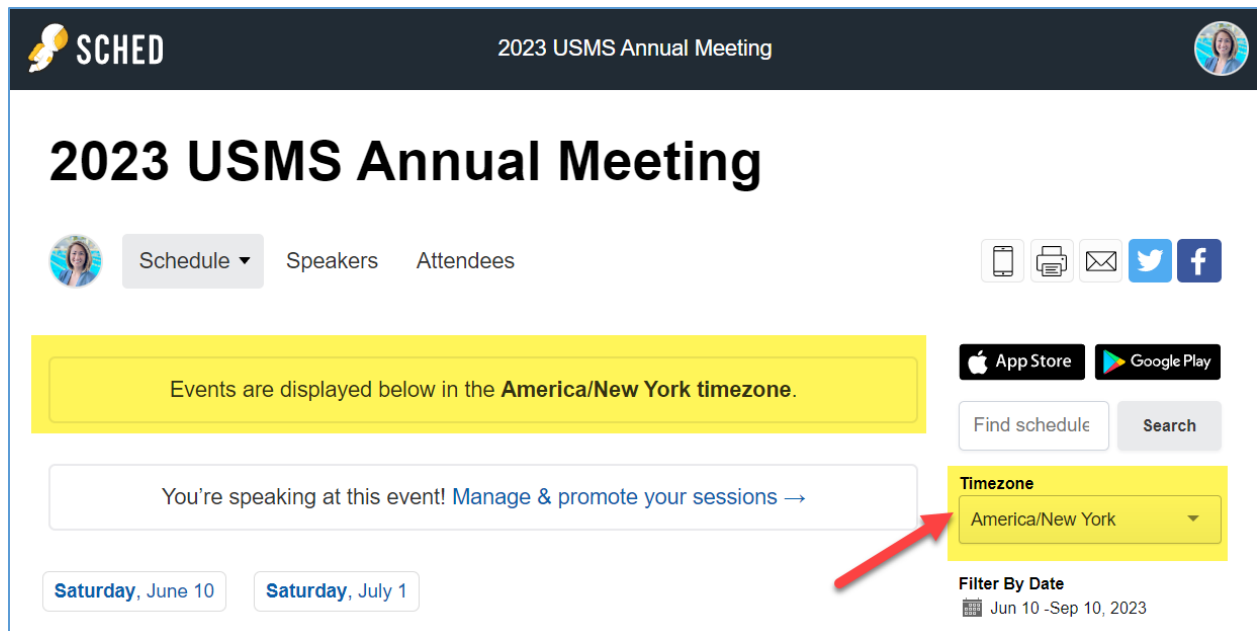
### Google Calendar



## Select your preferred time zone

Attendees can choose their preferred time zone using the Sched functionality (calendar defaults to EDT otherwise). **Please note the appropriate meeting times for your specific time zone.**

- **Virtual meetings.** Meetings held virtually via zoom, prior to September 8, 2023, meeting times will be EDT.



The screenshot shows the SCHED interface for the 2023 USMS Annual Meeting. At the top, the SCHED logo and the event title "2023 USMS Annual Meeting" are visible. Below the title, there are navigation tabs for "Schedule", "Speakers", and "Attendees". A yellow banner states "Events are displayed below in the America/New York timezone." A red arrow points to the "Timezone" dropdown menu, which is currently set to "America/New York". Other elements include a "Filter By Date" section set to "Jun 10 -Sep 10, 2023", social media icons, and app store links for the App Store and Google Play.

- **Hybrid meetings.** For those attending the sessions of the House of Delegates in person, the time zone in Houston, TX is Central Daylight Time (CDT) – select “America/Chicago” as your time zone in SCHED.



The screenshot shows the SCHED interface for the 2023 USMS Annual Meeting. At the top, the SCHED logo and the event title "2023 USMS Annual Meeting" are visible. Below the title, there are navigation tabs for "Schedule", "Speakers", and "Attendees". A yellow banner states "Events are displayed below in the America/Chicago timezone." A red arrow points to the "Timezone" dropdown menu, which is currently set to "America/Chicago". Other elements include a "Filter By Date" section set to "Jun 10 -Sep 10, 2023", social media icons, and app store links for the App Store and Google Play.