



SCHED SETUP GUIDE

For the 2025 Hybrid Annual Meeting

Contents

| | |
|---|----|
| Contents | 1 |
| Helpful guides provided by SCHED..... | 2 |
| Step by Step Instructions | 2 |
| Begin on the 2025 USMS Annual Meeting Virtual Calendar page..... | 2 |
| Signing up and creating an account with Sched | 2 |
| Creating your personal agenda | 8 |
| Meetings held in conjunction with the Annual Meeting | 13 |
| Registering for a Meeting via Zoom (image examples from 2024) | 13 |
| Calendar Sync for Google Calendar, Outlook & Apple Calendar | 18 |
| Select your preferred time zone | 20 |

Helpful guides provided by SCHED

- Tutorials: [View Support Guides](#)
- Video: <https://youtu.be/IHxDNTSkvE8>

Step by Step Instructions

Begin on the [2025 USMS Annual Meeting Virtual Calendar page](#)

Signing up and creating an account with Sched

The screenshot shows the '2025 USMS Annual Meeting Schedule' page on the US Masters Swimming website. The page has a blue header with the US Masters Swimming logo and navigation links: Training, Events, Club Finder, Workout Library, and About Us. Below the header is a breadcrumb trail: Home > Volunteer > Annual Meeting > 2025 Annual Meeting > 2025 USMS Annual Meeting Schedule. The main title is '2025 USMS Annual Meeting Schedule' with the subtitle 'Virtual Calendar'. A paragraph explains the virtual calendar's features and provides instructions for delegates and attendees, including a link to 'sign up for an account' and a link to 'login to Sched'. A yellow callout box on the left says: 'New to SCHED? If you're a first timer using SCHED, click here to create an account.' Below this, the 'SCHED' logo is shown with the text '2025 USMS Annual Meeting'. A 'Sign up' button is highlighted with a blue arrow pointing to it from the callout box. Below the 'Sign up' button is a 'log in' button, also highlighted with a blue arrow. A second yellow callout box on the left says: 'Already have an account – If you already have a SCHED account, click here and login. (Skip to page 5)'. Below the 'Sign up' and 'log in' buttons are tabs for 'Schedule', 'Attendees', and 'Search'. To the right of the tabs are icons for print, mobile, and share. Below these are 'View' and 'Download on the App Store' buttons, and a 'GET IT ON Google Play' button. Below the app store buttons are 'Schedule or people' and 'Search' buttons. Below these are 'Filter By Date' and 'Filter By Venue' dropdown menus. The 'Filter By Date' dropdown is set to 'Jun 20 - Sep 14, 2025'. The 'Filter By Venue' dropdown is set to 'Virtually or in person at the Kansas City Airport Marriott'. The main content area shows a calendar for Tuesday, July 1, with a red box indicating 'Volunteer Service Award Nominations Due'.

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)

Signup for an event

2025 USMS Annual Meeting is using Sched.
Create an account to build your personal
schedule and connect with other attendees.



Sign up with Google



Continue with Microsoft

Sign up with email

Already have an account? **Log 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

Enter your information.

Email signup

2025 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

Log 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

4




On your profile page you'll be able to add information about yourself and/or upload a photo. To get to this page, click on your photo, then select "Profile".

Do not forget to save settings once complete.

The screenshot shows the top navigation bar with the 'SCHD' logo, the event title '2025 USMS Annual Meeting', and a user profile picture. Below the header, the main title '2025 USMS Annual Meeting' is displayed. A yellow box labeled 'Click Here' points to the profile picture. The profile menu is open, showing options: 'My Events', 'My Profile', 'Edit Profile', 'Privacy Settings', 'My Contacts', and 'Log Out'. The 'Edit Profile' option is highlighted. Below the title, there are tabs for 'Schedule', 'Attendees', and 'Search'. At the bottom, there are buttons for 'Event Schedule' and 'My Schedule' (with a '0' icon), and a 'View' button with a dropdown arrow.

The screenshot shows the 'Edit Profile' form. The main title '2025 USMS Annual Meeting' is at the top. A yellow box labeled 'Click Edit Profile' points to the 'Edit Profile' option in the profile menu. The form is divided into two columns. The left column contains fields for 'Name' (Jessica Reilly), 'Email' (jreilly@usmastersswimming.org), 'Password' (with a 'Change Password' link), 'Company' (U.S. Masters Swimming), and 'Position' (Sr. Director, Business Operations). The right column contains fields for 'Website', 'Location', and 'Video Stream'. Below the 'Position' field is a 'Profile photo' section with a circular image of a woman. A yellow box labeled 'Profile picture settings' points to the profile photo. At the bottom right, there is a text area for 'About me - Tell us about yourself. What should people talk to you about?' with a rich text editor toolbar.

On your settings page you'll be able to update your privacy preferences. To get to this page, click on your photo, then select "Privacy Settings". **Do not forget to save settings once complete.**

2025 USMS Annual Meeting

2025 USMS Annual Meeting

[Schedule](#) [Attendees](#) [Search](#)

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

Privacy & Email

☒ Make my profile & schedule public.

☐ Make my QR code public.

☒ Receive email reminders with your personalized schedule and feedback surveys.

☒ Receive email announcements and updates from the organizers.


[Save Settings](#)

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

If you'd like to receive reminder emails about meetings that have been added to your personal schedule, make sure these options are selected.

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

2024 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

Wednesday, August 7

8:00pm-9:00pm EDT @ Zoom Meeting

Diversity and Inclusion Committee 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://2025usmsannualmeeting.sched.com/>

SCHED

2025 USMS Annual Meeting





2025 USMS Annual Meeting

ScheduleAttendeesSearch

Event ScheduleMy Schedule 1

View



Schedule or peopleSearch

Filter By DateJun 20 - Sep 14, 2025

Filter By VenueVirtually or in person at the Kansas City Airport Marriott

Filter By TypeDeadlineHouse of DelegatesIn Person Delegates

TimezoneAmerica/New York

Recently active attendees

Friday, June 20

TBARule Book Amendment Deadline

Tuesday, July 1

TBAVolunteer Service Award Nominations Due

Friday, August 15

TBADeadline for LMSCs to submit their delegates


Delegate at Large Request Deadline

Friday, September 12



TBAUSMS Annual Meeting: House of Delegates #1

In Person Delegate Check-in
Kansas City Airport Marriott

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




 SCHED

2025 USMS Annual Meeting






2025 USMS Annual Meeting


ScheduleAttendeesSearch




Event ScheduleMy Schedule 1

 Email  Print  Calendar


Friday, June 20


TBA  Rule Book Amendment Deadline

Tuesday, July 1


TBA  Volunteer Service Award Nominations Due

Friday, August 15

TBA  Deadline for LMSCs to submit their delegates

 Delegate at Large Request Deadline

Friday, September 12

TBA  USMS Annual Meeting: House of Delegates #1

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

You can hover over the meeting or click into the meeting to see details. (image examples from 2024)

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


Step 2: Select the meeting you're interested in attending.

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


The screenshot displays a meeting schedule interface. On the left, a vertical timeline shows dates from Wednesday, August 28 to Thursday, September 5. Meetings are listed in colored boxes: orange for zone meetings, purple for committee meetings, and green for championship meetings. A red arrow points to the 'Oceana Zone Meeting' on Wednesday, August 28, at 8:00pm EDT. A second red arrow points to the 'Video Stream' icon in the meeting details pop-up. The pop-up provides the following information:

- Remove from My Schedule** and **Link** buttons.
- Oceana Zone Meeting** title.
- Video Stream** icon.
- Location: Oceana—Hawaii, Pacific.
- Register in advance for this meeting:** <https://us06web.zoom.us/joining/register/tZ0uf-2ppjMsHtNI-ZHigUrYy5N8CizlgN4S>
- Confirmation: After registering, you will receive a confirmation email containing information about joining the meeting.
- Speakers** section featuring **Karen Harris**, LMSC Development Committee, Pacific Masters.
- Time: Wednesday August 28, 2024 8:00pm - 9:30pm EDT.
- Zoom Meeting** link.
- Category: Zone Meeting, Delegates.


2024 USMS Annual Meeting


Schedule ▾ Attendees Search


[← Back to schedule](#)

 Oceana Zone Meeting

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

 Wednesday August 28, 2024 8:00pm - 9:30pm EDT

 Zoom Meeting


 Open Zoom

Oceana—Hawaii, Pacific.

Register in advance for this meeting:
<https://us06web.zoom.us/join/zt0uf-2ppjMsHtNI-ZHigUrYy5N8CizlgN4S>

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













Speakers




Karen Harris
LMSC Development Committee, Pacific Masters

● Zone Meeting, Delegates




Attendees (12)



 Saved To My 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 bookmarked schedule anytime by selecting “My Schedule”

2025 USMS Annual Meeting

2025 USMS Annual Meeting


[Schedule](#) [Attendees](#) [Search](#)

[Event Schedule](#) [My Schedule 1](#)

[Email](#) [Print](#) [Calendar](#)


Friday, June 20

TBA

 Rule Book Amendment Deadline


Tuesday, July 1


TBA

 Volunteer Service Award Nominations Due

Friday, August 15


TBA

 Deadline for LMSCs to submit their delegates

 Delegate at Large Request Deadline

Friday, September 12

TBA

 USMS Annual Meeting: House of Delegates #1

Meetings held in conjunction with the Annual Meeting

Meetings in conjunction with the annual meeting taking place in August will be hosted via Zoom. It is highly recommended that delegates [Sign Up](#) for an account and use it to [login](#) to Zoom.

- On the [2025 USMS Annual Meeting Virtual Calendar page](#), select the meeting you are interested in attending.
 - There you'll 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 (image examples from 2024)

Select a meeting you're interested in. In the details section is the registration link for the zoom meeting.

You can hover over the meeting or click into the meeting to see details.

The screenshot displays the Sched 2024 USMS Annual Meeting interface. The top navigation bar includes the Sched logo, the event title "2024 USMS Annual Meeting", and a user profile icon. Below the header, a banner states "You're speaking at this event! Manage & promote your sessions →". The main content area features a calendar view with dates from Monday, June 10 to Sunday, August 11. A meeting titled "History and Archives Committee Meeting" is highlighted for Tuesday, August 6, at 8:00pm EDT. A pop-up window provides details for this meeting, including a "Video Stream" link and a registration URL: <https://us06web.zoom.us/join/ztwude6srDotGdDXv5fIFc>. A red arrow points to the registration link in the pop-up. On the right side, there are filters for "Filter By Date" (Jun 10 - Sep 15, 2024), "Filter By Venue" (Zoom), and "Filter By Type" (Committee Meeting, Deadline, Forum, House of Delegates, Orientation, Zone Meeting). A yellow callout box at the bottom right states: "Click on the registration link and you'll be brought to the meeting registration page."

2024 USMS Annual Meeting



Schedule ▾ Attendees Search

← Back to schedule

History and Archives Committee Meeting

Click here to add to My Schedule.

Tuesday August 6, 2024 8:00pm - 9:00pm EDT

Zoom Meeting

 Open Zoom

Committee meeting held in conjunction with the 2024 USMS Annual Meeting

Register in advance for this meeting:

<https://us06web.zoom.us/join/zoom/register/tZwude6srDotGdDXv5fIFgcLDrOD78bpoOKM>

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

● Committee Meeting, Local Operations Committee

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

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting

Date & Time Aug 6, 2024 08:00 PM in
Eastern Time (US and Canada)

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

Meeting Registration

First Name*

First Name

Last Name*

Last Name

Email Address*

join@company.com

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'll get a confirmation page.



You have successfully registered

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

| | |
|-------------|---|
| Topic | History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting |
| Date & Time | Selected Sessions: Aug 6, 2024 08:00 PM |

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

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

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting Confirmation

LO

Local Operations Committees <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.

Hello Jessica Reilly,

Thank you for registering for History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting. You can find information about this meeting below.

History and Archives Committee Meeting held in conjunction with the 2024 USMS Annual Meeting

| | |
|-------------|---|
| Date & Time | Aug 6, 2024 08:00 PM Eastern Time (US and Canada) |
| Meeting ID | |
| Passcode | |

[Add to Calendar\(iCS\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

To edit or cancel your registration details, [click here](#).

Please submit any questions to: LocalOperations@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:

To keep this meeting secure, do not share this link publicly.

Join via audio

| | |
|-----------------|--|
| One tap mobile: | US: +13092053325_88327421734#...*664097# or +13126266799_88327421734#...*664097# |
| Or dial | For higher quality, dial a number based on your current location. US: +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 +1 305 224 1968 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 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 |

Meeting ID:

Passcode:

[International numbers](#)

Thank you!

Copyright ©2024 Zoom Video Communications, Inc. All rights reserved.

Calendar Sync for Google Calendar, Outlook & Apple Calendar

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

The screenshot shows the SCHED interface for the 2025 USMS Annual Meeting. At the top, there's a dark header with the SCHED logo, the event name "2025 USMS Annual Meeting", and a user profile icon. Below the header, the event title "2025 USMS Annual Meeting" is prominently displayed. To the right of the title, a yellow callout box with a red arrow points to a small phone icon, with the text "Click on the little phone icon." The main content area is divided into sections for different dates: Friday, June 20; Tuesday, July 1; and Friday, August 15. Each date section lists events, such as "Rule Book Amendment Deadline", "Volunteer Service Award Nominations Due", and "Deadline for LMSCs to submit their delegates". On the right side, there are filters for "Filter By Date", "Filter By Venue", and "Filter By Type". At the top right, there are icons for printing, a phone, and sharing, along with buttons for downloading the app from the App Store and Google Play.

2025 USMS Annual Meeting

Click on the little phone icon.

Schedule Attendees Search

Event Schedule My Schedule 1

View

Download on the App Store GET IT ON Google Play

Schedule or people Search

Filter By Date

Jun 20 - Sep 14, 2025

Filter By Venue

Virtually or in person at the Kansas City Airport Marriott

Filter By Type

Deadline

House of Delegates

In Person Delegates

Friday, June 20

TBA

Rule Book Amendment Deadline

Tuesday, July 1

TBA

Volunteer Service Award Nominations Due

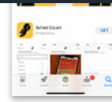
Friday, August 15

TBA

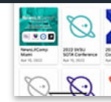
Deadline for LMSCs to submit their delegates

Delegate at Large Request Deadline

3. Sign up or Log in to access your event



1. Download App



2. Find Event



3. Register

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

1. Choose a calendar to sync: [My Schedule](#) or [Full Event Schedule](#).

Note: Google will only update the feed once per day, which means you could miss out on last minute updates.

Microsoft Outlook

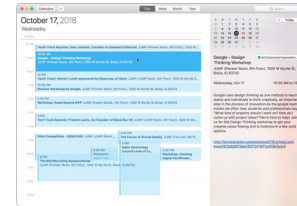
1. Choose a calendar to sync: [My Schedule](#) or [Full Event Schedule](#)
2. View instructions for [Outlook.com](#) or [Outlook for Mac](#).

Export Calendar

This is a one-time export. You will not receive any updates to the schedule. If you expect the schedule to change, you should choose to one of the sync options above.

[My Schedule](https://2025usmsannualmeeting.sched.com/jessicareilly1.ics): <https://2025usmsannualmeeting.sched.com/jessicareilly1.ics>

[Full Event Schedule](https://2025usmsannualmeeting.sched.com/all.ics): <https://2025usmsannualmeeting.sched.com/all.ics>



Need help? [View Support Guides](#)

Event questions? [Contact Event Planner](#)

Powered by  SCHÉD

Powered by Sched Event Planning Software

©2025 Sched • [About](#) • [Privacy](#) • [Terms](#)

Select your preferred time zone

Meeting times are scheduled in Eastern Daylight Time (EDT), calendar defaults to EDT time zone (America/New York).

- Attendees can choose their preferred time zone. For those attending the sessions of the House of Delegates in person, the time zone in Kansas City, MO is Central Daylight Time (CT), select "America/Chicago" as your time zone in SCHED - **please note the appropriate meeting times for your specific time zone.**

The screenshot displays the SCHED 2025 USMS Annual Meeting website. The header includes the SCHED logo and the event title. Below the header, there is a navigation bar with tabs for 'Schedule', 'Attendees', and 'Search'. A 'Sign up' or 'log in' button is present, along with a link to add sessions to a schedule and sync them to a phone or calendar. The main content area shows a list of events categorized by date: Friday, June 20; Tuesday, July 1; Friday, August 15; and Friday, September 12. Each date has a 'TBA' (To Be Announced) label and a corresponding event box. The events include 'Rule Book Amendment Deadline', 'Volunteer Service Award Nominations Due', 'Deadline for LMSCs to submit their delegates', 'Delegate at Large Request Deadline', 'USMS Annual Meeting: House of Delegates #1', and 'In Person Delegate Check-in Kansas City Airport Marriott'. On the right side, there are filters for 'Filter By Date' (Jun 20 - Sep 14, 2025), 'Filter By Venue' (Virtually or in person at the Kansas City Airport Marriott), and 'Filter By Type' (Deadline, House of Delegates, In Person Delegates). A 'Timezone' dropdown menu is set to 'America/New York'. At the bottom, there is a section for 'Recently active attendees'.

SCHED 2025 USMS Annual Meeting

2025 USMS Annual Meeting

[Sign up](#) or [log in](#) to add sessions to your schedule and sync them to your phone or calendar.

[Schedule](#) [Attendees](#) [Search](#)

[Event Schedule](#) [My Schedule](#) 0

[View](#)

[Download on the App Store](#) [GET IT ON Google Play](#)

[Schedule or people](#) [Search](#)

Filter By Date
Jun 20 - Sep 14, 2025

Filter By Venue
Virtually or in person at the Kansas City Airport Marriott

Filter By Type
☒ Deadline
☐ House of Delegates
☐ In Person Delegates

Timezone
America/New York

Recently active attendees

Friday, June 20
TBA [Rule Book Amendment Deadline](#)

Tuesday, July 1
TBA [Volunteer Service Award Nominations Due](#)

Friday, August 15
TBA [Deadline for LMSCs to submit their delegates](#) [Delegate at Large Request Deadline](#)

Friday, September 12
TBA [USMS Annual Meeting: House of Delegates #1](#) [In Person Delegate Check-in Kansas City Airport Marriott](#)