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**RELAY**2022  
CLUB DEVELOPMENT  
— **DENVER** —

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# VIRTUAL CALENDAR SETUP GUIDE

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# Step by Step Instructions

Begin on the [Relay 2022 Schedule Page](#)

Signing up and creating an account with Sched

## Relay 2022 Schedule

### Virtual Calendar

Our virtual calendar allows 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 attendees sign up for an account and use it to login to Sched to bookmark your favorites, indicate your plans to attend, and/or sync meeting details to your phone or calendar. If you're a first timer using Sched, this guide will help you navigate through using the Sched functionality.

If you have further questions contact [Volunteer Services via email](#) or phone at 941-256-8767.

The screenshot shows the Sched website interface for the Relay 2022 event. At the top, there is a navigation bar with the Sched logo, the event name "Relay 2022", and buttons for "Attending this", "SIGN UP", and "LOG IN". A green callout bubble with the number "1" points to the "SIGN UP" button. Below the navigation bar, the main heading "Relay 2022" is displayed. Underneath, there are tabs for "Schedule" and "Attendees". A green "Sign Up" button and a green "Log In" button are visible, with a note that says "to bookmark your favorites and sync them to your phone or calendar". Below this, there are date filters for "Friday, January 21", "Tuesday, February 1", and "Friday, March 4". The "Friday, March 4" filter is selected. A list of events is shown, including "Board of Directors" at 11:00am MST and "Attendee Check-in" at 3:00pm MST. A dark overlay menu is open, showing options: "Sign up with Facebook", "or sign up with email ->", "Sign in with Google", "Completely free and you can...", "Create a custom schedule.", "Take it with you on mobile.", and "Get listed in the directory.". A green callout bubble with the number "2" points to the "Sign up with email" option. On the right side of the overlay, there are social media icons for Facebook and Twitter, and a "Search" button. Below the overlay, there is a "Filter By Venue" section listing "Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA" and a "Filter By Type" section.

## Signup for an event

Relay 2022 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


Relay 2022 is using Sched.

Create an account to build your personal schedule and connect with other attendees.

Your name

Email address

Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

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

**Create Account**

Sign up with social 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.

The screenshot shows the 'Relay 2022' profile page for Jessica Reilly. At the top, there is a navigation bar with the 'SCHED' logo, the event name 'Relay 2022', and a user profile icon with a '1' notification bubble. Below the navigation bar, the page title 'Relay 2022' is displayed, followed by a user profile picture and navigation links for 'Schedule', 'Attendees', and 'Search'. A dropdown menu is open, showing 'My Schedule', 'Settings' (with a '2' notification bubble), and 'Log Out'. Below the navigation, a message reads: 'Hi Jessica Reilly! Edit your profile settings and then go back to the [event schedule](#).' The 'Privacy & Email' section contains three toggle switches, all of which are turned on. A yellow callout box with a blue arrow points to the second toggle, containing the text: 'If you'd like to receive reminder emails about meetings that have been added to your personal schedule, make sure this option is selected.' The 'Profile Info' section includes input fields for 'Name' (Jessica Reilly), 'Email' (jreilly@usmastersswimming.org), 'Company' (U.S. Masters Swimming), and 'Position' (Sr. Director, Marketing Technol...), along with an 'Update username or password' link.

**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:  [✎](#)

Email:  [✎](#) [Update username or password.](#)

Company:  [✎](#)

Position:  [✎](#)



### Social Networks

Connecting your social networks will update your profile info and photo. It will also display a link to that social network on your profile. Your friend list will only be used to highlight people you know also attending this event.



Connect Facebook



Connect Twitter

### Photo



UPLOAD NEW PHOTO

[Remove my photo.](#)

Do not forget to save settings once complete.

Save Settings

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 previous event)

## 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 Relay 2022 Virtual Schedule page:](#)

The screenshot displays the SCHED Relay 2022 interface. At the top, the SCHED logo and 'Relay 2022' text are visible. The main heading is 'Relay 2022'. Below this, there is a navigation bar with 'Schedule' and 'Attendees' options. A red arrow points to the 'Schedule' dropdown menu, which is open, showing options: 'Simple', 'Expanded', 'Grid', and 'By Venue'. The main content area shows a calendar view for Friday, February 1, with events listed from 11:00am to 5:30pm MST. The events are: 'Attendee Check-in' (3:00pm MST), 'Lead Your LMSC' (3:30pm MST), 'Relay Kick-Off: Club Development' (4:30pm MST), and 'Networking activity' (5:30pm MST). On the right side, there are filters for 'Timezone' (America/Denver), 'Filter By Date' (Jan 21 - Mar 6, 2022), 'Filter By Venue' (Denver International Airport), and 'Filter By Type' (All Attendees, Break, Building Team Administration, Deadline, Developing Facility, Relationships).

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

**SCHED** Relay 2022

Relay 2022

Schedule Attendees

Friday, January 21 Tuesday, February 1

Friday, March 4

11:00am MST Board of Directors

3:00pm MST Attendee Check-in

3:30pm MST Lead Your LMSC

4:30pm MST Relay Kick-Off: Club Development

5:30pm MST Networking activity

Saturday, March 5

7:45am MST USMS 101

8:45am MST Break

Timezone  
America/Denver

Filter By Date  
Jan 21 -Mar 6, 2022

Filter By Venue  
Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA

Filter By Type  
All Attendees  
Break  
Building Team Administration  
Deadline  
Developing Facility Relationships  
New Volunteers  
Special Purpose  
Supporting Coaches  
Popular

Recently Active Attendees

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.

**SCHED** Relay 2022

Schedule Attendees

Friday, January 21 Tuesday, February 1

**Friday, March 4**

11:00am MST  Board of Directors

3:00pm MST  Attendee Check-in

3:30pm MST  Lead Your LMSC

4:30pm MST  Relay Kick-Off: Club Development

5:30pm MST  Networking activity

**Saturday, March 5**

7:45am MST  USMS 101

8:45am MST  Break

9:00am MST  Club Opportunities  Targeting Facilities  Great Masters Coaching

10:15am MST  Break

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

**Step 2:** Check the circle of the meeting you are interested in attending.

**Step 3:** Once you see the check mark, the meeting will be added to your personal schedule.

Timezone: America/Denver

Filter By Date: Jan 21 -Mar 6, 2022

Filter By Venue: Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA

Filter By Type:

- All Attendees
- Break
- Building Team Administration
- Deadline
- Developing Facility Relationships
- New Volunteers
- Special Purpose
- Supporting Coaches
- Popular

Recently Active Attendees: MS, LC, LM

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

# Relay 2022



Schedule ▾ Attendees

Saturday, March 5 • 7:45am - 8:45am

[Back To Schedule](#)

✓ USMS 101

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

<https://sched.co/si2C>

[Tweet](#)

[Share](#)

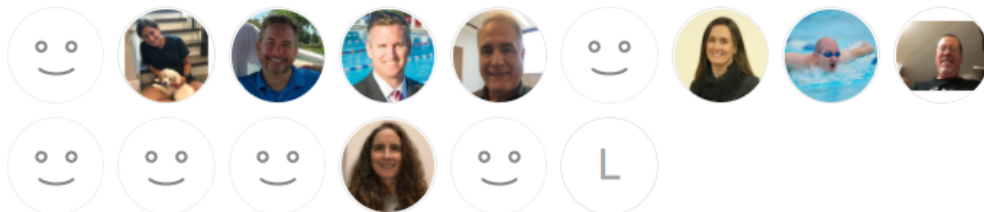
Orientation for New USMS Volunteers

Saturday March 5, 2022 7:45am - 8:45am MST

[Spruce](#) | *The Westin Denver International Airport, 8300 Peña Boulevard, Denver, CO, 80249*

● [New Volunteers](#)

Attendees (15)



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** Relay 2022

# Relay 2022

Schedule ▾ Attendees

**Jessica Reilly**  
U.S. Masters Swimming  
Sr. Director, Marketing Technology and Volunteer Services

**My Schedule** Print Email My Sched

**Friday, March 4**

- 11:00am MST  Board of Directors
- 3:00pm MST  Attendee Check-in
- 4:30pm MST  Relay Kick-Off: Club Development
- 5:30pm MST  Networking activity

**Saturday, March 5**

- 7:45am MST  USMS 101
- 9:00am MST  Club Opportunities

**My Schedule**  
Settings  
Log Out

Schedule or People Search

Timezone  
America/Denver

Filter By Date  
Jan 21 -Mar 6, 2022

Filter By Venue  
Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA

Filter By Type

- All Attendees
- Break
- Building Team Administration
- Deadline
- Developing Facility Relationships
- New Volunteers
- Special Purpose
- Supporting Coaches
- Popular

Recently Active Attendees

- MS
- LC
- LM
- More →

# 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** Relay 2022

## Relay 2022

Schedule ▾ Attendees

**Jessica Reilly**  
U.S. Masters Swimming  
Sr. Director, Marketing Technology and Volunteer Services

Timezone: America/Denver  
Filter By Date: Jan 21 -Mar 6, 2022  
Filter By Venue: Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA  
Filter By Type: All Attendees, Break, Building Team Administration, Deadline, Developing Facility Relationships, New Volunteers, Special Purpose, Supporting Coaches, Popular

### My Schedule

Print | Email My Sched

**Friday, March 4**

- 11:00am MST: Board of Directors
- 3:00pm MST: Attendee Check-in
- 4:30pm MST: Relay Kick-Off: Club Development
- 5:30pm MST: Networking activity

**Saturday, March 5**

- 7:45am MST: USMS 101
- 9:00am MST: Club Opportunities

Recently Active Attendees: MS, LC, LM, More →

# Relay 2022



Schedule ▾ Attendees



Schedule or People Search

## Mobile

Bookmark on your phone by visiting <https://relay2022.sched.com>



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.

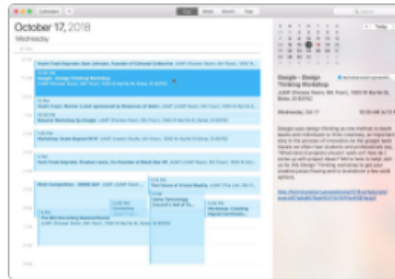
### Google Calendar

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](#).



### Timezone

America/Denver

### Filter By Date

Jan 21 - Mar 6, 2022

### Filter By Venue

Denver International Airport (DEN), 8300 Peña Boulevard, Denver, CO 80249, USA

### Filter By Type

- All Attendees
- Break
- Building Team Administration
- Deadline
- Developing Facility Relationships
- New Volunteers
- Special Purpose
- Supporting Coaches
- Popular

### Recently Active Attendees

