



RELAY2023
EVENT DEVELOPMENT
— **HOUSTON** —

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 2023 Schedule

Virtual Calendar


Our virtual calendar allows attendees to explore sessions, build their own agenda, register for sessions, 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 have further questions [contact Volunteer Services](#) via email or phone at 941-256-8767.


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

The screenshot displays the Sched interface for the Relay 2023 event. At the top, the Sched logo and event name 'Relay 2023' are visible. A navigation bar includes 'Attending this event', 'SIGN UP', and 'LOG IN'. The main content area features the event title 'Relay 2023' and tabs for 'Schedule' and 'Attendees'. Below this, there are 'Sign up' and 'log in' buttons with a note: 'to bookmark your favorites and sync them to your phone or calendar.' The calendar view shows 'Monday, September 11' and 'Friday, October 20'. On Friday, October 20, there are two events: 'Attendee Check-in' at 11:00am CDT and 'Welcome Reception and Networking activity' at 5:00pm CDT. A sign-up modal is open on the right, showing options to sign up with Facebook, email, or Google. The modal also includes filters for date (Sep 11 - Oct 22, 2023) and venue (18700 John F Kennedy Blvd, Houston, TX 77032, USA).

Signup for an event

Relay 2023 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 2023 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

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 2023' profile page for Jessica Reilly. The page has a dark header with the 'SCHED' logo and 'Relay 2023' text. A user profile picture is in the top right corner with a notification badge '1'. A dropdown menu is open, showing 'My Schedule', 'Settings' (with a notification badge '2'), and 'Log Out'. Below the header, there are navigation links for 'Schedule', 'Attendees', and 'Search'. A message says '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, 'Receive email reminders with your personalized schedule and feedback surveys.' The 'Profile Info' section contains input fields for Name, Email, Company, Position, Website, and Location, with a 'Video Stream' field below. A link 'Update username or password.' is next to the Email field.

Relay 2023

Hi Jessica Reilly! Edit your profile settings and then go back to the event schedule.

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.com

Company: U.S. Masters Swimming

Position: Sr. Director, Business Operations

Website: [Empty]

Location: [Empty]

Video Stream: [Empty]

[Update username or password.](#)

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



only be used to highlight people you know also attending this event.



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](#)

Need help? [View Support Guides](#)
Event questions? [Contact Organizer](#)

Powered by Sched Conference Scheduling App
©2023 Sched • [About](#) • [Privacy](#) • [Terms](#)

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 a previous event)

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

The screenshot displays the SCHED Relay 2023 interface. At the top, the logo 'SCHED' and 'Relay 2023' are visible. The main heading is 'Relay 2023'. Below this, there are navigation options: 'Schedule' (with a dropdown arrow and a red '1' notification) and 'Attendees'. A mobile app download section includes 'App Store' and 'Google Play' buttons, along with social media icons for mobile, print, email, Twitter, and Facebook. A search bar contains the text 'Find schedule or people' and a 'Search' button.

The main content area shows a calendar view for Saturday, October 21. The schedule includes the following events:

- 11:00am CDT: Attendee Check-in (green bar)
- 5:00pm CDT: Welcome Reception and Networking activity (yellow bar)
- 6:30am CDT: Continental Breakfast - Event Networking (yellow bar)
- 7:30am CDT: USMS 101 for New Volunteers (blue bar)
- 8:00am CDT: Break (green bar)
- 8:15am CDT: Relay Kick-Off: Event Development (green bar)
- 9:00am CDT: Break (green bar)
- 9:15am CDT: USMS Sanctions & Best Practices for Event Hosts (purple bar)
- 9:15am CDT: Sanctions Chair Responsibilities & Best Practices (orange bar)
- 10:30am CDT: Break (green bar)
- 10:45am CDT: De-Mystifying Open Water Sanctioning and Event Hosting (purple bar)

On the right side, there are filter options:

- Filter By Date:** Sep 11 - Oct 22, 2023
- Filter By Venue:** 18700 John F Kennedy Blvd, Houston, TX 77032, USA
- Filter By Type:** All Attendees, Break, Deadline, Event Hosts, Experienced Event Hosts, Hospitality, LMSC Volunteers, New Attendees, New Event Hosts.

At the bottom right, there is a 'Recently Active Attendees' section showing several circular profile pictures, including one with the initials 'SH'.

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

SCHED Relay 2023

Schedule ▾ Attendees

Monday, September 11

Friday, October 20

11:00am CDT Attendee Check-in

5:00pm CDT Welcome Reception and Networking activity

Saturday, October 21

6:30am CDT Continental Breakfast - Event Networking

7:30am CDT USMS 101 for New Volunteers

8:00am CDT Break

8:15am CDT Relay Kick-Off: Event Development

9:00am CDT Break

App Store Google Play

Find schedule or people Search

Filter By Date
Sep 11 - Oct 22, 2023

Filter By Venue
18700 John F Kennedy Blvd, Houston, TX 77032, USA

Filter By Type

- All Attendees
- Break
- Deadline
- Event Hosts
- Experienced Event Hosts
- Hospitality
- LMSC Volunteers
- New Attendees
- New Event Hosts

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 2023

Schedule ▾ Attendees

Monday, September 11

Friday, October 20

11:00am CDT Attendee Check-in

5:00pm CDT Welcome Reception and Networking activity

Saturday, October 21

6:30am CDT Continental Breakfast - Event Networking

7:30am CDT USMS 101 for New Volunteers

8:00am CDT Break

8:15am CDT Relay Kick-Off: Event Development

9:00am CDT Break

9:15am CDT USMS Sanctions & Best Practices for Event Hosts

Sanctions Chair Responsibilities & Best Practices

10:30am CDT Break

4 Saved To My Schedule Sanctions Chair Responsibilities and Event Hosting

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.

Filter By Date: Sep 11 -Oct 22, 2023

Filter By Venue: 18700 John F Kennedy Blvd, Houston, TX 77032, USA

Filter By Type: All Attendees, Break, Deadline, Event Hosts, Experienced Event Hosts, Hospitality, LMSC Volunteers, New Attendees, New Event Hosts

Recently Active Attendees

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

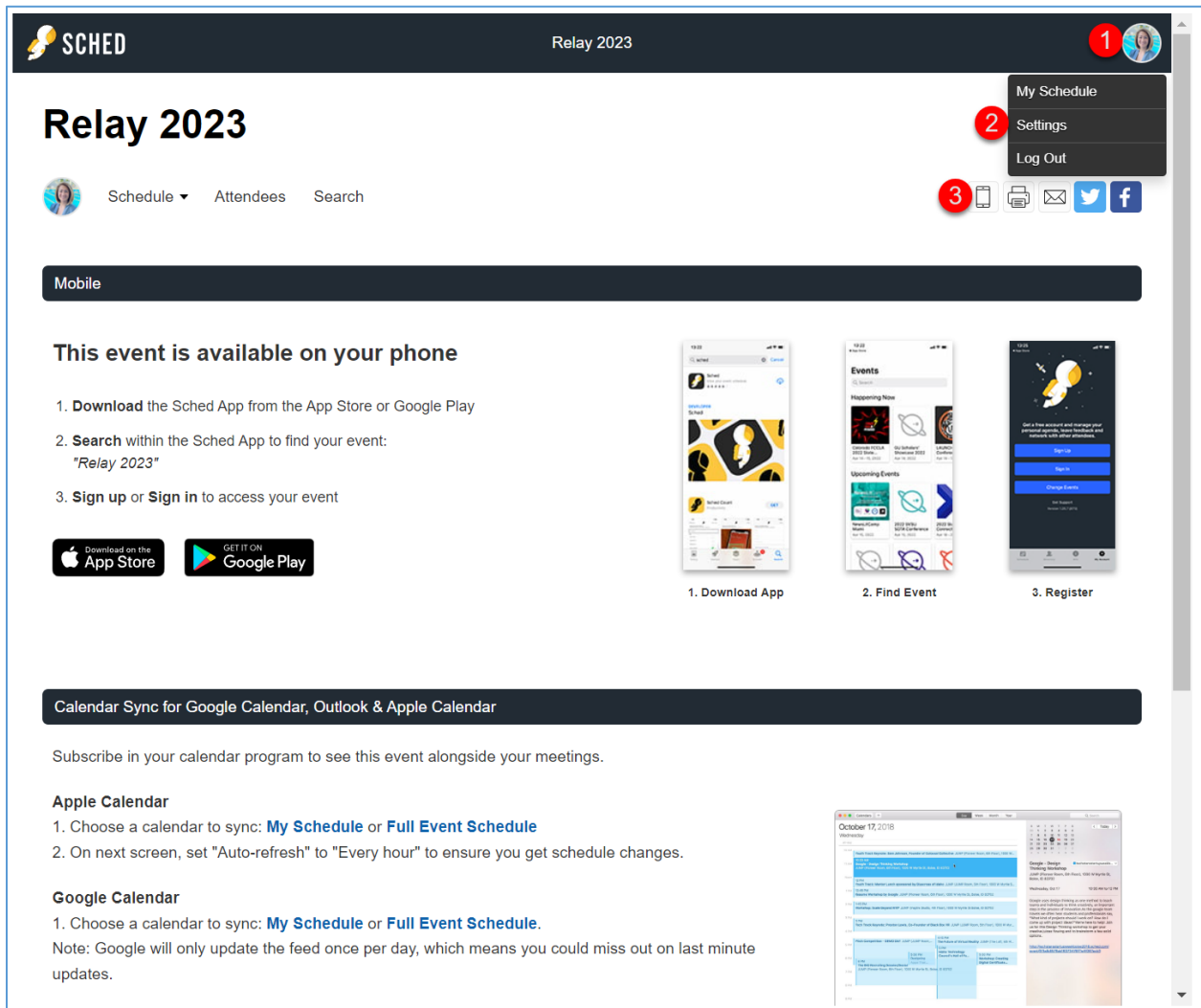
The screenshot shows the SCHED interface for the "Relay 2023" event. At the top, the SCHED logo and "Relay 2023" are visible. Below the event title, there are navigation options for "Schedule" and "Attendees". A "Back to Schedule" button is present. The event details specify "Friday, October 20 • 5:00pm - 8:00pm". A highlighted activity is "Welcome Reception and Networking activity", with a link to remove it from the schedule. Social sharing options for a URL, Twitter, and Facebook are provided. A note indicates the time zone is "5:00 -8:00 PM CT*". The event description is "Networking Reception/Heavy hors d'oeuvres". The date and location are "Friday October 20, 2023 5:00pm - 8:00pm CDT" at "Sam Houston I & II" with a "Hospitality" tag. The "Attendees (69)" section shows a grid of profile pictures, some with initials (K, S, M, N, D, S) or smiley faces. A red arrow points to the first attendee in the first row. A "Saved To My Schedule" notification is visible at the bottom left, and a "View All" link is at the bottom right.

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.

The screenshot displays the SCHED Relay 2023 interface. At the top, the SCHED logo and "Relay 2023" are visible. A user profile icon in the top right corner has a red notification bubble with the number "1". A dropdown menu is open from this icon, showing "My Schedule" (with a red bubble "2"), "Settings", and "Log Out". Below the menu are icons for mobile, print, email, and social media. The main header features "Relay 2023" and navigation options for "Schedule" and "Attendees". A "Back" button is located on the left. The profile section for Jessica Reilly, Sr. Director of Business Operations at U.S. Masters Swimming, includes a profile picture, an "Edit Profile" button, and a search bar. The right sidebar contains filters for "Filter By Date" (Sep 11 - Oct 22, 2023), "Filter By Venue" (18700 John F Kennedy Blvd, Houston, TX), and "Filter By Type" (All Attendees, Break, Deadline, Event Hosts, Experienced Event Hosts, Hospitality, LMSC Volunteers, New Attendees, New Event Hosts). The "My Schedule" section shows events for Friday, October 20 (Attendee Check-In at 11:00am CDT, Welcome Reception at 5:00pm CDT) and Saturday, October 21 (Continental Breakfast at 6:30am CDT). A "Print" and "Email My Sched" button are present. A "Recently Active Attendees" section shows several profile icons, including one with the initials "SH". A bottom notification bar states "Saved To My Schedule".

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 2023

Relay 2023

Schedule ▾ Attendees Search

My Schedule
Settings
Log Out

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: "Relay 2023"
3. **Sign up** or **Sign in** to access your event

Download on the App Store GET IT ON Google Play

1. Download App 2. Find Event 3. Register

Calendar Sync for Google Calendar, Outlook & Apple Calendar

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

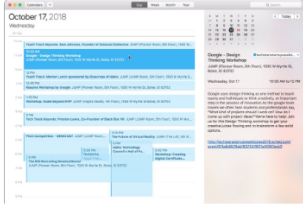
Apple Calendar

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.



Relay 2023

My Schedule

Settings

Log Out



Schedule ▾

Attendees

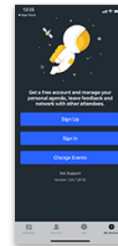
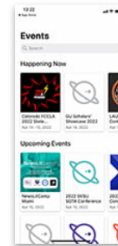
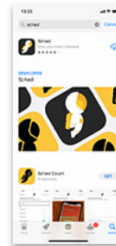
Search



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:
"Relay 2023"
3. **Sign up** or **Sign in** to access your event



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.

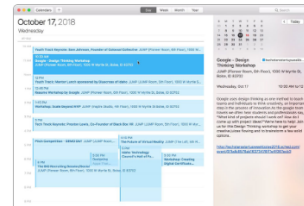
Apple Calendar

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.



Time zone

The time zone in Houston, TX is Central Daylight Time (CT), select "America/Chicago" as your time zone in SCHED. The virtual calendar defaults to the CT time zone.

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" and a "You're speaking at this event! Manage & promote your sessions" link.

- **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.

This screenshot is similar to the one above, but the time zone is set to "America/Chicago". The yellow banner now states "Events are displayed below in the America/Chicago timezone." The "Timezone" dropdown menu is highlighted with a red arrow and shows "America/Chicago" selected. All other interface elements, including the SCHED logo, event title, navigation tabs, and filter options, remain the same.