Sched Quick Reference Guide

What is it?

Sched is an event management app for mobile devices and computers. Attendees can plan out their own schedule in advance of the event and easily share contact information with other participants. Organizers can easily communicate with participants, reduce printing, highlight sponsors, and gather feedback.

Getting Started

On a cell phone

1. Download the free Sched app, or open if it is already installed
2. Search for Legacy of the Land: 30 Years of Learning, Leading, and Preserving Arkansas.

On a computer

1. Go to link: https://legacyofthelandaeea2026conf.sched.com/
2. If the AEEA conference does not show up, contact Sophia at director@arkansasee.org to send an invitation email.
    a. The email will be sent from *notifications@sched.com,* and the subject line will start with "You're Invited To…"
3. If this is your first time using Sched, click on 'Create Your Profile & Schedule'
4. If you have previously used Sched, you should be able to see AEEA's conference

You should now be able to view sessions, presenters, sponsors, and exhibitors.

Manage Profile & Sched Account

Using Sched facilitates sharing contact information with other participants. Share as much as you are comfortable sharing.

1. Click on your Profile picture
2. Click on Settings
3. Edit your Name and email
4. Add in your Company and position
5. Add in your Website
6. Add in the full links to your social media profiles (LinkedIn, Twitter, Facebook) https://www.linkedin.com/in/yourname/)
7. Add a bio to tell us about yourself
8. Upload a photo

9. Click Save

Change Username and Password

1. Go to your event and Login
2. Click on your Profile picture
3. Click on Settings
4. Scroll down to 'Profile info' and click on Update username or password
5. Update your Username or click Change password to enter your new password
6. Click Save

Manage Event Schedule

There are a variety of options for browsing the schedule / agenda:

1. Go to the Schedule section in the app
    a. On a desk top, the Schedule section is under the header image
    b. On a mobile device, it might default to the Schedule section
2. View details of a session by clicking into a Session (or hovering over it)
3. Access different Schedule Views using the Schedule drop down menu
4. Use the different Filters available to find the sessions most relevant for you
    a. On a desktop, the filers are on the right-hand side to find
    b. On a mobile device, the filters are in the Search bar
5. To create a personalized schedule, you will need to log into Sched.

Once you registered and logged into an event on Sched, you can select sessions that interest you to create your personal conference schedule. *Note: workshop and field tour placement will occur with registration NOT through selecting it in Sched.*

1. To Select a Session click on the circular Check Box and you will see a tick symbol (✓) appear
2. To De-select a Session click on the circular Check Box again and you will see the tick symbol (✓) disappear
3. If a Capacity has been set on the session then you will see labels to inform you of this (e.g. Session Full, Session Almost Full, Spaces Available).
4. If you have selected sessions of interest, you can view these by going to the thumbnail of your profit picture (to the left of Schedule) and hovering over it. There you will see an option to select 'My Schedule.'

Speaker Tools

Presenters can add files and presentations to your sessions. Attendees will be able to download these on the event's website and mobile app. Files can be any type, and have a maximum file size of 50MB. The file name is visible, so make sure to name the file something clear and readable.

1. Click "Manage & promote your sessions"
2. Go to Add Presentation, select a file and click "Upload." If you choose to do this, please wait until after registration closes.