



SCHED SETUP GUIDE

For the 2021 Virtual Annual Meeting

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Watch a Helpful Video Tutorial of Sched

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

Step by Step Instructions

Begin on the [2021 USMS Virtual Annual Meeting Schedule page](#)

Signing up and creating an account with Sched

U.S. MASTERS SWIMMING > Training > Events > Club Finder > Articles > About USMS [Join](#) [SEARCH](#) [LOG IN](#)

Home > Volunteer Central > Annual Meeting > 2021 U.S. Masters Swimming Annual Meeting > 2021 USMS Virtual Annual Meeting S...

2021 USMS Virtual 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 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.

Menu Timezone [Log in](#) [Sign up](#)

2021 USMS Virtual Annual Meeting

Check back later to see the schedule

[Click Here](#)

2021 USMS Virtual Annual Meeting



Schedule ▾

Check back later to see the schedule

Schedule July 28

11:00am	Registration
11:00am	Check-in
11:00am	2021 USMS Virtual Annual Meeting: Policies and Procedures Event Information and Virtual Platform Using Microsoft Teams
11:00am	Virtual Registration Budget Planning for Your Club Creating a Budget for Your Club Effective Ways to Use Your Message Box Engaging the Member Community Using Social Media Effectively
11:00am	Learn More About Us: Meeting and Managing a Diverse Board
11:00am	Member, Volunteer & Group Membership Procedures Member Services: Through Professional Development (2021/22) The Member Experience Creating a Budget for Your Club



Schedule or People Search

Timezone

America/New York ▾

Filter By Type

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.
 Get listed in the directory.

2021 USMS Virtual Annual Meeting

Schedule ▾ Search



Have a Sched account? [Log in](#) →

Enter your preferred email address and information.

Create Sched Account

EMAIL

NAME

PASSWORD

I'm not a robot  reCAPTCHA
Privacy · Terms

I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Sched may share my information with the event organizer.

Create Account

 Sign in with Google

 Sign up using Facebook

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.

2021 USMS Virtual 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.
- 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.
<input type="text" value="Jessica Reilly"/>	<input type="text" value="jreilly@usmastersswimming.org"/>	
COMPANY	POSITION	
<input type="text" value="U.S. Masters Swimming"/>	<input type="text" value="Sr. Director, Marketing Technolog"/>	
WEBSITE	LOCATION	
<input type="text"/>	<input type="text"/>	
VIDEO STREAM		
<input type="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.

Photo



[Upload New Photo](#)
[REMOVE MY PHOTO.](#)

[Save Settings](#)

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

Do not forget to save settings once complete.

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.

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.](#)

2021 USMS Virtual Annual Meeting

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

Tuesday, August 31

8:00pm EDT New Delegate Orientation

8:30pm EDT Delegate orientation and USMS Townhall

Thursday, September 2

8:00pm EDT Administration Committee Meetings Community Services Committee Meetings

Local Operations Committee Meetings Programs Committee Meetings

Friday, September 3

12:00am EDT Floor Nominations Open

Sunday, September 5

11:59pm EDT Floor Nominations Close

Tuesday, September 7

7:00pm EDT Breadbasket Zone Meeting Colonies Zone Meeting

Schedule or People

Timezone
America/New York

Filter By Date
Aug 31 -Sep 26, 2021

Filter By Venue
Venues

Filter By Type

- Board of Directors
- Committee Meetings
- Floor Nomination Period
- Forum
- HOD Session
- Orientation
- Zone Meeting

Recently Active Attendees

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

2021 USMS Virtual Annual Meeting



Schedule ▾ Attendees



Schedule or People Search

Timezone
America/New York

Filter By Date
Aug 31 - Sep 26, 2021

Filter By Venue
Venues

- Filter By Type
- Board of Directors
 - Committee Meetings
 - Floor Nomination Period
 - Forum
 - HOD Session
 - Orientation
 - Zone Meeting

Recently Active Attendees



Tuesday, August 31

8:00pm EDT ● New Delegate Orientation

8:30pm EDT 📌 Delegate orientation and USMS Townhall

Thursday, September 2

8:00pm EDT ● Administration Committee Meetings ● Community Services Committee Meetings
● Local Operations Committee Meetings ● Programs Committee Meetings

Friday, September 3

12:00am EDT 📌 Floor Nominations Open

Sunday, September 5

11:59pm EDT 📌 Floor Nominations Close

Tuesday, September 7

7:00pm EDT ● Breadbasket Zone Meeting ● Colonies Zone Meeting



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.

2021 USMS Virtual Annual Meeting



Schedule ▾ Attendees

Tuesday, September 7 • 8:00pm

Long Distance Forum

Click here to add to My Sched.

<https://sched.co/kuW0>



Open Zoom

Cover questions on proposals

Tuesday September 7, 2021 8:00pm - 9:00pm EDT

Zoom

● Forum

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.

2021 USMS Virtual Annual Meeting



Schedule ▾ Attendees

Tuesday, September 7 • 8:00pm - 9:00pm

Long Distance Forum

Click here to remove from My Sched.

<https://sched.co/kuW0>



Tweet



Share



Open Zoom

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

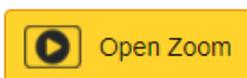
2021 USMS Virtual Annual Meeting

Tuesday, September 7 • 8:00pm - 9:00pm

[Back To Schedule](#)

Long Distance Forum

Sign up or log in to save this to your schedule, view media, leave feedback and see who's attending!



Cover questions on proposals

Tuesday September 7, 2021 8:00pm - 9:00pm EDT

Zoom

● Forum

Attendees (1)



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 2021 USMS Virtual Annual Meeting

2021 USMS Virtual Annual Meeting

Schedule Attendees

Check back later to see the schedule

Saturday, July 24

- Registration
- Breakfast
- Live Webinar: The Role of the Board
- Live Webinar: The Role of the Treasurer
- Live Webinar: The Role of the Secretary
- Live Webinar: The Role of the Treasurer
- Live Webinar: The Role of the Secretary
- Live Webinar: The Role of the Treasurer
- Live Webinar: The Role of the Secretary

My Sched
Settings
Log Out

Schedule or People Search

Timezone
America/New York

Filter By Type
Recently Active Attendees

Meetings held in conjunction with the Annual Meeting

Meetings in conjunction with the Annual Meeting 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 [2021 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

2021 USMS Virtual Annual Meeting

 [Schedule](#) ▾ [Attendees](#)

Tuesday, September 7 • 8:00pm - 9:00pm

Long Distance Forum

[Click here to add to My Sched.](#)

<https://sched.co/kuW0> [Tweet](#)

[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

Tuesday September 7, 2021 8:00pm - 9:00pm EDT
Zoom
● Forum

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 2021 USMS Virtual Annual Meeting

2021 USMS Virtual Annual Meeting

Schedule ▾ Attendees

Check back later to see the schedule

Monday, July 26

- 10:00 AM
- 11:00 AM
- 12:00 PM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM

Timezone: America/New York

Filter By Type: Recently Active Attendees

In a web browser page, open your personal SCHED.

SCHED 2021 USMS Virtual Annual Meeting

2021 USMS Virtual Annual Meeting

Schedule ▾ Attendees

Jessica Reilly
U.S. Masters Swimming
Sr. Director, Marketing

[Edit Profile](#)

Schedule or People Search

Timezone: America/New York

Filter By Type: Recently Active Attendees

Click on the little phone icon.

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

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2021 USMS Virtual Annual Meeting



Schedule ▾ Attendees



Schedule or People Search

Timezone
America/New York ▾

Filter By Type

Recently Active Attendees

Mobile

Bookmark on your phone by visiting <https://2021usmsannualmeeting.sched.com>



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



Calendar Sync for Google Calendar, Outlook & Apple Calendar

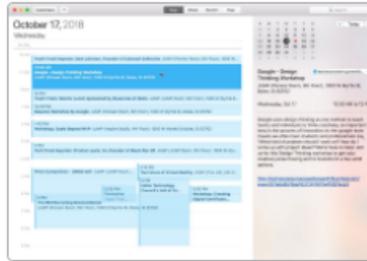
Subscribe in your calendar program to see this event alongside your meetings.

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](#).

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://2021usmsannualmeeting.sched.com/jessicareilly1.ics>

Full Event Schedule: <https://2021usmsannualmeeting.sched.com/all.ics>

Select your preferred time zone

SCHED 2021 USMS Virtual Annual Meeting

2021 USMS Virtual Annual Meeting

Schedule ▾ **Attendees**

Check back later to see the schedule

July 28

- 11:00am **Registration**
- 11:00am **Breakfast**
- 11:00am **2021 USMS Virtual Annual Meeting - Welcome and Introduction**
Open Meeting with Virtual Reception **Using Microsoft Teams**
- 11:00am **Workshop: Budget Planning in Any Economy**
Creating Training Plans That Work in 2021 **Workshop: How to Set Your Strategic Plan**
Creating the Social Contract **Using Social Media Effectively**
- 11:00am **Learn How the Union: Working and Managing a Finance Board**
- 11:00am **Workshop: Introduction to Using Microsoft Teams**
Workshop: Introduction to Using Microsoft Teams
Workshop: Introduction to Using Microsoft Teams

Timezone
America/New York ▾

Filter By Type
Recently Active Attendees

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

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