



SCHED SETUP GUIDE

For the 2022 Hybrid Annual Meeting

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Watch a Helpful Video Tutorial provided by Sched

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

Step by Step Instructions

Begin on the [2022 USMS Virtual Annual Meeting Schedule page](#)

Signing up and creating an account with Sched

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

Home > Volunteer > Annual Meeting > 2022 U.S. Masters Swimming Annual Meeting > 2022 USMS Annual Meeting Schedule

2022 USMS Annual Meeting Schedule

Virtual Calendar

Our virtual calendar allows delegates and attendees to explore meetings and sessions, build their own about speakers, and discover who will be attending sessions. It is recommended that delegates [sign up](#) 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 are able to choose their preferred time zone using the Sched functionality (calendar initially defaults to EDT). For those attending the sessions of the House of Delegates in person, the time zone in Denver, CO is Mountain Daylight Time (MDT) - please note the appropriate meeting times for your specific time zone.

SCHED 2022 USMS Annual Meeting Attending this event? [SIGN UP](#) [LOG IN](#)

2022 USMS Annual Meeting

Schedule ▾ Speakers Attendees

[Sign Up](#) or [Log In](#) to bookmark your favorites and sync them to your phone or calendar.

Events are displayed below in the **America/New York** timezone.

Friday, June 10 Friday, July 1

Monday, August 15

TBA **Deadline for LMSCs to submit their delegates**

Delegate at Large Request Deadline

Schedule or Peop Search

Timezone
America/New York

Filter By Date
Jun 10 - Sep 18, 2022

Filter By Venue

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

2022 USMS Annual Meeting 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

Need help? [View Support Guides](#)

Event questions? [Contact Organizer](#)

Powered by Sched [Conference Scheduling Software](#)

©2022 Sched - [About](#) - [Privacy](#) - [Terms](#)

Enter your preferred email address and information.

Email signup

2022 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

Select "Create 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

Need help? [View Support Guides](#)

Event questions? [Contact Organizer](#)

Powered by Sched [Conference Scheduling Software](#)

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 '2022 USMS Annual Meeting' profile page. At the top, there is a navigation bar with the 'SCHED' logo, the event name '2022 USMS Annual Meeting', and a user profile picture. Below the navigation bar, the main heading is '2022 USMS Annual Meeting'. There are navigation links for 'Schedule', 'Speakers', 'Attendees', and 'Search'. A user greeting 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. The 'Profile Info' section includes input fields for 'Name' (Jessica Reilly), 'Email' (jreilly@usmastersswimming.org), 'Company' (U.S. Masters Swimming), and 'Position' (Sr. Director, Business Operation). There is also a link to '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.

This screenshot shows the 'Photo' section of the profile page. It features a circular profile picture of a woman with long brown hair. Below the photo is a button labeled 'UPLOAD NEW PHOTO' and a link 'Remove my photo.' At the bottom of the page, there is a dark bar with a green 'Save Settings' button. Below this bar, there are links for 'Not attending?', 'Remove yourself from this event', 'Delete your account', and '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. (example from 2021)

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 schedule page: <https://2022usmsannualmeeting.sched.com/>

2022 USMS Annual Meeting

 **Schedule** [Speakers](#) [Attendees](#)

Events are displayed below in the **America/New York** timezone.

You're speaking at this event! [Manage & promote your session](#) →

Friday, June 10 **Friday, July 1**

Monday, August 15

TBA	<input type="radio"/> Deadline for LMSCs to submit their delegates	<input type="radio"/> Delegate at Large Request Deadline
8:00pm EDT	<input type="radio"/> Coaches Committee Meeting Kenny Brisbin • Coaches Committee	<input type="radio"/> Diversity & Inclusion Committee Meeting Diversity and Inclusion Committee

Wednesday, August 24

8:00pm EDT	<input type="radio"/> Officials Committee Meeting Officials Committee
------------	--

Sunday, August 28

8:00pm EDT	<input type="radio"/> Long Distance Committee Meeting Long Distance Committee
------------	--

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

7:00pm EDT **USMS Annual Meeting: House of Delegates #1**
Dawson Hughes

9:30pm EDT Welcome Reception and Heavy hors d'oeuvres

Saturday, September 17

11:00am EDT Continental Breakfast

12:00pm EDT **USMS Annual Meeting: House of Delegates #2**
Dawson Hughes

7:30pm EDT In Person Break

8:30pm EDT Reception and Dinner

Sunday, September 18

11:00am EDT Continental Breakfast

12:00pm EDT **USMS Annual Meeting: House of Delegates #3**
Dawson Hughes

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.

The screenshot displays a meeting agenda for Thursday, September 1. The agenda is organized by time slots: 7:00pm EDT, 8:00pm EDT, and 9:00pm EDT. Meetings are represented by colored boxes with a white circle icon. A red arrow points to the 'Colonies Zone Meeting' box, which is highlighted with a larger white circle. A second red arrow points to the 'ADD TO MY SCHEDULE' button in the expanded view of this meeting.

Thursday, September 1

7:00pm EDT

- Breadbasket Zone Meeting (Robin Tracy)
- Colonies Zone Meeting (Douglas Sayles)**
- Great Lakes Zone Meeting

8:00pm EDT

- Southeast Zone Meeting (Randy Marchman)
- Long Distance Forum (Long Distance Committee)

9:00pm EDT

- Northwest Zone Meeting

Tuesday, September 6

8:00pm EDT

- Rules Forum (Rules Committee)

Expanded View: Colonies Zone Meeting

- ADD TO MY SCHEDULE** | LINK
- Colonies Zone Meeting**
- Video Stream**
- Colonies—Adirondack, Connecticut, Delaware Valley, Maryland, Metropolitan, New England, New Jersey, Niagara, Potomac Valley, Virginia.
- Speakers**
- Douglas Sayles**
Membership Coord. & Colonies Zone Chair, New England LMSC
- Thursday September 1, 2022 7:00pm - 8:00pm EDT
- Zoom
- Zone Meeting

2022 USMS Annual Meeting



Schedule ▾ Speakers Attendees

Event name: _____ k timezone.

Thursday, September 1 • 7:00pm - 8:00pm

[Back To Schedule](#)

Colonies Zone Meeting

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

<https://sched.co/16q3>



Open Zoom

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.

Colonies—Adirondack, Connecticut, Delaware Valley, Maryland, Metropolitan, New England, New Jersey, Niagara, Potomac Valley, Virginia.

Speakers



[Douglas Sayles](#)

Membership Coord. & Colonies Zone Chair, New England LMSC

Chair, Colonies Zone Secretary, Legislation Committee Membership Coordinator & Past Board Chair, New England LMSC Member, New England Masters Swim Club (NEM) Manager, SwimRI (NEM-SWMR) USMS Convention Delegate: 2012, 2014-2021 USMS-Certified Level 3 Coach & ALTS Instructor USMS member since... [Read More](#) →

Thursday September 1, 2022 7:00pm - 8:00pm EDT

Zoom

Zone Meeting

Attendees (1)



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 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.

2022 USMS Annual Meeting



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

- My Schedule
-  Settings

Events are displayed below in the **America/New York** timezone.

You're speaking at this event! [Manage & promote your session](#) →

2022 USMS Annual Meeting

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

Events are displayed below in the **America/New York** timezone.

 **Jessica Reilly**
U.S. Masters Swimming
Sr. Director, Business Operations [Edit Profile](#)

[App Store](#) [Google Play](#)

Timezone
America/New York

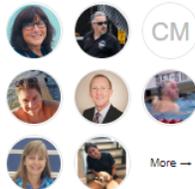
Filter By Date
Jun 10 - Sep 18, 2022

Filter By Venue
Venues

Filter By Type

- Committee Meetings
- Deadline
- Forum
- House of Delegates
- In Person Delegates
- Orientation
- Zone Meeting
- Popular

Recently Active Attendees



My Schedule [Print](#) [Email My Sched](#)

Tuesday, August 30

8:30pm EDT  Delegate orientation and USMS Townhall
Dawson Hughes

Thursday, September 1

7:00pm EDT Colonies Zone Meeting
Douglas Sayles

Friday, September 16

7:00pm EDT  USMS Annual Meeting: House of Delegates #1
Dawson Hughes

Saturday, September 17

12:00pm EDT  USMS Annual Meeting: House of Delegates #2
Dawson Hughes

Meetings held in conjunction with the Annual Meeting

Meetings in conjunction with the Annual Meeting taking place in late August through mid-September leading into the hybrid sessions of the House of Delegates Sept. 16-18th 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 [2022 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

The screenshot shows the '2022 USMS Annual Meeting' page on the Sched platform. At the top, there is a navigation bar with the USMS logo and links for 'Schedule', 'Speakers', and 'Attendees'. Below this, a note states 'Events are displayed below in the America/New York timezone.' The main event is listed as 'Wednesday, August 10 • 8:00pm - 9:00pm'. The event title is 'Diversity & Inclusion Committee Meeting', with options for 'Edit' and 'Speaker Tools'. A link to 'Click here to add to My Schedule.' is provided. Below the event title, there is a URL 'https://sched.co/16q1...', a Twitter share button, and a yellow 'Open Zoom' button. A red arrow points to the 'Open Zoom' button, which is highlighted by a yellow box. A text box next to the arrow contains the instruction: '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.' Below the event details, the 'Speakers' section is visible, featuring the USMS logo and the text 'Diversity and Inclusion Committee'.

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 2022 USMS Annual Meeting. At the top right, a user profile icon is highlighted with a yellow callout '1'. A dropdown menu is open, showing options: 'My Schedule', 'Settings', and 'Log Out'. A second yellow callout '2' points to the 'My Schedule' option. A yellow callout box on the right contains the text: 'In a web browser page, open your personal SCHED.' Below the menu, there are icons for mobile devices and social media. Further down, there are buttons for 'Google Play', 'Schedule or People', and 'Search'. A 'Timezone' dropdown is set to 'America/New York'. At the bottom right, there is a 'Filter By Date' section with a date range of 'Jun 10 - Sep 18, 2022'. The main content area shows the event title '2022 USMS Annual Meeting', navigation tabs for 'Schedule', 'Speakers', and 'Attendees', and a list of events for 'Wednesday, August 10' at '8:00pm EDT', including 'Diversity & Inclusion Committee Meeting'.

The screenshot shows the SCHED interface for the 2022 USMS Annual Meeting, focusing on the user profile. The user's name is 'Jessica Reilly', with the title 'U.S. Masters Swimming' and role 'Sr. Director, Business Operations'. There is an 'Edit Profile' button. A red arrow points to a row of icons: a mobile phone, a printer, an envelope, and social media icons for Twitter and Facebook. A yellow callout box with the text 'Click on the little phone icon.' points to the mobile phone icon. Below the icons are buttons for 'App Store' and 'Google Play'. The 'Schedule or People' and 'Search' buttons are also visible. The 'Timezone' dropdown is set to 'America/New York'. At the bottom right, there is a 'Filter By Date' section with a date range of 'Jun 10 - Sep 18, 2022'. The main content area shows the event title '2022 USMS Annual Meeting', navigation tabs for 'Schedule', 'Speakers', and 'Attendees', and a note that 'Events are displayed below in the America'.

2022 USMS Annual Meeting



Schedule ▾ Speakers Attendees



Mobile



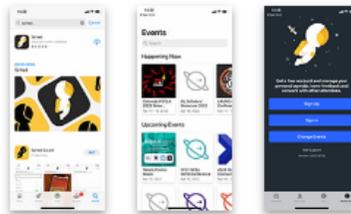
Schedule or People Search

Timezone
America/New York

Filter By Date
Jun 10 - Sep 18, 2022

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: "2022 USMS Annual Meeting"
3. **Sign up** or **Sign 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

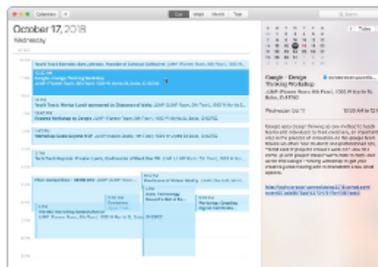
Subscribe in your calendar program to see this event alongside your meetings.

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.

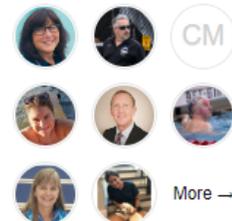
Google Calendar

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.



- Filter By Type
- Committee Meetings
 - Deadline
 - Forum
 - House of Delegates
 - In Person Delegates
 - Orientation
 - Zone Meeting
 - ★ Popular

Recently Active Attendees



Select your preferred time zone

Attendees can choose their preferred time zone using the Sched functionality (calendar defaults to EDT otherwise). For those attending the sessions of the House of Delegates in person, the time zone in Denver, CO is Mountain Daylight Time (MDT) - **please note the appropriate meeting times for your specific time zone.**

The screenshot displays the Sched interface for the 2022 USMS Annual Meeting. At the top, the Sched logo and event title are visible. Below the title, there are navigation tabs for 'Schedule', 'Speakers', and 'Attendees'. A red box highlights a message: 'Events are displayed below in the America/New York timezone.' Below this, a button indicates 'You're speaking at this event! Manage & promote your session →'. The main content area shows a calendar view with dates for Friday, June 10; Friday, July 1; Wednesday, August 10; and Monday, August 15. On Wednesday, August 10, there is a meeting at 8:00pm EDT titled 'Diversity & Inclusion Committee Meeting'. On Monday, August 15, there are two red deadline items: 'Deadline for LMSCs to submit their delegates' and 'Delegate at Large Request Deadline', and a meeting at 8:00pm EDT titled 'Coaches Committee Meeting' by Kenny Brisbin. On the right side, there are social media icons, App Store and Google Play download buttons, and a 'Timezone' dropdown menu currently set to 'America/New York', which is pointed to by a red arrow. Below the timezone menu are filter options for 'Filter By Date', 'Filter By Venue', and 'Filter By Type'.