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# SCHED SETUP GUIDE

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For the 2020 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 [2020 USMS Virtual Annual Meeting Schedule](#) page

## Signing up and creating an account with Sched



### Transitioning to a Virtual Calendar

Given the virtual nature of this year's annual meeting, we are transitioning to a virtual calendar through schedule manager Sched. The calendar will allow our 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 highly 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. We will still offer a print version of the schedule during this transitional year. If you have further questions contact Volunteer Services via email or phone at 941-256-8767.



# 2020 USMS Virtual Annual Meeting

Schedule ▾ Speakers Attendees

Sign up or log in to bookmark your favorites and sync them to your phone or calendar.

## Wednesday, August 5

8:00pm USMS Board of Directors Town Hall  
U.S. Masters Swimming • USMS BOD

## Wednesday, August 19

8:00pm Annual Meeting Overview  
U.S. Masters Swimming • USMS BOD

## Sunday, August 30

8:00pm

ALTS Programming Carrie Stolar	Diversity and Inclusion Sarah Welch	Investment Stan Benson	Long Distance 1 Alii Hall
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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.

### Filter By Venue

Venues

### Filter By Type

- All Delegate Meeting
- Committee Meeting
- HOD Meeting
- New Delegate
- Zone Meeting

### Recently Active Attendees



# 2020 USMS Virtual Annual Meeting

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



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



Sign in with Google



Sign up using Facebook



Log In

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. Don't forget to save settings once complete.



# 2020 USMS Virtual Annual Meeting



Schedule ▾ Speakers Attendees Search



Hi U.S. Masters Swimming! Edit your profile settings and then go back to the [event schedule](#).

Welcome U.S. Masters Swimming! Here are some tips to get started...



Complete your profile so attendees can find you.



Create a custom schedule of what you're interested in.



Access anywhere with web, mobile and print options.

## Privacy & Email



Make my profile & schedule public.



Hide my name from the speakers of sessions I'm attending.



Receive email reminders with your personalized schedule and feedback surveys.



Receive email announcements and updates from the organizers.

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

## Profile Info

NAME

U.S. Masters Swimming

EMAIL

usms@usms.org

[Update username or password.](#)

COMPANY

POSITION

WEBSITE

LOCATION

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.

## 2020 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

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**Wednesday, August 5**

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8:00pm-9:00pm @ Zoom

USMS Board of Directors Town Hall

[VIEW YOUR SCHEDULE](#)

2020 USMS Virtual Annual Meeting

# 2020 USMS Virtual Annual Meeting

Schedule ▾ Speakers Attendees

**Wednesday, August 5**

8:00pm

**USMS Board of Directors Town Hall**  
U.S. Masters Swimming • USMS BOD

**Wednesday, August 19**

8:00pm

**Annual Meeting Overview**  
U.S. Masters Swimming • USMS BOD

**Sunday, August 30**

8:00pm

**ALTS Programming**  
Carrie Stolar

**Diversity and Inclusion**  
Sarah Welch

**Investment**  
Stan Benson

**Long Distance 1**  
Ali Hall

**Monday, August 31**

8:00pm

**Coaches**  
Kenny Brisbin

**Open Water**  
Kim Elsbach

**Recognition and Awards**  
Meg Lassen

**Rules 1**  
Charlie Cockrell

**Timezone**

**Filter By Date**  
 Aug 5-Sep 27, 2020

**Filter By Venue**  
 Venues

**Filter By Type**  
 All Delegate Meeting  
 Committee Meeting  
 HOD Meeting  
 New Delegate  
 Zone Meeting

**Recently Active Attendees**

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

**SCHED** 2020 USMS Virtual Annual Meeting

# 2020 USMS Virtual Annual Meeting

Schedule ▾ Speakers Attendees

Schedule or People Search

Timezone  
America/New York ▾

Filter By Date  
Aug 5-Sep 27, 2020

Filter By Venue  
Venues

Filter By Type  
● All Delegate Meeting  
● Committee Meeting  
● HOD Meeting  
● New Delegate  
● Zone Meeting

Recently Active Attendees

**Wednesday, August 5**

8:00pm **USMS Board of Directors Town Hall**  
U.S. Masters Swimming • USMS BOD

**Wednesday, August 19**

8:00pm **Annual Meeting Overview**  
U.S. Masters Swimming • USMS BOD

**Sunday, August 30**

8:00pm

- ALTS Programming**  
Carrie Stolar
- Diversity and Inclusion**  
Sarah Welch
- Investment**  
Stan Benson
- Long Distance 1**  
Ali Hall

**Monday, August 31**

8:00pm

- Coaches**  
Kenny Brisbin
- Open Water**  
Kim Elsbach
- Recognition and Awards**  
Meg Lassen
- Rules 1**  
Charlie Cockrell

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.

# 2020 USMS Virtual Annual Meeting



Schedule ▾ Speakers Attendees

Tuesday, September 1 • 8:00pm

Officials

Click here to add to My Sched.

<https://sched.co/dFeU>



Open Zoom

zoom

SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

**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.

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

Tuesday September 1, 2020 8:00pm - 9:00pm

Zoom

● Committee Meeting, Programs Committee

Attendees (12)



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** 2020 USMS Virtual Annual Meeting 

# 2020 USMS Virtual Annual Meeting

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

 **U.S. Masters Swimming** [Edit Profile](#)

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

**Wednesday, August 5**

8:00pm  **USMS Board of Directors Town Hall**  
U.S. Masters Swimming • USMS BOD

**Wednesday, August 19**

8:00pm  **Annual Meeting Overview**  
U.S. Masters Swimming • USMS BOD

[My Sched](#)  
[Settings](#)  
[Log Out](#)

**Timezone**  
America/New York

**Filter By Date**  
 Aug 5-Sep 27, 2020

**Filter By Venue**  
 Venues

**Filter By Type**

-  All Delegate Meeting
-  Committee Meeting
-  HOD Meeting
-  New Delegate
-  Zone Meeting
-  Popular

**Recently Active Attendees**

## Committee Meeting held in conjunction with the Annual Meeting

Committee 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 [2020 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 meeting information. [This guide will help you navigate](#) through using the Sched functionality.
- **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**

### Joining a Committee Meeting via Zoom

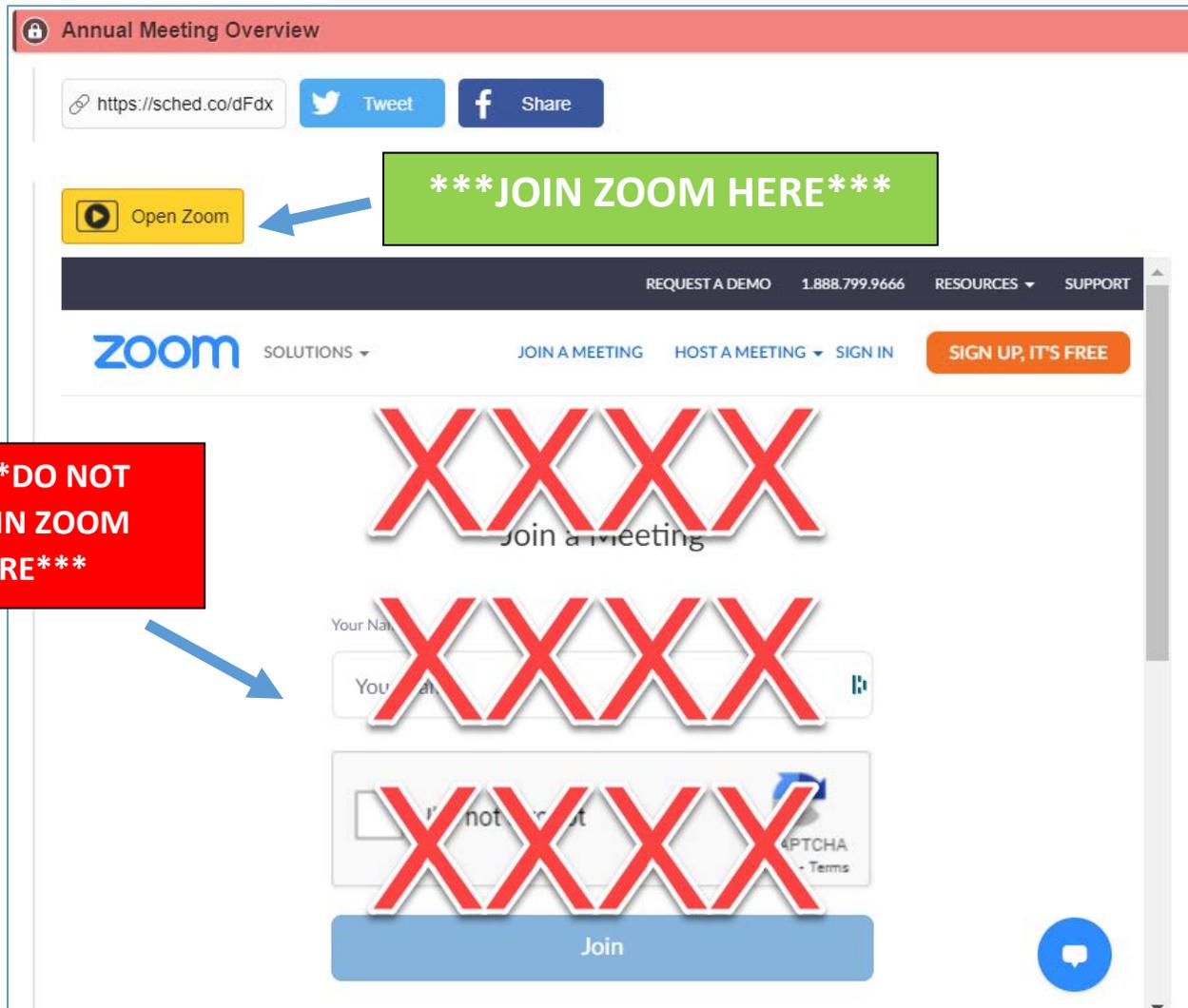
The screenshot shows the Zoom meeting page for '2020 USMS Virtual Annual Meeting'. At the top, there is a navigation bar with 'Schedule', 'Speakers', and 'Attendees'. Below this, the meeting details are listed: 'Tuesday, September 1 • 8:00pm - 9:00pm'. A green button labeled 'Officials' is visible, with a link 'Click here to add to My Sched.' below it. A URL 'https://sched.co/dFeU' is shown in a text box, next to a blue 'Tweet' button. A yellow 'Open Zoom' button is prominently displayed, with a yellow arrow pointing to it. A yellow callout box next to the 'Open Zoom' button contains the text: 'On the scheduled date and time, click on the “Open Zoom” yellow button and you will be brought directly into the meeting. Ensure you are already logged into your Zoom account for a more streamlined experience.' The Zoom logo and navigation links like 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and 'JOIN A MEETING' are visible at the bottom.

The screenshot shows a Zoom meeting confirmation message. The text reads: 'The meeting is scheduled for 9/1/2020.' Below this, it says 'Start: 8:00 PM' and 'Annual Meeting: Officials'. The message is displayed in a white box with a blue border and a close button in the top right corner.

If you click on the “Open Zoom” button before the meeting, you will receive a message about the meeting’s scheduled date and time.

After extensive testing and investigating, we have found that if a member joins a Zoom meeting via a web browser portal there are functionalities, that do not work as intended, such as polling for voting.

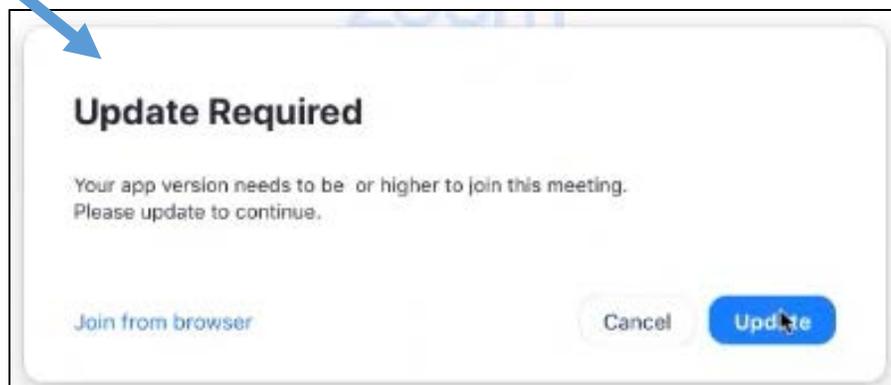
We apologize for this and have reported this issue to both Zoom and SCHED for their engineer teams to further address.



If you receive an "Update Required" message when joining Zoom:

1. Please select "Update" and let it run its course
2. **\*DO NOT select "Join from Browser"\***

We have found that if a member joins a Zoom meeting via a web browser portal there are functionalities, that do not work as intended, such as polling for voting.



# Calendar Sync for Google Calendar, Outlook & Apple Calendar

If you have created a personal SCHED account, you'll be able to sync your calendar:

2020 USMS Virtual Annual Meeting

Schedule ▾ Speakers Attendees

My Schedule

Wednesday, August 5

8:00pm EDT

USMS Board of Directors Town Hall  
U.S. Masters Swimming • Peter Guadagni • USMS BOD • Dawson Hughes

Print Email My Sched

1. In a web browser page, open your personal SCHED.  
2. Click on the little phone icon.

Mobile

Bookmark on your phone by visiting <https://2020usmsannualmeeting.sched.com>.

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://2020usmsannualmeeting.sched.com/jessicareilly1.ics>  
**Full Event Schedule:** <https://2020usmsannualmeeting.sched.com/all.ics>

Filter By Venue: Venues

Filter By Type:  
● All Delegate Meeting  
● Committee Meeting  
● Floor Nominations  
● HOD Meeting  
● New Delegate  
● Zone Meeting  
★ Popular

Recently Active Attendees

2020 USMS Virtual Annual Meeting

Schedule ▾ Speakers Attendees

Mobile

Bookmark on your phone by visiting <https://2020usmsannualmeeting.sched.com>.

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**Microsoft Outlook**  
1. Choose a calendar to sync: [My Schedule](#) or [Full Event Schedule](#)  
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**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://2020usmsannualmeeting.sched.com/jessicareilly1.ics>  
**Full Event Schedule:** <https://2020usmsannualmeeting.sched.com/all.ics>

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

Filter By Venue: Venues

Filter By Type:  
● All Delegate Meeting  
● Committee Meeting  
● Floor Nominations  
● HOD Meeting  
● New Delegate  
● Zone Meeting  
★ Popular

Recently Active Attendees