



Reimagining the Future of Afterschool

Building Back Better with Youth and Communities



every hour counts

**VIRTUAL MEETING
APRIL 28-30**

Attendee Checklist

STEP 1: On April 16 (or shortly after you register, if you register after the 16th), you will receive an email for Sched, our virtual conference platform. Please check your email inbox or spam folder.

- Click the link in the email to create your password
- You can edit your [Sched Profile](#) with a photo, organization, social media, and more!
- Already have a Sched account? Please [login](#) or [let us know](#) if you need a password reset link sent to you.

STEP 2: Create your schedule in [Sched](#)!

- Our Reimagining the Future of Afterschool virtual conference is April 28-30. You will be able to create a customize my schedule in advance by choosing the workshops you wish to attend. Please note space is limited in the workshops.
 - To add a workshop, select the workshop you would like to add
 - Click the white circle next to the title; there is a note that says, "Click here to add to My Sched."
 - The workshop will appear on your personalized schedule, which you can access by clicking on your profile image (at the top left of your screen) and selecting "My Sched."
 - The plenaries, breaks, and closing remarks have been "pinned" and will automatically appear on the schedule for every attendee.
 - Questions? Please check out this useful [how-to video from SCHED](#) or browse [their support page](#).

STEP 3: [Download the Zoom Client](#) (free!) to your computer or mobile device ease of viewing. If you have the app downloaded already, please confirm it is updated by going to your Zoom profile and selecting Check for Updates. You do not need a Zoom account to access the plenaries or workshop.

DAY-OF: Click the provided Zoom link 5-10 minutes prior to session start time!

- Click on the Zoom link for the workshop in Sched. Please note that you may be held in a waiting room until the official start of the session, at which point you will be admitted in.

You can access your Schedule one of two ways:

1. **Log into Sched** and open your personalized schedule by clicking on your profile image (at the top right of your screen) and selecting "My Sched."
 - Click on the appropriate session. In the session details, the Zoom link will be available (to logged-in attendees only) under "Video Stream."
2. **Check your email** inbox for the email from Sched with your personalized schedule for the day. Log into Sched and follow the instructions above.

NOTE:

- We recommend attendees click on a session's Zoom link 5-minutes prior to the start of the workshops, as space will be limited in each workshop.

Questions?

- Attendees are encouraged to reach out to Alexis Lyers at lyers@collaborativecommunications.com if you have any questions or have any technical difficulties.
- We encourage you to view Sched's 5-minute video "[Web Tour for Attendees](#)" to help you get started on the virtual Conference platform.