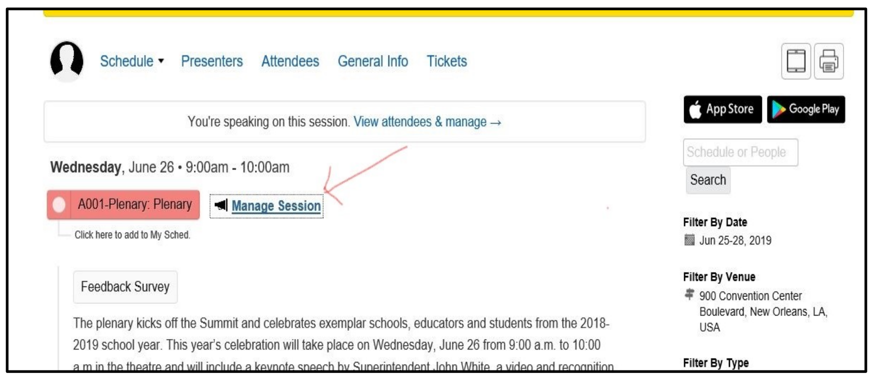
Overview for Presenter to Manage Sessions in Sched

Once you receive access to manage your session(s), log into Sched as you normally do as an attendee and see the additional options, such as:

- Edit profile (i.e. providing a bio, if desired)
- Upload presentations and files (Note: files can be any type, and have a maximum file size of 50MB).
- Email attendees in their session (**Note: drafted emails would need to be approved by the Admin of the system-- this is a Sched default**)
- View session feedback submitted by attendees

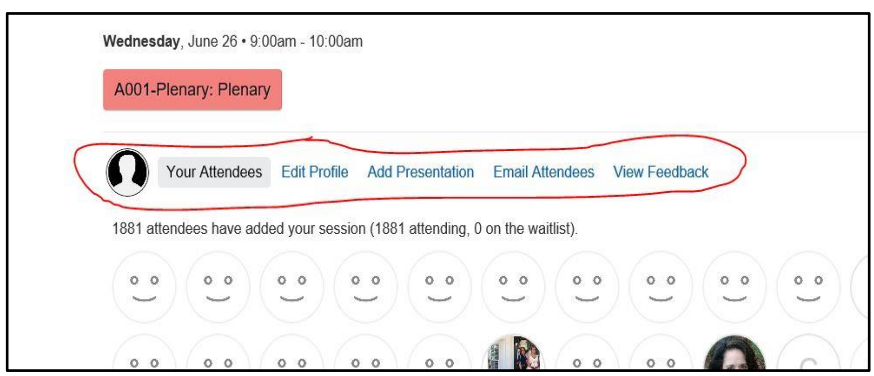
Follow the steps below to manage your sessions:

Once you login to Sched, pull up your session(s). You should be able to see the “Manage Session” of “Speak Tools” link next to it as shown in **Caption 1**.



(Caption 1)

Once you click on the “Manage Session” link, it will open to a window that gives you the option to edit profile, add presentation, email attendees, view feedback as shown in **Caption 2)**



(Caption 2)

If there are questions, please reach out to DistrictSupport@la.gov.