Managing Sessions in Sched

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

- Edit profile: (i.e. provide a bio, if desired)
- Upload presentations and files: **Files can be any type, and have a maximum file size of 50MB**. For files that are larger than the maximum 50MB, please consider including the link to your presentation on Google Slides or Dropbox in the session description.
- Email attendees in your session: **Drafted emails will be reviewed and approved accordingly by the Admin of the system before they are released to attendees. Please allow at least 24 hours for approval.**
- View session feedback submitted by attendees: At the end of each session, please remind attendees to rate and comment on the session.
  - The Department has developed a slide to be added to all presentations to encourage session feedback.
    - LDOE led sessions should add **the stock slide** to the end of their presentation deck and allot 2 minutes at the end of the session for participants to leave feedback.
    - Partner led sessions should add **the stock slide** to the end of their presentation deck and allot 2 minutes at the end of the session for participants to leave feedback.

Follow the steps below to manage your sessions:

- Login to Sched and click on your session(s). You should be able to see the “**Speaker Tools**” link next to the session title as shown in **Caption 1**.
• Clicking on the “Speaker Tools” link 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.