



## Managing Sessions in Sched

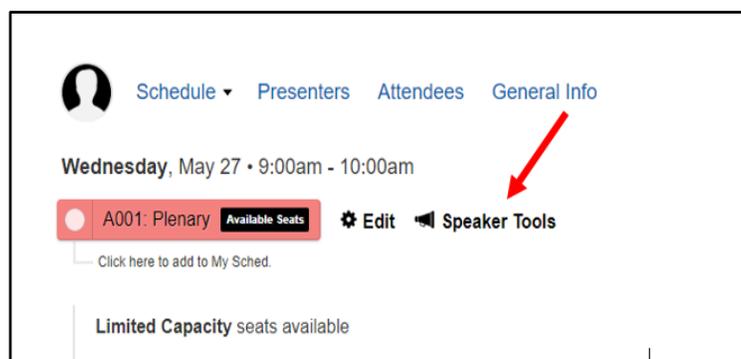
Once you receive access to manage your session(s), login to Sched as you normally would as an attendee and see the additional options, such as:

- 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**.

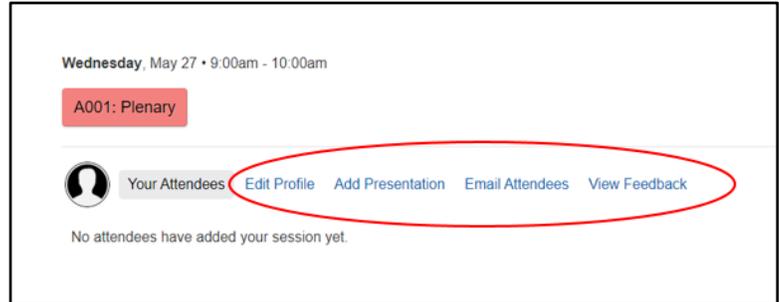
(Caption 1)



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- 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](mailto:DistrictSupport@la.gov).