



## Sched FAQs

Sched is our new conference app! Below are some FAQs to help you get started. If you need additional assistance, you may access [Sched's support guide](#) or send an email to Yahm Levin and Linda Roth at [ajlsched@gmail.com](mailto:ajlsched@gmail.com). A live demonstration of how to use Sched will also take place during the conference, on Monday, June 24, at 9:00 am in the Bayside Ballroom.

### Q: What is Sched and why should I use it?

Sched is an online platform that has all the conference-related information you need, including the most updated schedule, access to presenter slides and handouts, special announcements from the conference committee, and more. It is available in both web and app versions. Sched replaces Socio/Webex which was used in previous conferences.

### Q: How do I access Sched?

- If you registered for the conference, you should have received an email from Sched inviting you to create a password. Please check your spam folder.
- If you did not receive an email from Sched, please email Yahm Levin and Linda Roth at [ajlsched@gmail.com](mailto:ajlsched@gmail.com) and we will resend you an invite.
- Once you have created a password, download the app on your [Android](#) or [Apple](#) device. When you open the app, search for Association of Jewish Libraries and the 2024 conference page will populate. Login is required to access event information, message attendees, etc.
- You may also access Sched by visiting <https://2024ajlconferencesd.sched.com/>
- Sched invitations will be sent to future conference registrants within a few days of registration.

### Q: I can see the schedule, but I can't select sessions.

You can only access the full schedule if you login with your email address and password. If you did not receive an invitation to join Sched, please email Yahm Levin and Linda Roth at [ajlsched@gmail.com](mailto:ajlsched@gmail.com).

### Q: Do I need to reset my password if I've used Sched before?

If you've used Sched before, you'll need to log out of your existing account and log in with your new AJL credentials. To do this, open the Sched app. From within any event (the event you previously used it for or the conference event), click on My Account (bottom right) and then select Log Out (bottom of the page). Then search for Association of Jewish Libraries, load the conference page, and log in using your AJL credentials. (Note: you can only access the My Account page from within an event.)

**Q: How do I create a schedule?**

- Open Sched on your mobile device and click on the Schedule button (bottom left of your screen). Select a session you are interested in and click on Add to Sched (bottom of your screen). Use the arrow at the top left corner of your screen to go back to the main schedule page. You may add as many or as few sessions as you like.
- To access your schedule, click on the My Sched tab on the Schedule page.
- To remove a session from My Sched, click on the session and click on the Remove From Sched button (bottom left of your screen).

**Q: How do I know where each session is held? What if there is a room change?**

- Session locations can be viewed by looking at the Event Schedule and My Sched. If there is a room change, we will send a message in the Announcements Channel and you will receive an email notification. (See below for how to use the chat.)
- Note: there are no push notifications when using the Sched app.
- If you do not want to receive email notifications (this is not recommended) go to My Account (bottom right) and toggle off Email Reminders and Email Announcements.

**Q: The information I see is outdated. What should I do?**

Sched automatically refreshes once every two hours. However, you may also force a refresh. Go to My Account (bottom right of your screen) and click on Refresh All Data. You will now have the most updated information available.

**Q: Why is the schedule color-coded?**

Some sessions or meetings are only for board members, while others are geared towards RAS or SSCPL divisions. Please be mindful that all sessions are open to everyone except Board and Council meetings on Sunday.

**Q: How do I update my bio or add a headshot?**

- Open Sched on your mobile device, click on My Account (bottom right of your screen), and click on View & Edit Profile. Click on Edit (top right corner) and edit your profile as you wish. We highly recommend adding your biography and photo so that you can connect with attendees.
- Your profile may also be updated using the web version of Sched. To do so, click on the icon at the top right corner of your screen and then click on My Account.

**Q: I'm a speaker and I need to change the title and/or abstract for my presentation.**

Please email [ajlsched@gmail.com](mailto:ajlsched@gmail.com) and we will do it for you.

**Q: I'm a speaker and I want to share my slides and/or handout with attendees.**

- Slides and handouts can only be uploaded by using the web version of Sched. Go to <https://2024ajlconferencesd.sched.com/> and login. Click on Schedule and just above the schedule you will see a message that says "You're speaking at this event! Manage & promote your session →" Click on that link and then on Add Presentation. You will be able to upload your material directly to the session.
- Material may also be uploaded after the conference is over, though we recommend uploading it before the conference begins.
- If you have questions, please email Yahm Levin and Linda Roth at [ajlsched@gmail.com](mailto:ajlsched@gmail.com)

**Q: How do I access slides and handouts from a session?**

- Slides and handouts are available at the bottom of each session page. (Go to Schedule or My Schedule, click on a session, and scroll to the bottom.)
- You may download material from any session you choose, even ones you did not attend. All materials will be available in Sched after the conference as well.

**Q: Why am I asked to rate each session I attend?**

Feedback is greatly appreciated! Please drop us a note and let us know what you liked and any helpful suggestions for improvement. (Note: feedback is not publicly available but please remember we're all humans doing our best.) A post-conference evaluation will also be sent to all attendees.

**Q: How do I send a message to someone? How do I send a message to everyone?**

- Open Sched on your mobile device, click on My Account (bottom right of your screen), and toggle on Public Profile & Schedule setting. This will allow you to send/receive chats.
- Note: you cannot send or receive private chats if your profile is not public.
- Next, click on the Chat button on the bottom of your screen (next to My Account).
- To send a message to a specific person, click on the little speaker bubble with a + sign in it at the top right of your screen. Search for the person you would like to send a message to, click on their name, and begin typing. If you cannot find them, that means that their settings are set to private.
- The Event Lobby channel is intended for general messages for everyone. Please post restaurant tips, carpooling options, and other public messages here.
- The Announcements channel is intended for messages by the committee. Please refrain from posting here.
- Messages in both of these channels are moderated and we ask that you be mindful of AJL's [Code of Conduct and Anti-Harassment Policy](#).
- If you would like to send messages on the web version of Sched, look for the chat bubble button at the top right corner of your screen.

**Q: I have a question that wasn't answered in this FAQ.**

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