Sign Up For An Event

- Create an Account
- Make Account Public
- Receive Email Reminders and Announcements
- Edit Profile
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- Delete Account

Create an Account

Sign up for a free Sched account to create a custom schedule, network with other attendees, and take your event schedule on the go. Click “SIGN UP” to create an account using Facebook or your email.

Using Facebook saves you time by automatically importing photo, website and bio.

You will receive a welcome email with a link to view your profile and schedule.
Personalize Your Schedule

- View Session Details
- View Speaker Directory
- Add Sessions to Your Schedule
- View Personal Schedule

View Session Details

View the full schedule and hover over a session title for details or click through to the sessions details.

If you’re looking for a specific session, use the search bar or filter the schedule by color-coded type.
Add and Remove Sessions from Your Schedule

Click the circle next to the session’s name to make a personal schedule of what you’re looking forward to. Click the check mark again to remove the session from your schedule.
View Personal Schedule

Click your profile picture at any time to get back to your personal schedule.
Eventbrite: If you purchased a ticket through Eventbrite, your welcome email will confirm that your tickets have been added to your Sched account.

Eventbrite: If you purchased a ticket through Eventbrite, your tickets will be listed at the top.
**Make Account Public**

You can display your profile in the attendee directory and make your schedule public.

1. Go to your account settings.
2. Check the box for “Make my profile & schedule public.”
3. Click “Save Settings.”

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**Privacy & Email**

- **Make my profile & schedule public**: Share your schedule with friends and be listed in the attendee directory. Your email address is always kept private.
- **Receive email reminders with your personalized schedule and feedback surveys**: These are only sent while the event is in session.
- **Receive email announcements and updates from the organizers**: These include welcome information and event changes you may need to know about.

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**Receive Email Reminders and Announcements**

On the days of the event, Sched sends reminders with your schedule and links to leave feedback. You must opt-in to these automated emails.

The event organizer can send announcements and updates about the event through Sched. You can opt-in to these emails here.

1. Go to your account settings.
2. Check the two boxes for receiving emails.
3. Click “Save Settings.”
Edit Profile

Once you have created an account you can go to your settings page to add a photo and update your profile.

![Profile Info](image)

**NAME**
Rachel Drudi

**EMAIL**
rachel@sched.com

**COMPANY**
Sched

**POSITION**

**WEBSITE**
https://sched.com

**LOCATION**
Los Angeles

**TELL US ABOUT YOURSELF. WHAT SHOULD PEOPLE TALK TO YOU ABOUT?**

Change Your Username and Password

You can update your username and reset the password on your account.

1. Go to your account settings.
2. Under “Profile Info,” click “Update username or password.”
3. Enter a new username or click “Change Password »” to enter your new password.
Click “Save Settings.”

Connect Social Media
When you've got your social media channels connected, you'll see a number highlighting how many friends are also attending your event. Click “Attendees” to see which friends are also attending.

Only friends that have also connected their social networks will be indicated with the red marker.

While browsing the event's schedule, you can see what sessions your friends are attending too.
Delete Account

You can permanently delete your Sched profile. Once it's deleted it cannot be recovered so make sure you don't have any upcoming events.

1. Go to your account settings.
2. Click “Delete your account.”
3. Click “Email Me Link To Delete My Account.”
4. Once you receive the email, click “Yes, I want to permanently delete my account.”