# **Working with the Presentation Schedule**

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### Changing the Presentation Schedule to "Edit Mode"

To work on the program click on "Edit Presentation Schedule" from the Administrator's page.



**Sessions & Tracks** – When you begin your program grid will look like this (it will be at the bottom of the next page. The times and slots have already been defined based on information entered in the Event record for this year's conference. **Sessions** are the **horizontal rows** and **Tracks** are the **vertical columns** in the program grid.

	A	В	С	D	Ε	F	G
Registration 08:15 AM to 09:00 AM							
Opening Session 09:00 AM to 09:20 AM							
Session 1 09:30 AM to 10:30 AM					9 0		
Session 2 10:40 AM to 11:40 AM							
Lunch 11:50 PM to 12:30 PM					V 0		
Session 3 12:40 PM to 01:40 PM	)						
Session 4 01:50 PM to 02:50 PM		8 0			V 0		
Networking 03:00 PM to 04:00 PM							

#### Presentations needing a session/track assignment

If there are presentations yet to be scheduled you will see them listed at the top of the page.:

			on/track assign						
Session:	select 🔻	Track:	select 🔻 App	ly Fasi	ic Computer S	Skills (Joe Rog	ge)		
Session:	select 💌	Track:	select 💌 App	Brick	kwall, crackir	ng the case of	??? - Interme	diate ()	\
Session:	select 💌	Track:	select 🕶 App	ky Briti	ish Connectio	ons: Going the	Second Mile	(Julie Strong)	1
Session:	select 💌	Track:	select 🔻 App	ky Briti	ish Connec <mark>t</mark> io	ns: How to Fir	nd Them (Juli	e Strong)	
Session:	select 💌	Track:	select 💌 App	Crea	ative Family I	History/Genea	logy (Micheli	na Santoriello Ha	all)
Session:	select 🔻	Track:	select 🔻 App	y Cres	tive Genealo	ogy Part 2 - Wo	orkshop (Mich	elina Santoriello	Hall)

To assign a slot in the schedule to a particular presentation, you will need to select a session and a track.

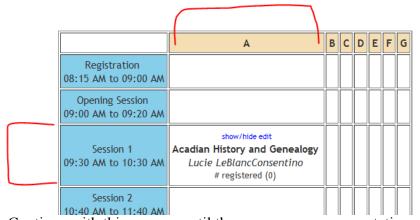
Use the two drop down lists to select a session (1-4) and a track (e. g., A-D for four columns).



And click on the "Appy" button



Now the grid will show the first presentation like this, in the slot at the intersection of Session 1 & Track A



Continue with this process until there are no more presentations at the list at the top of the page.

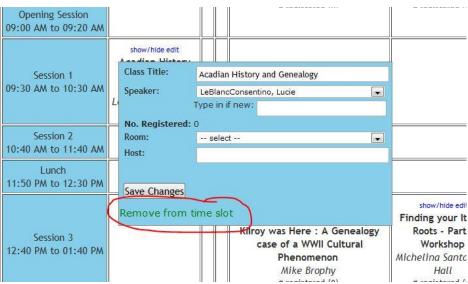
## To Add Information and Make Changes

Click on the show/hide edit link to open the change dialog window.



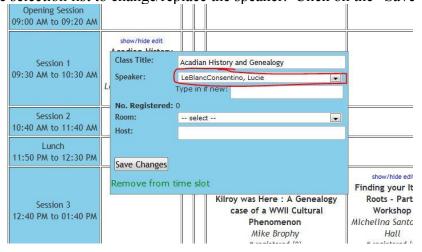
# To Change the position of a Presentation in the schedule

To change the schedule of a presentation, you must first remove it and then select the Session and Track as before.



# To change the Speaker

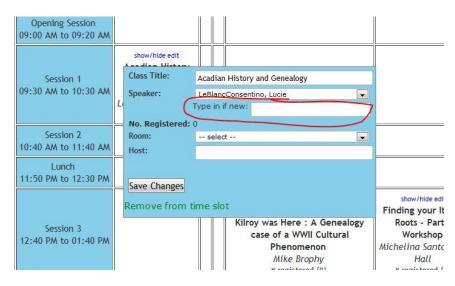
Use the selection list to change/replace the speaker. Click on the "Save" button to save your changes.



#### To add a completely new Speaker

This feature is handy at the beginning of the process, when you have very little information about the speaker, just the name. You can type the name of the speaker in the "Type in if new:" field. Once you have more information about the speaker, picture, bio, etc. you will need to go back to the Speaker record and record the additional information.

Click on the "Save" button to save your changes.



### To assign the Room and the Host

This information is not needed for initial setup of the program. It is entered after pre-registration is closed.

We select the room after we have closed pre-registration, this ensures that the room has the capacity to hold at least all those who have pre-registered for it. Notice the number of pre-registered participants and select a room from the drop down list that will hold that number of people.

When you have the information, type in the name of the host for this room in the field provided. The host is usually someone who is taking the class who will introduce the speaker and make sure they have everything they need.

Click on the "Save" button to save your changes.

