

Working with the Presentation Schedule

Table of Contents

[Changing the Presentation Schedule to “Edit Mode”](#)

[Sessions & Tracks](#)

[Presentations needing a session/track assignment](#)

[To Add Information and Make Changes](#)

[To Change the position of a Presentation in the schedule](#)

[To change the Speaker](#)

[To add a completely new Speaker](#)

[To assign the Room and the Host](#)

Changing the Presentation Schedule to “Edit Mode”

To work on the program click on “Edit Presentation Schedule” from the Administrator’s page.

New England Family History Conference

Family History Conference 2012 - Contents

Home | Log out d

Search Select an action... ▼

Available Administration Functions

Speaker and Presentation Mgmt

- [Edit Presentation Schedule](#)
- [Speaker Registration](#)
- [Edit Speaker Status Checklist](#)
- [Edit Speaker Needs Checklist](#)
- [Create Roadshow Appointments](#)
- [Roadshow Appointment Participation](#)
- [Class Roster Emails](#)

Contents

- Events (8)
- Speakers (14)
- Presentations
- Participants (1)
- Payments (0)
- Deposits (0)
- Contacts (128)
- Reference Dat
 - Freq Asked
 - Road Show !

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	B	C	D	E	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							
Session 2 10:40 AM to 11:40 AM							
Lunch 11:50 PM to 12:30 PM							
Session 3 12:40 PM to 01:40 PM							
Session 4 01:50 PM to 02:50 PM							
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.:

Presentations needing a session/track assignment

Session	Track	Apply	Presentation Title
-- select --	-- select --	Apply	Basic Computer Skills (Joe Rogge)
-- select --	-- select --	Apply	Brickwall, cracking the case of ??? - Intermediate ()
-- select --	-- select --	Apply	British Connections: Going the Second Mile (Julie Strong)
-- select --	-- select --	Apply	British Connections: How to Find Them (Julie Strong)
-- select --	-- select --	Apply	Creative Family History/Genealogy (Micheline Santoriello Hall)
-- select --	-- select --	Apply	Creative Genealogy Part 2 - Workshop (Micheline Santoriello Hall)
-- select --	-- select --	Apply	Crossing the Ocean with the Internet (Lucie LeBlancConsentino)

	A	B	C	D	E	F
Registration						

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).

Session: **Session 1** Track: **A** Apply Acadian History and Genealogy (Lucie LeBlancConsentino)

Session: -- select -- Track: -- select -- Apply Basic Computer Skills (Joe Rogge)

And click on the “Apply” button

Session: **Session 1** Track: **A** **Apply** Acadian History and Genealogy (Lucie LeBlancConsentino)

Session: -- select -- Track: -- select -- Apply Basic Computer Skills (Joe Rogge)

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

	A	B	C	D	E	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	show/hide edit Acadian History and Genealogy Lucie LeBlancConsentino # registered (0)						
Session 2 10:40 AM to 11:40 AM							

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.

09:00 AM to 09:20 AM				
Session 1 09:30 AM to 10:30 AM	show/hide edit	Acadian History and Genealogy Lucie LeBlancConsentino # registered (0)		
Session 2				

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.

Opening Session 09:00 AM to 09:20 AM				
Session 1 09:30 AM to 10:30 AM	show/hide edit	Acadian History and Genealogy Lucie LeBlancConsentino # registered (0)		
Session 2 10:40 AM to 11:40 AM				
Lunch 11:50 PM to 12:30 PM				
Session 3 12:40 PM to 01:40 PM	show/hide edit	Kilroy was Here : A Genealogy case of a WWII Cultural Phenomenon Mike Brophy # registered (0)		

[Save Changes](#)
[Remove from time slot](#)

To change the Speaker

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

Opening Session 09:00 AM to 09:20 AM				
Session 1 09:30 AM to 10:30 AM	show/hide edit	Acadian History and Genealogy Lucie LeBlancConsentino # registered (0)		
Session 2 10:40 AM to 11:40 AM				
Lunch 11:50 PM to 12:30 PM				
Session 3 12:40 PM to 01:40 PM	show/hide edit	Kilroy was Here : A Genealogy case of a WWII Cultural Phenomenon Mike Brophy # registered (0)		

[Save Changes](#)
[Remove from time slot](#)

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.

Opening Session 09:00 AM to 09:20 AM				
Session 1 09:30 AM to 10:30 AM	show/hide edit			
Session 2 10:40 AM to 11:40 AM	Acadian History			
Lunch 11:50 PM to 12:30 PM	Class Title: Acadian History and Genealogy			
Session 3 12:40 PM to 01:40 PM	Speaker: LeBlancConsentino, Lucie			
	Type in if new:			
	No. Registered: 0			
	Room: -- select --			
	Host:			
	Save Changes			
	Remove from time slot			
		Kilroy was Here : A Genealogy case of a WWII Cultural Phenomenon		
		Mike Brophy		
		# registered 0		
			show/hide edit	Finding your It Roots - Part Workshop
				Micheline Santa Hall
				# registered 1

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.

Opening Session 09:00 AM to 09:20 AM				
Session 1 09:30 AM to 10:30 AM	show/hide edit			
Session 2 10:40 AM to 11:40 AM	Acadian History			
Lunch 11:50 PM to 12:30 PM	Class Title: Acadian History and Genealogy			
Session 3 12:40 PM to 01:40 PM	Speaker: LeBlancConsentino, Lucie			
	Type in if new:			
	No. Registered: 0			
	Room: -- select --			
	Host:			
	Save Changes			
	Remove from time slot			
		Kilroy was Here : A Genealogy case of a WWII Cultural Phenomenon		
		Mike Brophy		
		# registered 0		
			show/hide edit	Finding your It Roots - Part Workshop
				Micheline Santa Hall
				# registered 1