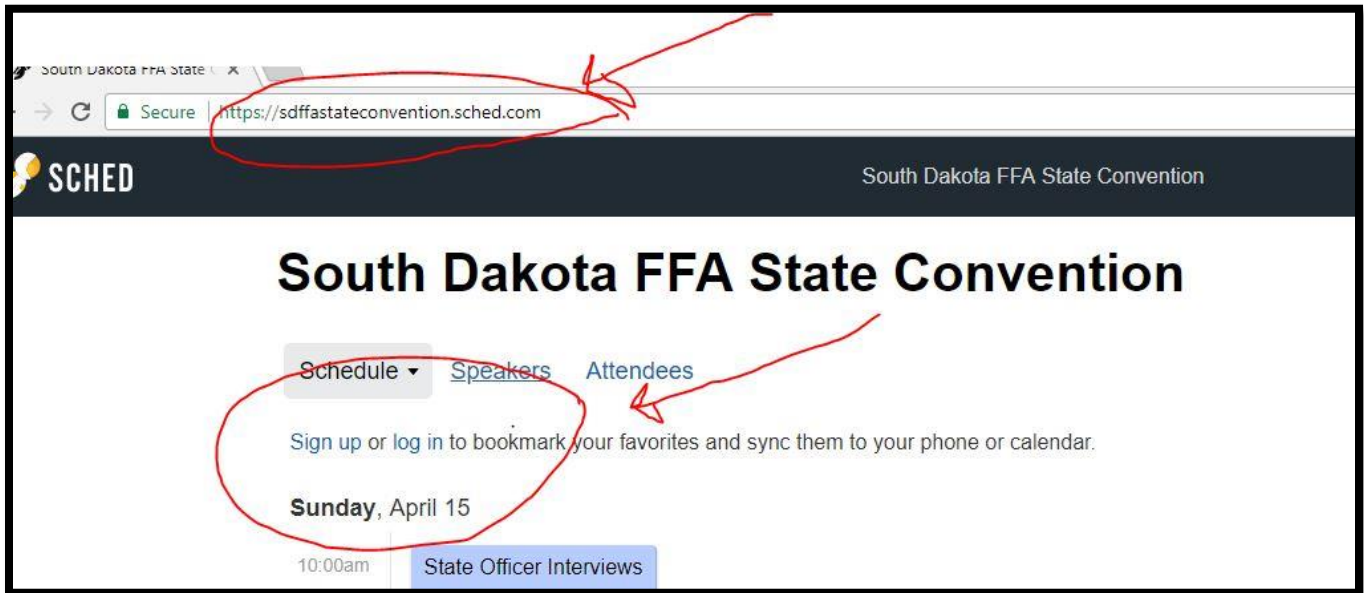


State FFA Convention – Creating a Sched – Personal Agenda Tool

Step One:

1. Click <https://2019southdakotaffastateconv.sched.com/>
2. See screen below (may look slightly different if using a cell phone browser)



Step Two:

1. If you already have an account with Sched (Advisors – this was used at Summer Conference and NAAE in Nashville) log in
2. If you do not have an account, create one

A screenshot of the Sched account creation page. At the top, there are tabs for 'Schedule', 'Speakers', and 'Attendees'. Below the tabs is a yellow banner that says 'Already have a Sched account? Log in now →'. The main form is titled 'Create Sched Account' and includes fields for 'Email', 'Name', and 'Password'. There is a checkbox for 'I'm not a robot' and a 'reCAPTCHA' logo. A yellow circle highlights the 'Create Account' button at the bottom of the form. To the right of the form, there are several options: 'Sign up using Facebook' with a 'Log In' button below it, 'Create a custom schedule of what you're interested in', 'Find your friends from Facebook, Twitter, LinkedIn & Foursquare', and 'Get instant access to everything on your mobile phone'.

State FFA Convention – Creating a Sched – Personal Agenda Tool

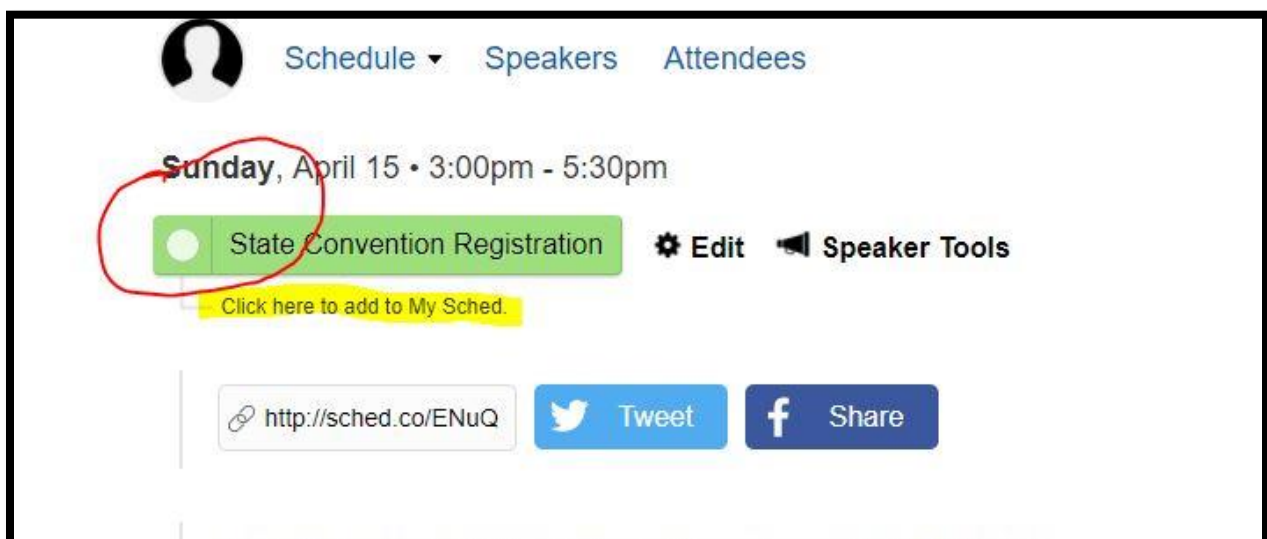
Step Three:

1. Go to schedule screen, and click on an event you'd like added to your personal agenda



Step Four:


1. Click on the button to the left of the event name when it takes you to a screen with further details (including location and whether or not it's invite only, requires registration, etc.)



State FFA Convention – Creating a Sched – Personal Agenda Tool

Step 5:

1. You will be able to access your personal agenda to print, save on your phone, email to yourself, etc. by accessing the schedule button on the top of the page.



Andrea Schubloom
[f Message](#)

Sunday, April 15

10:00am

☐ State Officer Interviews

5:30pm

☐ Past State Officer Reception

7:00pm

☐ State Convention General Session One
Avery Gilchrist • April Hamilton • Jackson Harris

Monday, April 16

2:00pm

☐ State Officer Interviews