

How to Schedule Your Scholars' Showcase Conference!

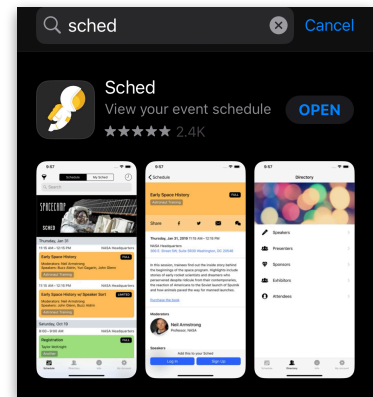
Graceland University uses an app called "Sched" to manage the Scholars' Showcase event. It's easy to use and makes finding your sessions a snap!

You have two options to plan your day. (click on one of the options below)

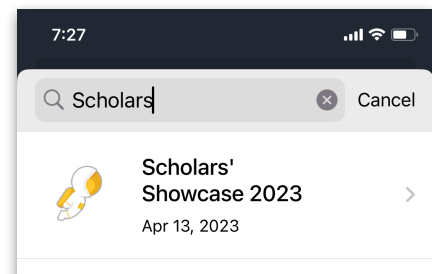
- A. [Download and use the app](#)
- B. [Access via a web browser](#)

Downloading and Using the Sched App

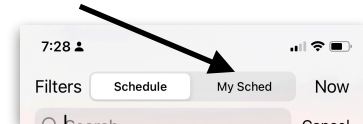
1. **Download** the Sched app from the Apple Store or Google Play. (while using the app is the **easiest** way to plan your event, you can also access through the web at: <https://scholarsshowcase2023.sched.com/>)



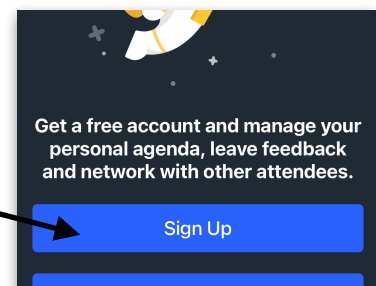
2. **Open** the app and **search for "Scholars' Showcase."** Tap on the event when it appears.



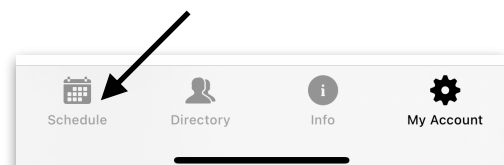
3. **Tap on "My Sched"** at the top of the screen.



4. **Create an account** by tapping on "Sign Up." All it requires is your name, email and a password.

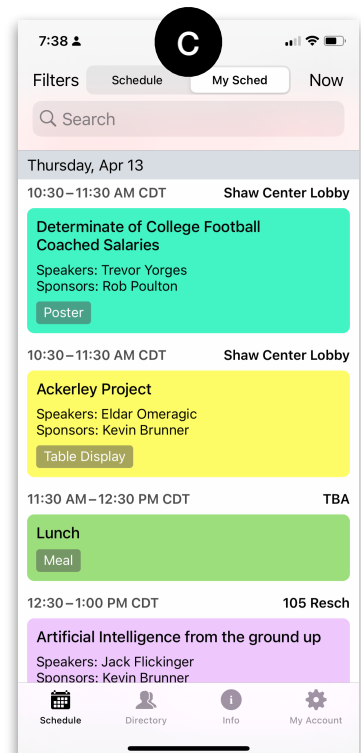
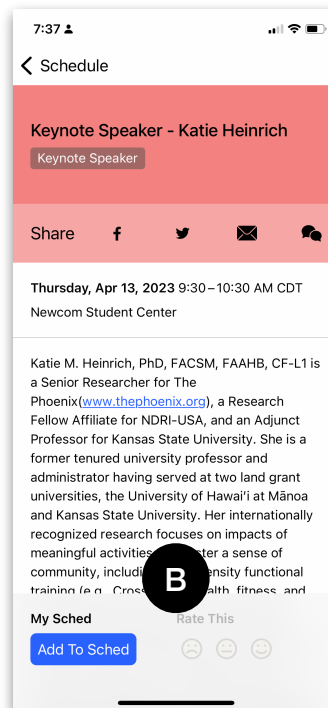
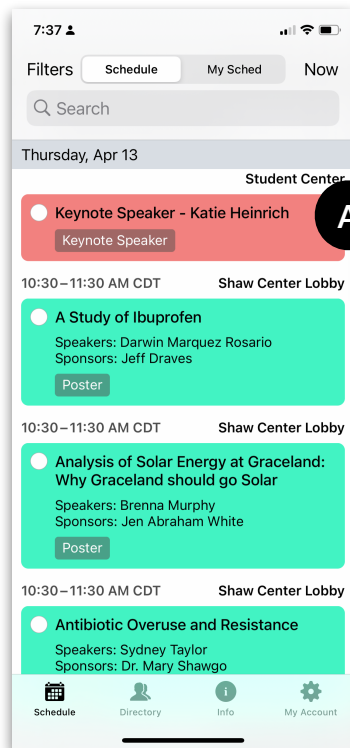


5. You can add to your profile if you desire by tapping on "View and Edit Profile" and on "Edit."



Adding Events to Your Sched!!

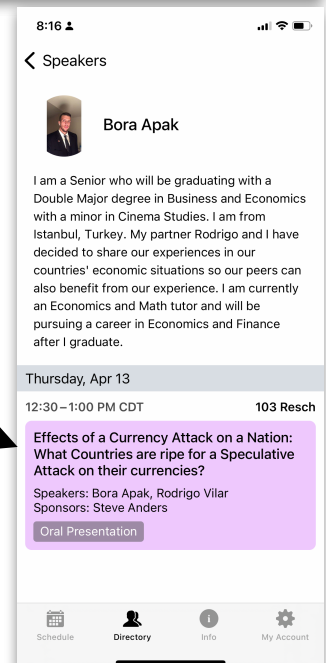
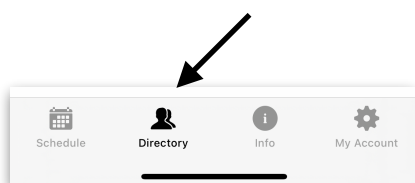
6. Tap on **“Schedule”** at the bottom of the screen to see all of the events scheduled for the day.
7. To add an event to your personal schedule:
 1. Tap on the event **(A)**
 2. Tap on **“Add to Sched.” (B)**
 3. You can add as many events as you want to attend!



8. From the Schedule screen tap on **“My Sched”** to view the events you have chosen. **(C)**

You can also search the speakers to find a friend's profile. Tap on **“Directory”** at the bottom of the screen. Tap on **“Speakers.”** Search for your friend's name.

After you find your friend, tap on their profile. You will see a list of their presentations at the bottom of their profile. Tap on it and add it to your Sched!



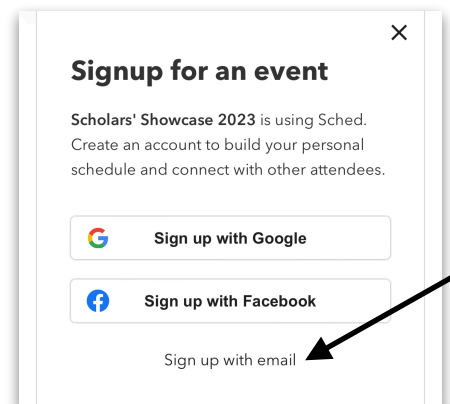
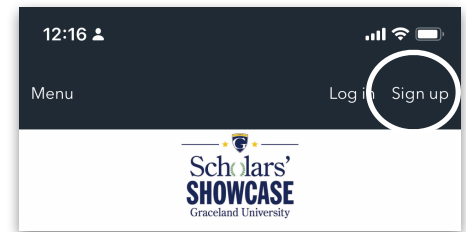
Access Via a Web Browser

1. Go to <https://scholarsshowcase2023.sched.com/>
2. You can view the entire schedule on your mobile device.

Create Your Schedule for the Day

To make it easier to plan your day and keep track of where you need to go, use Sched to create a schedule.

1. At the top of the screen click on “**Sign up.**”
2. Choose the option “**Sign up with email**” and use your graceland email address.
3. After creating your account, **login.**



4. Move through the schedule and **tap on the circle** next to sessions you want to attend. These will automatically be added to your personal schedule. You can remove sessions by tapping the circle and removing the checkmark.
5. To access your personal schedule **tap on the silhouette icon** on the upper right and tap on “**My Schedule.**” This will show you the sessions you’ve selected and easily allow you to follow your schedule.

