

Using the schedule

This guide provides instructions for navigating and participating in sessions on the V2 platform. Depending on your site's configuration, the Schedule page might be called Agenda, Program, or another name. You'll learn how to check session start times, mark attendance, add sessions to your calendar, join sessions, view session details, and set up your microphone and camera.






Before you begin:

the **Schedule** may have a different name on your site, such as **Agenda** or **Program**.

Checking when a session starts

To check when a session starts, refer to the icons next to the session title:

-  **Upcoming:** A calendar icon indicates that you can add this upcoming session to your calendar.
-  **Live:** A TV icon with a play button in the middle signifies that the session is live, and you can join it.
-  **Completed:** A canceled calendar icon shows that the session is over.

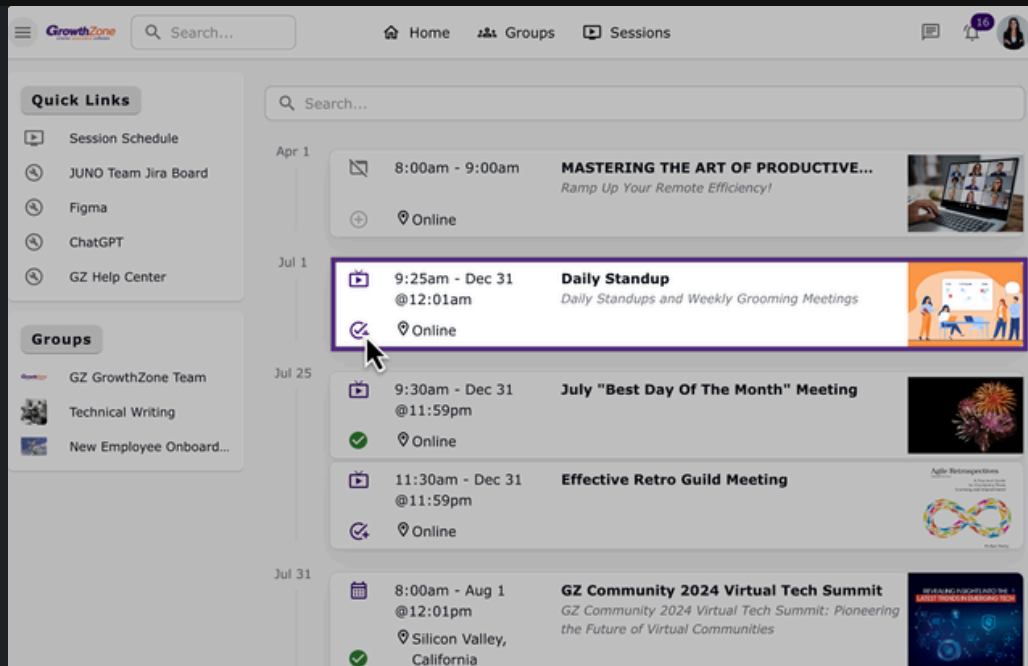
Each schedule item will give you information about the session, including the **Date**, **Time**, **Location**, and **Name**.



A single example Schedule item.

Attending sessions from the schedule page

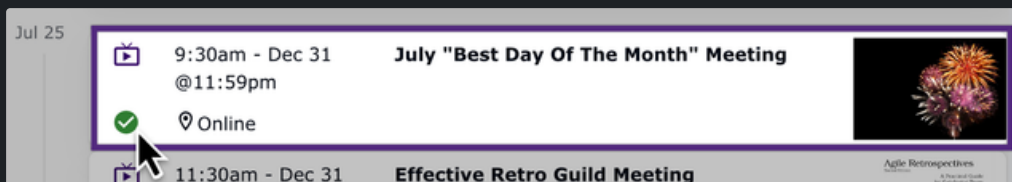
1. Using the **main** or **left navigation** menu, navigate to the **Schedule** page.
2. You can indicate attending on Live or future sessions on the schedule page.
3. **Scroll** or use the **Search** bar to narrow down the sessions listed.
4. Find a session you want to attend.
5. Select the **Attend** icon to add yourself to the session.



Attending a session from the schedule page.

Unattending a session from the schedule page

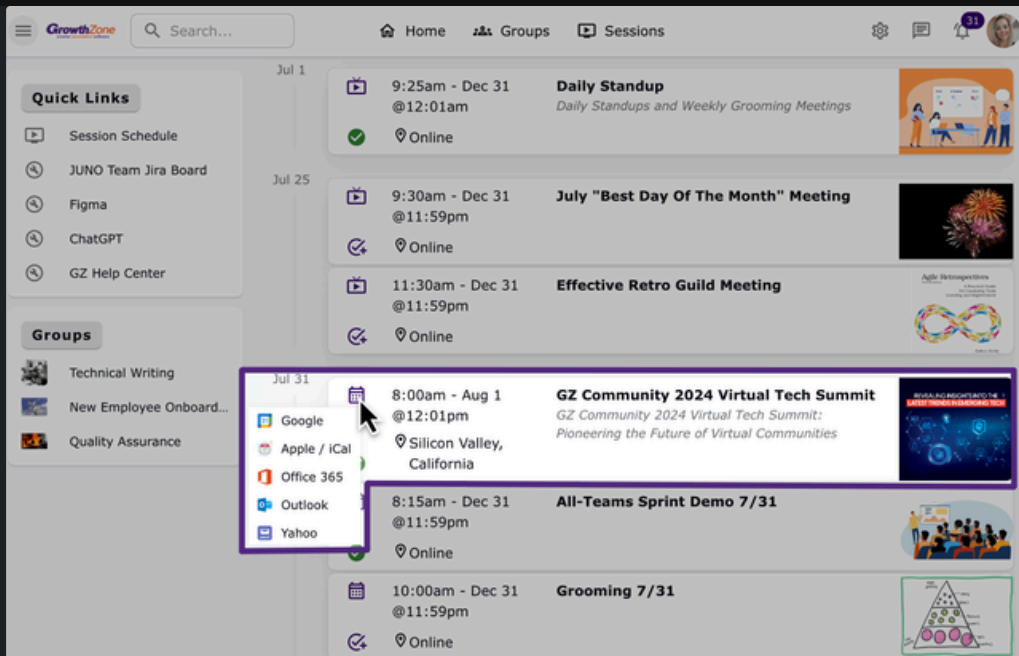
1. Similarly, from the **Schedule** page.
2. Select any previously selected **attending** icon to remove yourself and **unattend** the session.



Unattending a session from the schedule page.

Adding a session to your external calendar

1. Select **Add to Calendar** from the left-hand side of the session name.
2. Select what type of calendar you want to use.
3. Verify the Date and Time are correct and select **save**.



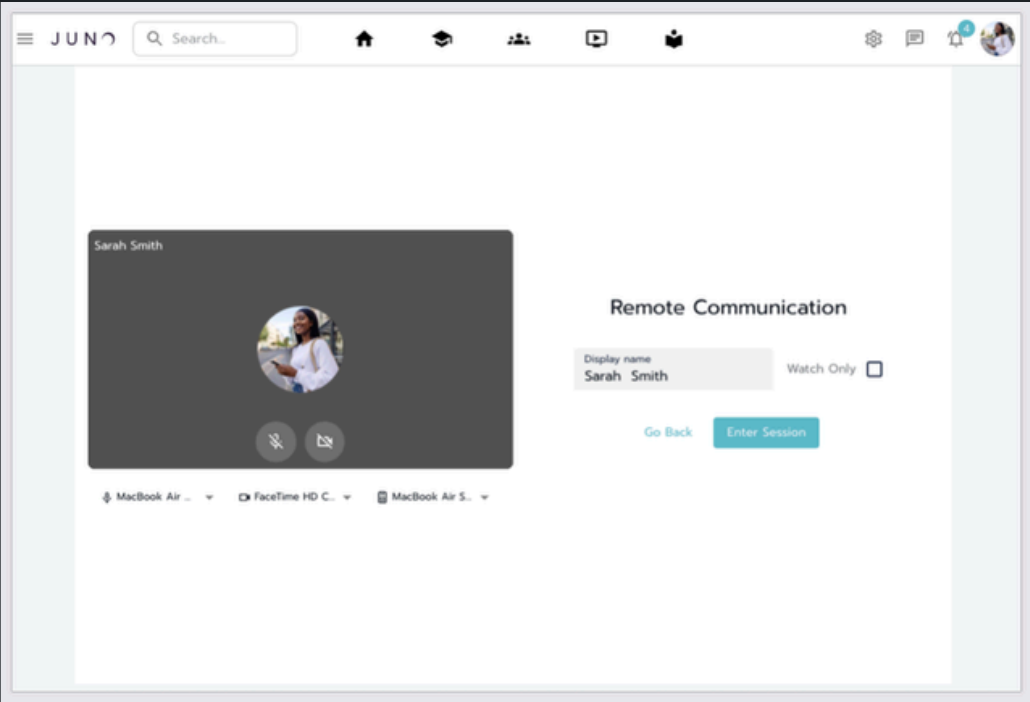
Adding a session to an external calendar.

Entering a Session from the Schedule

You can enter a session from the Schedule by selecting the **TV icon with the play button**, the **session name**, or the **session icon image**. If the session is Live, you will be taken to the **Preview** page and prompted to set up your camera and microphone settings and join the room. If the session is **Upcoming** or **Past** You will be taken to the **Session Splash** page

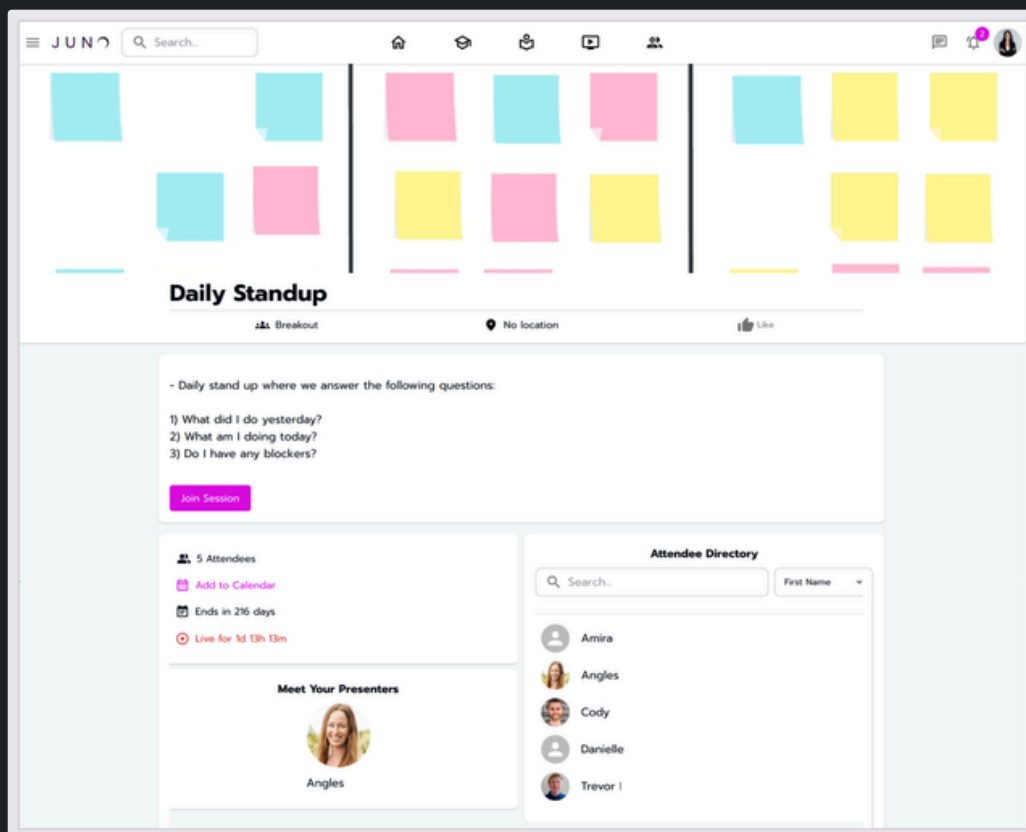


Selection options to join a session are available from the schedule page.



Setting up your camera and microphone settings and previewing them from the Session Preview page before entering a session.

Session splash pages



Viewing the splash page of a session.