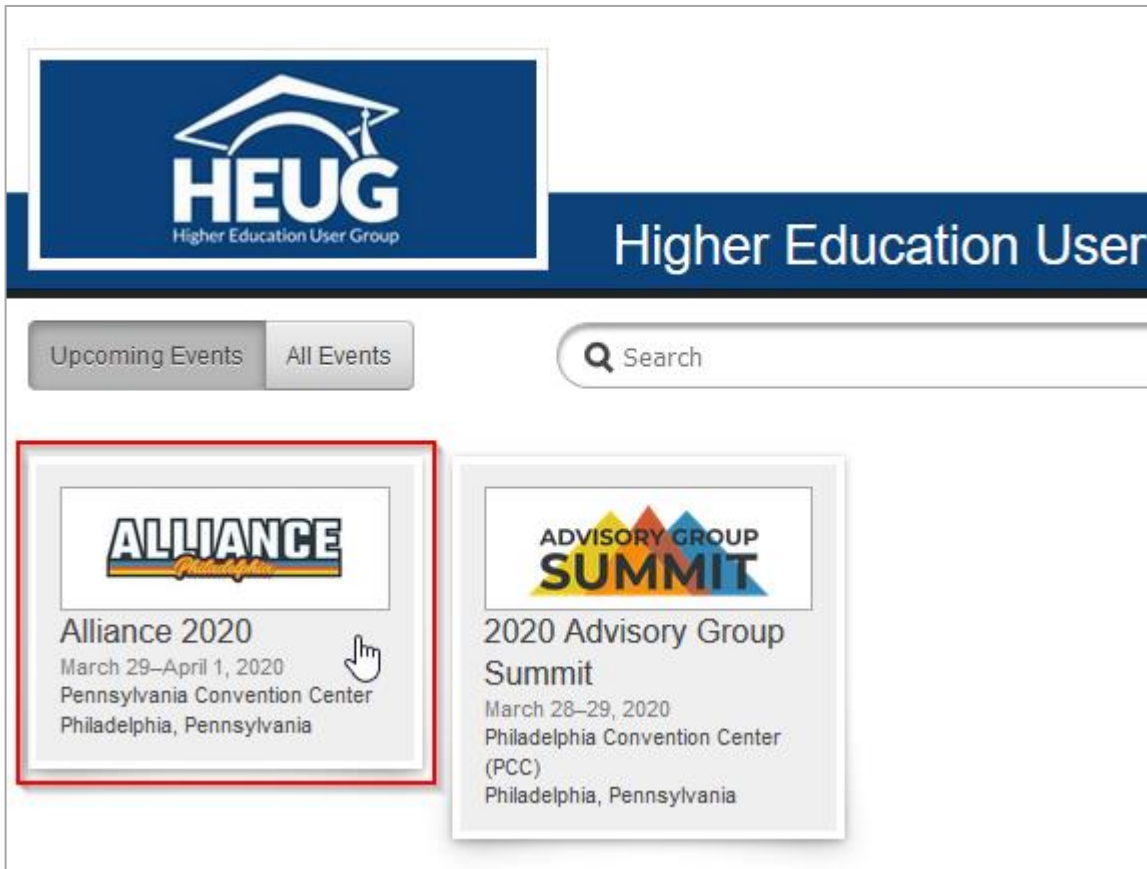


To add sessions to your schedule please follow the instructions below.

Note: You must be registered for the event

1. Visit, <https://heug.eventsential.org/Home/Details/117> and select Alliance 2020



2. If you are new to Eventsential, create an account login by clicking “Need an Account?”.

A screenshot of the login and registration form. It includes an "Email Address" field with the placeholder text "user@example.com", a "Password" field with the placeholder text "password", a link for "Forgot your password?", and a link for "Need an account?" which is highlighted with a red border. A "Log In" button is located at the bottom right of the form.

We recommend using the same e-mail address and password that you use to login on HEUG.Online. You will receive an email verification to the address you provided.

Email Address

test@heug.org

Confirm Email Address

test@heug.org

Password

●●●●●●●●

Confirm password

●●●●●●●●

First Name

Mary


Last Name

Holiday

Have an account?


Create Account


3. Once you are logged in to the Alliance 2020 event click the “schedule” link in the left menu.



Event Details

Featured

 Schedule

 Notifications

March 29–April 1, 2020

Pennsylvania Convention Center
Philadelphia, Pennsylvania

Where else can you go to network
you'll be able to do just that! You wil

4. Using the left and right arrows, select the date and time frame that you wish to view sessions for. Click on any session to learn more about them.

← Mar 29 9:00 AM – Mar 30 11:15 AM Mar 30 11:15 AM – Mar 30 4:15 PM Mar 30 4:15 PM – Mar 31 11:15 AM **Mar 31 11:15 AM – Mar 31 4:15 PM** Mar 31 4:15 PM – Apr 1 12:00 PM →

Tuesday, March 31, 2020

6621 - Single Sign-On (SSO): It's all the rage!
11:15AM–12:15PM, 110AB

6666 - Procurement to Pay Birds of a Feather
11:15AM–12:15PM, 115C

6667 - Absence Management Custom Improvements
11:15AM–12:15PM, 103A

6681 - Bye-Bye Binder: Crafting an Automated Faculty Promotion & Tenure Process
11:15AM–12:15PM, 115B

6684 - Wrangling Creative Program Dates into Standard Term Builds
11:15AM–12:15PM, 120B

6736 - Data is your differentiator!. Change everything you do, without accurate data you

5. Once you find one you want to attend, on the upper-right-hand corner click “Select Session” and it will add the session to your schedule.

6684 - Wrangling Creative Program Dates into Standard Term Builds

Select Session

Back to Schedule

6684 - Wrangling Creative Program Dates into Standard Term Builds
Tuesday, March 31
11:15 AM–12:15 PM

A schedule item that is in your schedule will display a filled in icon.

✓ Tenure Process
11:15AM–12:15PM, 115B

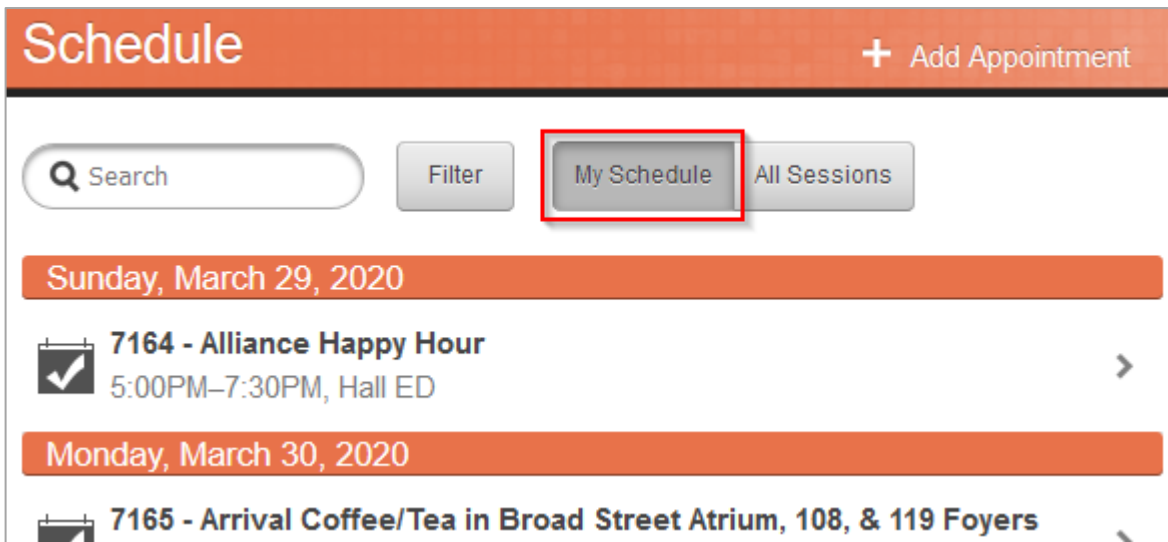
6684 - Wrangling Creative Program Dates into Standard Term Builds
11:15AM–12:15PM, 120B

6736 - Data is your differentiator!. Change everything you do, without accurate data you improve nothing

Additionally, you can remove a session from your schedule by navigating to the session and clicking “Deselect Session”.



6. To view your schedule click the “My Schedule” filter button on the Schedule page. We have already included Alliance agenda items for attendees.



7. You can add in your own calendar items by clicking the “Add Appointment” button in the top right.

