



## Conference Software (SCHED) Guide



FRC will be migrating to an online scheduling software called SCHED. This program will greatly reduce the need for printing and hopefully improve the conference experience for all attendees.

### Accessing SCHED

- Invite to join the application will be sent via email from the SCHED app system account (notifications@sched.com)
- Please check all junk and spam folders for the invite if it is not in your inbox by:
  - Residents: March 31<sup>st</sup>, 2025
  - Attendees: May 12<sup>th</sup>, 2025
- If you cannot locate the email, please contact FRC Steering Committee via doug.brown@baycare.org
- Create account using email link
- Optional: download SCHED app on mobile device
  - Search for “Florida Residency Conference” and sign in

**Web Tour:** [Web Tour For Attendees - Sched](#)

**App Tour:** [App Tour for Attendees - Sched](#)

### Personalize Profile

- Navigate to edit your profile by:
  - Web: Click on person icon (top right) and then “edit profile”
  - App: Click my account on bottom right of screen
- Verify information in profile is correct and update as desired
- Change privacy setting to “make my profile & schedule public”
- Consider adding a professional photo (SCHED recommends 650 x 650 pixels)
- Residents ONLY: Please **do not** update/edit “Company” and “Position” fields
  - These fields will be utilized for presentation scheduling by FRC Scheduling Committee

### Navigating schedule

- Recommend reviewing tutorial: [Manage Event Schedule / Agenda - Sched](#)
- Highlights:
  - Schedule is searchable by: resident name, presentation title, abstract information, etc.
  - Sessions can be filtered by presentation category
  - Build a personal schedule to keep track of sessions attended
- Schedule will be posted under conference schedule tab of FRC website

### Conference Info

- Utilize “Conference Info” tab to review useful conference documents
  - Program guide
  - Conference schedule
  - Parking Map
  - Session room map
  - Moderator/evaluator schedule