Managing your event on the Yearly Meeting planner (Sched)

If you are running a Special Interest Meeting or taking part in the Groups Fair, please update your Group's profile on the YM Planner. This is a page that lets Friends know about your group and what you do. This is a great opportunity to raise your profile among Friends. You can also share videos, links to your website, social media and other contact details.

Logging in to the YM Planner (Sched)

To use any of the group tools, you will need to log into your group's account on Sched/the Yearly Meeting Planner.

The email address to use is the one you provided when confirming your Special Interest Meeting or Groups Fair details. Please remember, that this email address should be different to your personal registration to attend yearly meeting.

You will have received an invitation email when your account was first created. This has a link for you to use to log in the first time and set your password. If you didn't receive the email, or don't have it, then go to the login screen at https://ym2026.sched.com/ and use the 'forgot password' link to reset your password.

Switching between your personal profile and your group's profile

Check the little profile icon in the top right hand corner of the screen. This will indicate which account you are logged into. Please check this before registering for events. To switch between your personal profile as an attendee of yearly meeting (on a different email address) and your group's profile, you will need to log out of one and then log into the other. Do this by clicking on the little profile icon (top right hand corner), and selecting 'log out'.

Making changes to your group's profile and meetings

To make changes, sign in using your group's login details.

You can find more information about things you can do by going to the Speaker Tools help pages on sched.com.

https://sched.com/guide-category/speaker-tools/

What we call "groups" at Yearly Meeting are referred to as "speakers" in the above advice.

If after trying the above you are still having difficulty, email ym@quaker.org.uk.

Below are some of the things you can and can't do for yourself once you have logged into your group's account. The subheadings link to the relevant section of the Sched Speaker Tools guide.

Edit your group's profile

Each group has one profile on the YM Planner, regardless of the number of events you are participating in. If your group took part in in earlier years, the profile will be as it was last time; if not, it will be blank. Use the profile to provide a description of

your group, as well as contact details and links to your website or videos. If you are involved in a Special Interest Meeting or the Groups Fair, these will automatically be listed as part of your group's profile.

Add or edit a profile picture or logo

You can upload a logo or image to make profile more appealing. This is equivalent to Friends uploading an image of themselves onto their profile

See 'Add or change your profile photo' in the [Sched attendee guide](#). Please note, the photo you upload should be square, and chosen so that it still works with the corners rounded off to make a circle.

Edit the description of your Special Interest Meeting

Each Special Interest Meeting has its own description, which is what you provided when you confirmed the details. You may edit this if you need to.

Upload presentations and files for your Special Interest Meeting

It is possible to upload documents to the description of your meeting. This is useful if you want to provide further information to Friends before the meeting or after.

Check the participants list for your Special Interest Meeting

You will be able to see who is attending your session and to [download an attendance list](#). Email addresses are not provided, but you can contact people directly through Sched (see below).

Email your Special Interest Meeting's attendees

You can [email attendees through Sched](#) before or after your Meeting. This will remain possible even after Yearly Meeting, at least until the next Yearly Meeting. We are not able to share email addresses with you. If you need to collect these you will need to ask participants to contact you directly.

When emailing people before a session, please **do not share Zoom links** with participants. Entry to your meeting is managed directly through Sched. This allows us to manage numbers and also helps keep your meeting safe.

Change the Zoom link

It is possible for you to [change the Zoom link for your meeting](#). If you do this, please also email us so that we can make sure this is made available to those who for access reasons cannot access Sched, and so that we can test the link to make sure it works as it should.

Things you <u>cannot</u> change about your Special Interest Meeting

The title, date and time for your Meeting cannot be changed by you. These can only be changed by a member of the Yearly Meeting team. However because of limited staff time, we cannot guarantee to meet requests for such changes.

Managing and hosting your event

How do Friends join my event?

10 minutes before the start of your event, an "Enter Meeting" button will appear on the event page (see image below). Friends will click on this button to enter your meeting. This will take them straight through to Zoom.

Can I change the capacity of my event?

If your event is filling up (you can check by following the instructions above) and you feel you can accommodate more people, you can increase the capacity of your meeting by contacting us. Please note that as these are free online events, unfortunately there are often people who don't turn up. So if your capacity is set very low, you may wish to consider increasing it.

How do I start my event?

Please start your event in the usual way that you would start a Zoom meeting, by logging into your Zoom account and opening the meeting. It is best to do this directly from Zoom. The links we provide from the YM Planner are only intended for participants. They will become active 10 minutes before your session starts. So you may wish to be ready more than 10 minutes before the start. If you have a waiting room, Friends will enter that. If not, they will arrive straight into your meeting.

nyone involved in running your event should join directly through the Zoom link. You should provide this to them. If they try to join through Sched they will not be able to enter the meeting until it opens for Friends, 10 minutes before the scheduled start time.