

2021 Bridge Conference

Attendee Guidance Checklist



Version 8.10.2021

Step One: On October 11 (or as soon as you register, if you register after this date), check your email inbox/spam folder on for an email from SCHED, our virtual Conference platform!

- Click the link in the email to create your password.
 - You can customize your [SCHED profile details](#) as much (or as little) as you'd like!
- Already have a SCHED account? [Login here](#), or [let us know](#) if you need a Password Reset link sent to your email!

Step Two: Create your conference schedule in SCHED!

- Our 2021 Bridge Conference spans across four event days: October 26-29. For each day, there will be at least one period where you will be able to attend a session of your choice. Create your personalized schedule in advance, as space is limited in most workshops.
 - Click the checkbox or click “Add to my Sched” in the session description to add an event.
 - It will appear on your personalized schedule, which you can access by clicking on your profile image (at the top right of your screen) and selecting “My Sched.”
- The Opening and Closing plenaries, Storytelling Hour, Cultivating Connections, and Breaks have been "pinned" and will automatically appear on the schedule for every attendee.
- Questions? Please check out this useful [how-to video from SCHED](#) or browse [their support page](#).

Step Three: Download the Zoom Client (free!) to your computer or mobile device.

- **Q&A:** Do I also need to **sign up** for a Zoom account? No, you do not need to have a Zoom account to attend Bridge Zoom events, but if you would like to create a Zoom account, you can [sign up for Zoom, free](#).

Day-of: Click the provided Zoom link 5-10 minutes prior to session start time!

Click on the Zoom link, then input your name and email address. Once you click the “Register” button, you'll be immediately guided into the active session. *Please note that you may be held in a waiting room until the official start of the session, at which point you will be admitted in.*

You can access your Schedule one of two ways:

1. **Log into SCHED** and open your personalized schedule by clicking on your profile image (at the top right of your screen) and selecting “My Sched.”
 - Click on the appropriate session. In the session details, the Zoom link will be available (to logged-in attendees only) under “Video Stream.”
2. **Check your email** inbox for the email from SCHED with your personalized schedule for the day. Log into SCHED and follow the instructions above.

Note:

- We recommend attendees click on a session's Zoom link **5-10 minutes prior to the start of that session**, as space will be limited in each workshop.

Questions?

- SOWA is hosting a Bridge Conference Platform Tutorial on October 21st, from 1:00PM-2:00PM, to assist attendees in navigating conference platforms. [Please register for the event here.](#)
- Attendees are encouraged to reach out to our Customer Service Team at bridge@schoolsoutwashington.org if you have any questions or have any technical difficulties before, during, or after the event! One month prior to the Conference, we will also share a customer service phone number for the event.
- We encourage you to view SCHED’s 5-minute video "[Web Tour for Attendees](#)” to help you get started on the virtual Conference platform.