



MINNESOTA STATE
Career and Technical Education



Direction to Add Files to SCHED App

Sheri Hutchinson, Web and Communication Manager

Navigate: SCHED App

- Login to [SCHED App](#) (used before)
- Start from email from SCHED
- Set your SCHED app

You're Invited To 2024 CTE Works! Summit



Sched <notifications@sched.com>

To Hutchinson, Sheri L

Emergency

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This e-mail originated from outside the Minnesota State System. Only click links or open attachments from trusted sources. Do not click on "Message Button".



November 19-20 | Plymouth, MN



Welcome, Sheri Hutchinson!

To all attendees —


Welcome to the 2024 Career and Technical Education Summit!

We are inviting you to complete your attendee profile in Sched, our online conference app. Add your photo, please make your profile public so that everyone, including presenters, can see who you are, and feel free to add your bio so we can learn more about you. **All presenters, co-presenters, panels, exhibitors, volunteers, support**

Login to SCHED App

- » Select My Events
- » Choose 2024 CTE Works! Summit

The screenshot shows the SCHED app interface. At the top, there is a navigation bar with the SCHED logo and two menu items: 'My Events' and 'Directory'. Below this, there are two tabs: 'Organizing' with a count of 3 and 'Attending' with a count of 1. The 'Attending' tab is selected. Below the tabs is a table of events. The first event is '2024 CTE Works! Summit' with a date of 'Tue, Nov 19, 2024' and a status of 'Plus Nonprofit'. There is an 'Upgrade' button next to the event. A blue arrow points from the 'My Events' menu item in the top navigation bar to the 'Attending' tab. Another blue arrow points from the '2024 CTE Works! Summit' event in the table to the 'Attending' tab.

Name	Date	Status
 2024 CTE Works! Summit	Tue, Nov 19, 2024	Plus Nonprofit

This is a close-up screenshot of the SCHED app navigation bar. It features the SCHED logo on the left and two menu items: 'My Events' and 'Directory'. A blue arrow points from the 'My Events' menu item to the 'Attending' tab in the screenshot below.



Schedule ▾

Keynotes and Hosts

Presenters

Exhibitors

Reception Info.

Attendees

Search

Click Presenters

Scroll to presentation

Select Presentation to
upload materials

My Presenters Sessions

Tuesday, November 19

1:30pm CST



Career and Technical Education: A Primer

Brian Cashman

Wednesday, November 20

11:10am CST



Experiential Learning in Rural Minnesota

Brian Cashman

Lost and need help





- » Contact us with questions uploading materials. See last slide for contact information.

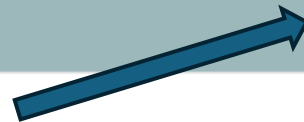
Select Edit


← Back to schedule

Career and Technical Education: A Primer

 Edit

 Speaker Tools



 Click here to add to My Schedule.

Scroll
Select + File

Choose level

FILTER: SUBJECT

Choose level

EXTRAS

+ Photo

+ File

+ Field

+ Button



Pin session



Freeze session



FILTER: **SUBJECT**

Choose level

FILTER: **AREA**

Choose level

FILES

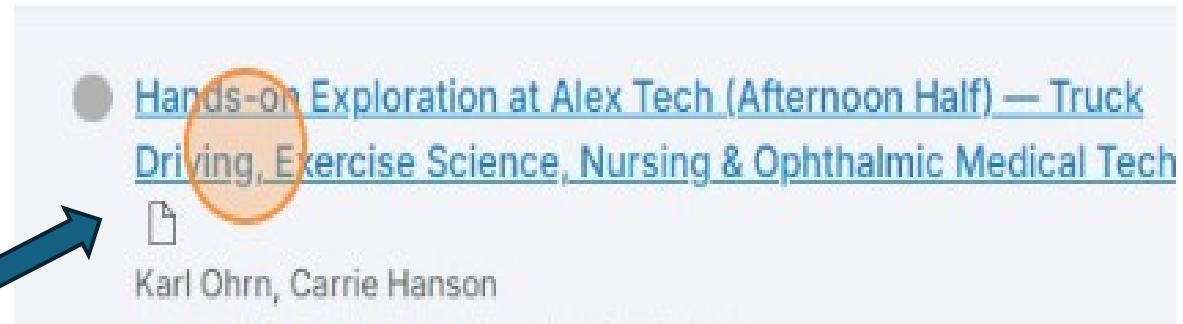
Drop files here to upload



Upload File & Select Publish

Check Success

- » Find and check for paper icon next to presentation



Successfully uploaded to SCHED

Summary

- » Repeat if you have other presentations
- » Navigate to the SCHED App on Phone or browser
- » Questions: Sheri.Hutchinson@minnstate.edu

Lost and need help



- » Contact us for help with uploading!



Thank you.



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**DEPARTMENT
OF EDUCATION**

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MinnState.edu/system/cte

education.mn.gov/mde

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