

# Online Planner Information

## Add to Schedule

Press the Calendar icon inside a session to add it to your schedule



## Bookmark

If there are two concurrent sessions and you are not sure which one to attend, use the bookmark/star icon to bookmark the session.



## Notes

You can add notes whenever you see the Note icon in a view. All your notes are automatically



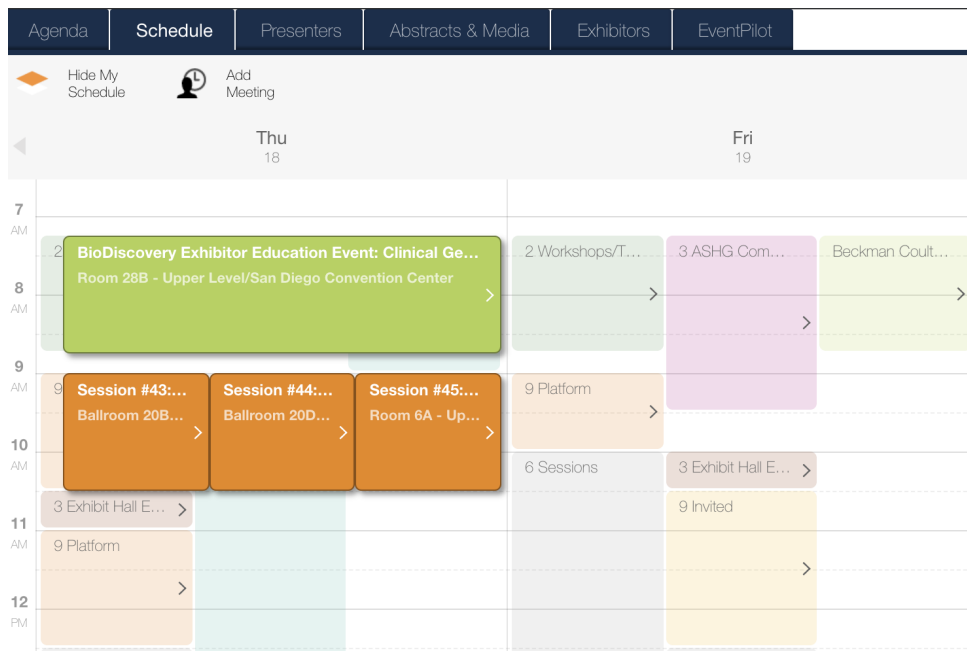
## Export Schedule or Notes

Open the left panel to export your schedule in a variety of formats and your notes as a PDF. The schedule download includes an .ics option which allows you to import your schedule into your calendar program.

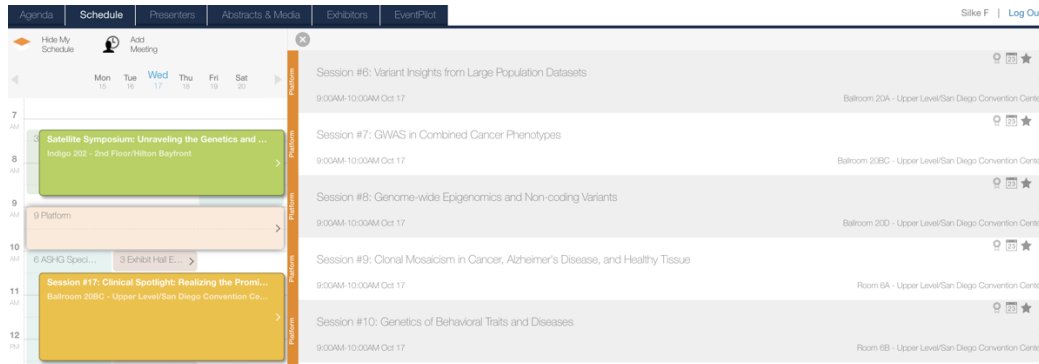


## Schedule at a Glance Calendar View

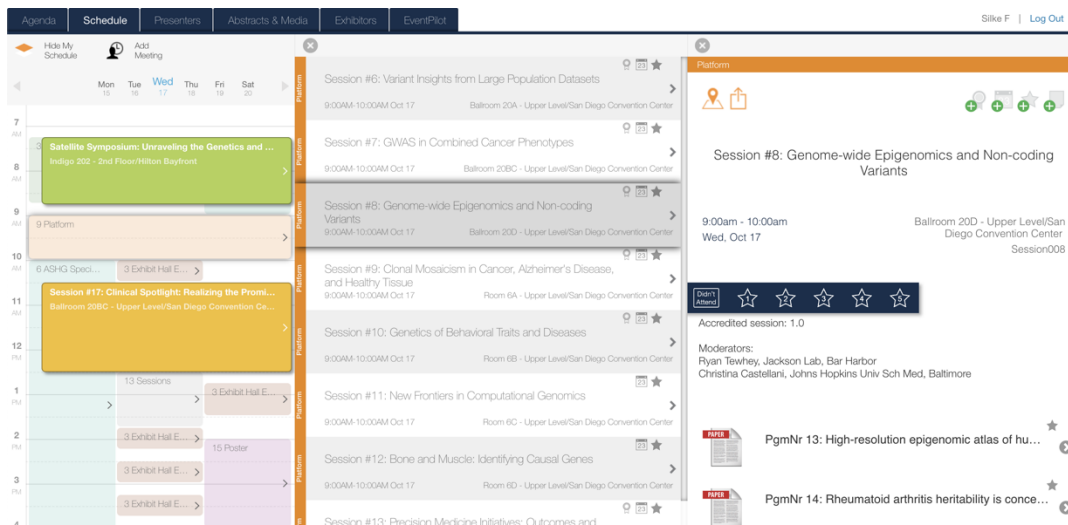
One of the most helpful views is the Schedule tab in the Online Planner. Depending how your organizer has set up this view, you could see a combination of your own personal itinerary plus other sessions and events going on at the meeting. The sessions are displayed in manageable blocks to help know if an event is going on where you have gaps in your schedule.



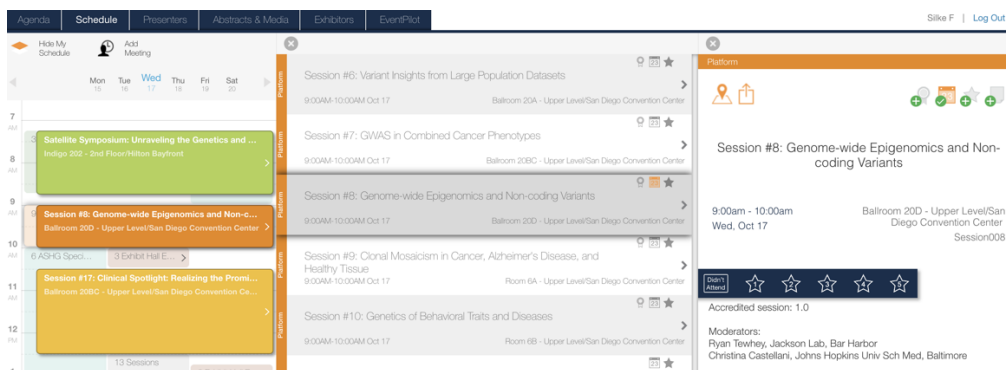
If you have a gap in your itinerary, select an available time block in that gap to see the available sessions for the block.



Select a session from the list to see details for that session to add to your schedule.

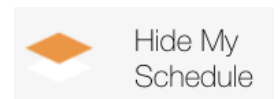


And fill the gap



## Hide/Display Your Schedule

To see the program at a glance, use the **Hide My Schedule** button, which hides your personal scheduled sessions.



## Add Personal Meetings

If you would like to plan time on your schedule for other meetings than sessions in the program, you can use **Add Meeting**.

