


Manage User Sessions

Add or Remove Attendees

Show management can now assist attendees by adding sessions to their planner for them. This feature is especially beneficial if a session is invite-only or restricted to a specific registration type; it provides organizers the power to override the restrictions and add for an attendee.

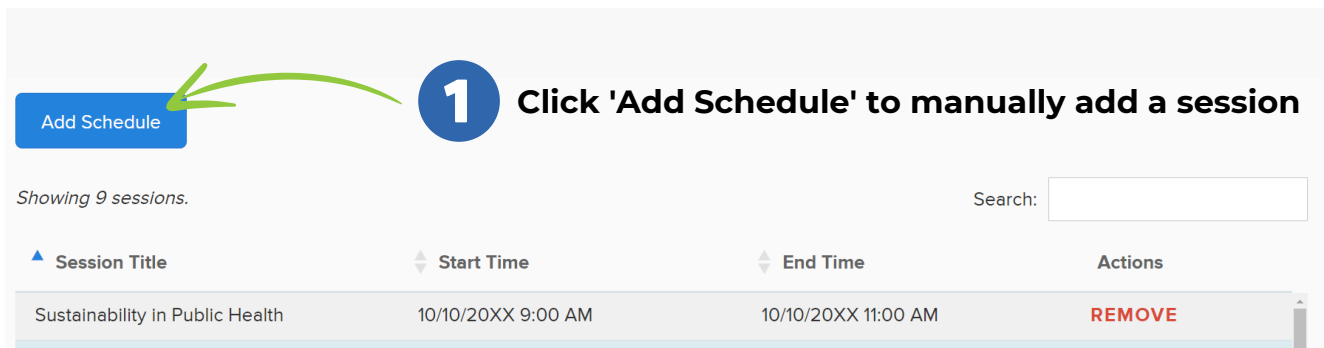
Access Attendee Schedules

- 1** In the navigation bar, **choose 'Manage' and then select 'Directory Users.'**
- 2** **Enter the user's email address and click 'Search Users.'**
- 3** **Click the view icon** . *(You may need to scroll to the right.)*
- 4** Below the 'User Information' section, **toggle to 'User Schedule'** to view the user's saved sessions.



User Blocks User Properties **User Schedule**

Add a Session to a User's Schedule



1 Click 'Add Schedule' to manually add a session

Showing 9 sessions. Search:

Session Title	Start Time	End Time	Actions
Sustainability in Public Health	10/10/20XX 9:00 AM	10/10/20XX 11:00 AM	REMOVE

2 Select the session you want to add the user to from the dropdown list.

SELECT SESSION AND SCHEDULE

Session:

Select a Session

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3 Choose the specific schedule from the dropdown if the session has multiple dates or times.

Schedule:

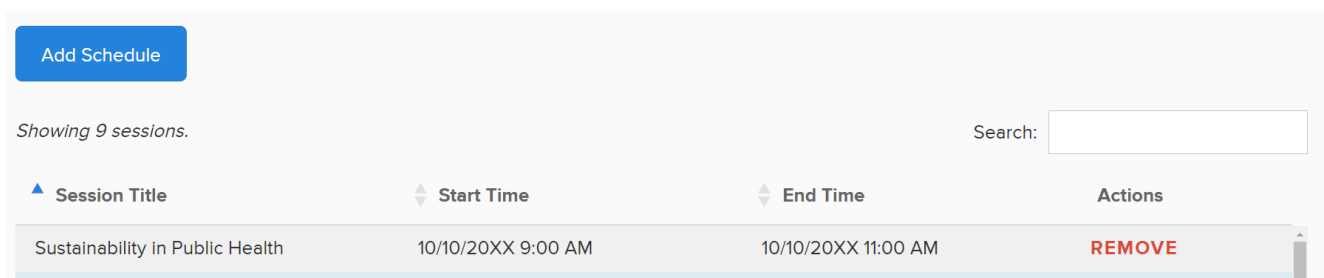
Select a Schedule

Select a Schedule

Saturday, October 12 2:00 PM - 3:00 PM

4 Click 'Reserve Schedule' to save it to their planner.

Remove a Session from a User's Schedule



Showing 9 sessions. Search:

Session Title	Start Time	End Time	Actions
Sustainability in Public Health	10/10/20XX 9:00 AM	10/10/20XX 11:00 AM	REMOVE

1 Locate the session you wish to remove from the user's schedule and click 'Remove.'

2 A warning message will appear to confirm your cancellation. Click 'Cancel Schedule.'