

# Signing up for an Account for the 2020 Pennsylvania Legal Aid Network Virtual Statewide Conference

## Create an Account

Go to <https://2020pennsylvanialegalaidnet.sched.com/>.

Sign up for a free Sched account to create a custom schedule, network with other attendees, and take your event schedule on the go. Click “SIGN UP” in the upper right section of the page to create an account using Facebook, Google, or your email.

Using Facebook or Google save, you time by automatically importing photo, website and bio.

You will receive a welcome email with a link to view your profile and schedule.

## Make Account Public

You can display your profile in the attendee directory and make your schedule public.

1. Go to your account settings.
2. Enable the toggle for “Make my profile & schedule public.”
3. Click “Save Settings.”

## Hide Name From Speakers

You can hide your name from speakers attendance lists if you’d prefer to remain anonymous.

1. Go to your account settings.
2. Enable the toggle for “Hide my name from the speakers of sessions I’m attending.”
3. Click “Save Settings.”

## Receive Email Reminders and Announcements

On the days of the event, Sched sends reminders with your schedule and links to leave feedback. You must opt-in to these automated emails.

The event organizer can send announcements and updates about the event through Sched. You can opt-in to these emails here.

1. Go to your account settings.
2. Enable the two toggles for receiving emails.
3. Click “Save Settings.”

## Edit Profile

Once you have created an account you can go to your settings page to add a photo and update your profile.

For additional information on editing your profile visit <https://sched.com/support/guide/sign-up-for-an-event/>.