## Event App: How to Save Sessions and Create a Personal Calendar

1. Open app and log in. You must log in to save sessions and create a personal calendar.

**2.** On the Home page, click "Program"



**3.** Click "Add to Your Schedule" for session you want to save into your personal calendar

| Sort by Time             | Sort by Tracks                  |   |
|--------------------------|---------------------------------|---|
| Monday, Septem           | nber 23 🗸 🖃                     |   |
| 7:00am                   |                                 |   |
| Ø 7:00am - 4:00pm        | ♥ Main Lobby, VCC East          |   |
| Registration             |                                 | > |
| LG Program               |                                 |   |
|                          | o Your Schedule                 |   |
| 8:30am                   |                                 |   |
| @ 8:30am - 4:30pm        | Sechelt Foyer, Waterfront Hotel |   |
| Agricultural Study Tour  |                                 | > |
| Study Tour               |                                 |   |
| + Add to                 | o Your Schedule                 |   |
| 9:00am                   |                                 |   |
| @ 9:00am - 12:00pm       | MacKenzie Room, Waterfron       |   |
| Disrupting Money Launder | ring                            | > |
| Study Session            |                                 |   |
|                          | o Your Schedule                 |   |

**4.** Sessions will show up in Profile overview. Click "Program" to see full personal calendar.



**5.** All saved sessions will appear, and can be sorted by date.

