



**MINNESOTA STATE**  
Career and Technical Education



# Direction to Add Files to SCHED App

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Sheri Hutchinson, Web and Communication Manager

# Navigate: SCHED App

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- 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 the '2024 CTE Works! Summit', which is highlighted with a blue arrow. The table has columns for Name, Date, and Status. There is also an 'Upgrade' button next to the event.

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 shows the SCHED logo on the left and two menu items: 'My Events' and 'Directory'. A blue arrow points from the 'My Events' menu item down 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.

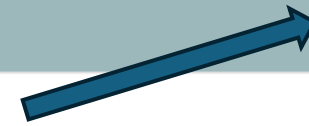
# Select Edit


← 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

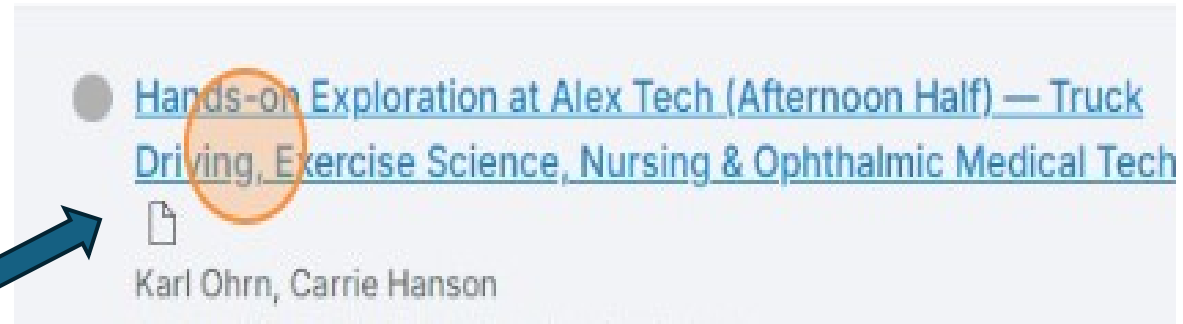


# Upload File & Select Publish



# 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](mailto: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](https://MinnState.edu/system/cte)

[education.mn.gov/mde](https://education.mn.gov/mde)

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