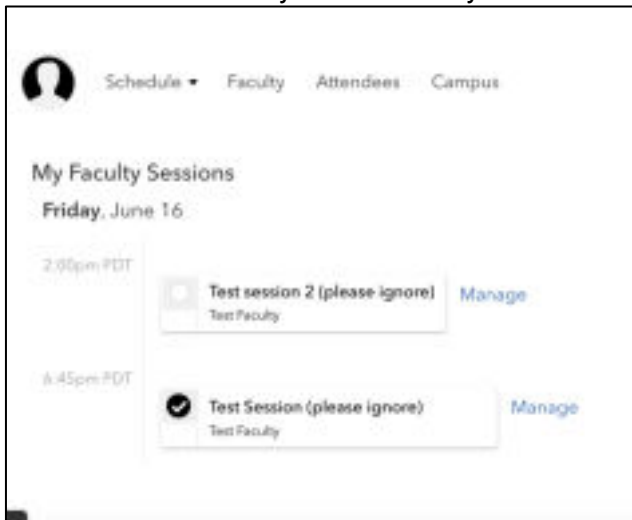# HCNW - Sched Faculty
# FAQ

**Q: What is Sched?**
**A:** Sched is a website designed for conferences and events. It handles class schedules, attendee registration etc. You can to use it to see what classes are available and you can choose classes so you can easily maintain your own personal schedule. As Faculty, you can use it to update the class description or attach files for your students to access. If you are having trouble logging in, contact support@harmonycollege.net

**Q: How do I manage my classes?**
**A:** Log into Sched    https://harmonycollegenorthwest2024.sched.com/
and you should see a link for speaker tools to manage your classes that says **Manage and promote your Session**



Then you should see a list of your sessions you are teaching:



Click the Manage link next to the session you wish to edit and you will be presented with edit tools for that session. This will also show you the attendees and you can click Add Presentation if you want to upload your slides or choose Edit Session where you can edit the description. You can also choose Email Attendees if you want to send an email to the attendees for that session.

**Q: How do I upload handouts or music etc? A:** If you want to upload any file like handouts, music, etc, choose the Add Presentation link and upload the file.

**Q: Why didn't my attendees get the email I sent?**
**A:** When you send an email to attendees, unfortunately, it is only a draft and must be approved by an event admin. The event admins are notified daily when there are pending drafts to approve. If you want to ensure the email gets sent immediately, you can email support@harmonycollege.net and let us know you have a draft pending and we will approve it as soon as we can.

**More questions? Email:  support@hamonycollege.net**