

# american**dance** festival

## Sched App 101

### Downloading & Registering



Download the [Sched App](#) on your phone. Search for and join event: **ADF Summer Dance Intensive**. To be active within the app, you will need to either log in or create an account by selecting "My Account" at the bottom right corner of your screen. Here you can add a picture, bio, social media links, and more!

### **IMPORTANT:**

Double check the spelling on your email! Misspelled emails will result in missed information from ADF.

### Dos

- ★ You can choose to make your profile public or private through the "Public Profile & Schedule." Public profiles will appear in the general directory, and fellow attendees will be able to connect with you within Sched's chat feature. This will also make your own schedule public to fellow attendees. Turn this selection on or off at any time.
- ★ "Email Reminders" is a highly recommended option to leave on. You will receive morning updates for that day's schedule and waitlist updates if you are moved off a waitlist.
- ★ Use the info section! It contains maps of venues, your own personal map based on your schedule, Studio Space Calendars, the Studio Request Form, and general links to resources and School contacts.

### Don'ts

- ★ **Do not** turn "Email Announcements" off. This is how ADF will communicate important festival updates, schedule additions/cancellations, and other major festival announcements.

### "Pinned" Schedule Events

- ★ Pinned events appear on everyone's schedule and can't be removed. Pinned events include: Block Classes, orientations and other community-wide events, and some rehearsals such as Footprints. Disregard these if they do not pertain to your registration/schedule.

### Directory

- ★ View Attendees and ADF Staff who have chosen to make their profiles and schedules public. These profiles are open to receiving chat messages through the app. The Faculty directory is strictly for informational use and lists bios, class offerings, and websites (when applicable).

### Schedule

- ★ The schedule is color-coded by type: Auditions, Block Classes, Drop-In Classes, Masterclasses, SDI Events, Faculty & Musicians, and Performances. Build your personal daily schedule by adding Events and Performances! ★ Add to your schedule with the "Add to Sched" button at the bottom of the screen. The same process ("Remove from Sched" button) will remove you from the roster. If an event has an open circle on the top left, you can also tap this circle to add it to your personal schedule.
- ★ Keep your schedule up to date! This is a courtesy to other students adding events to their schedule as well as for ADF staff who will be tracking event attendance.
- ★ Optional: From session start until 5 minutes post-session, choose a happy/neutral/sad face and leave a brief line of feedback. A general survey is provided at the end of the intensive.

### Attendance and Class Limits

★ In 2024, students cannot sign up for Drop-In Classes, Masterclasses, or Preview Classes on Sched. Please visit Gilbert-Addoms Residence Hall Room 119 to sign up for class. The class will still be listed on Sched for your reference.