


STEP 3: VIEW SESSIONS

1. From the **Home Page** buttons or top menu, click on **“Schedule”**.
2. This will take you to a list of sessions.
3. Once you are in the Session List View, you can scroll to **browse sessions** or use the **Search/Filter** fields on the left.
4. **Add a session to your schedule** by clicking the  calendar icon next to the name. You can view all items in your schedule on the right side of your screen.
5. **Click on any session** to view more details.

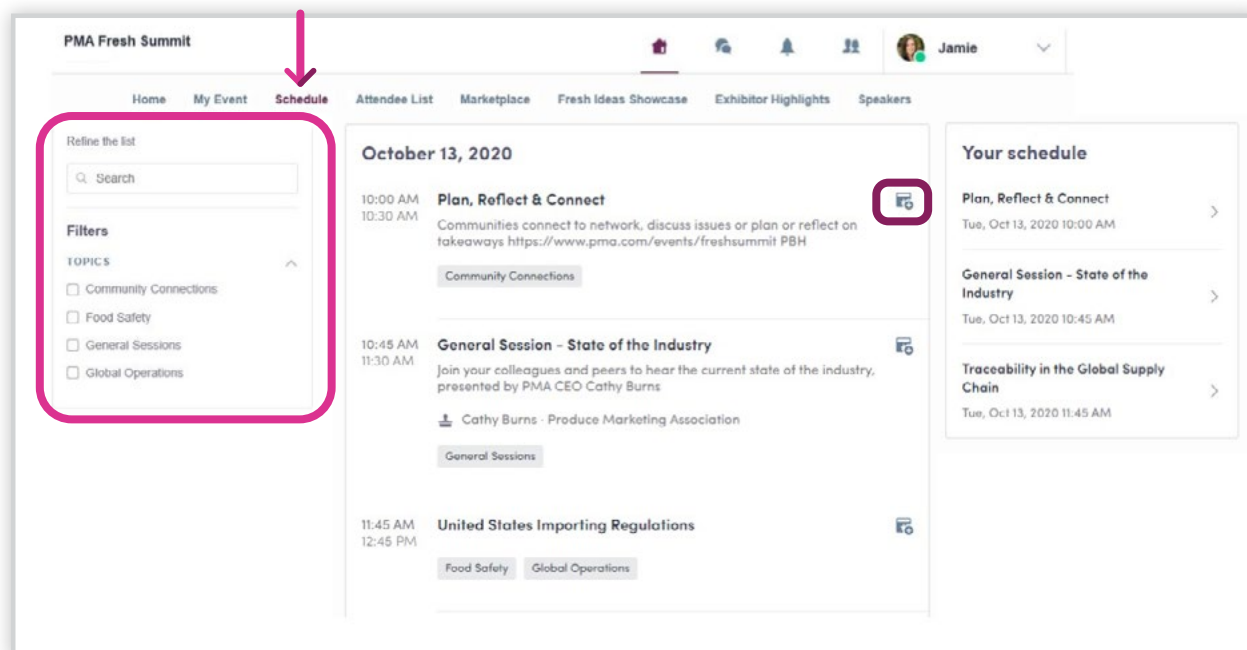


PRO TIP:

Want to connect with your community? Join the Plan, Reflect, Connect sessions each day and join in on the fun and meet new people at the Networking Receptions.

SCHEDULE TIP:

Sessions will automatically show up in your local time. Some sessions may appear in schedule twice to give you greater flexibility to attend.



The screenshot shows the 'PMA Fresh Summit' attendee interface. The 'Schedule' tab is selected in the top navigation bar. On the left, there is a 'Refine the list' section with a search bar and a 'Filters' section under 'TOPICS' with checkboxes for 'Community Connections', 'Food Safety', 'General Sessions', and 'Global Operations'. The main content area displays a list of sessions for 'October 13, 2020':

- 10:00 AM - 10:30 AM: Plan, Reflect & Connect** (Community Connections) - Includes a calendar icon.
- 10:45 AM - 11:30 AM: General Session - State of the Industry** (General Sessions) - Includes a calendar icon.
- 11:45 AM - 12:45 PM: United States Importing Regulations** (Food Safety, Global Operations) - Includes a calendar icon.

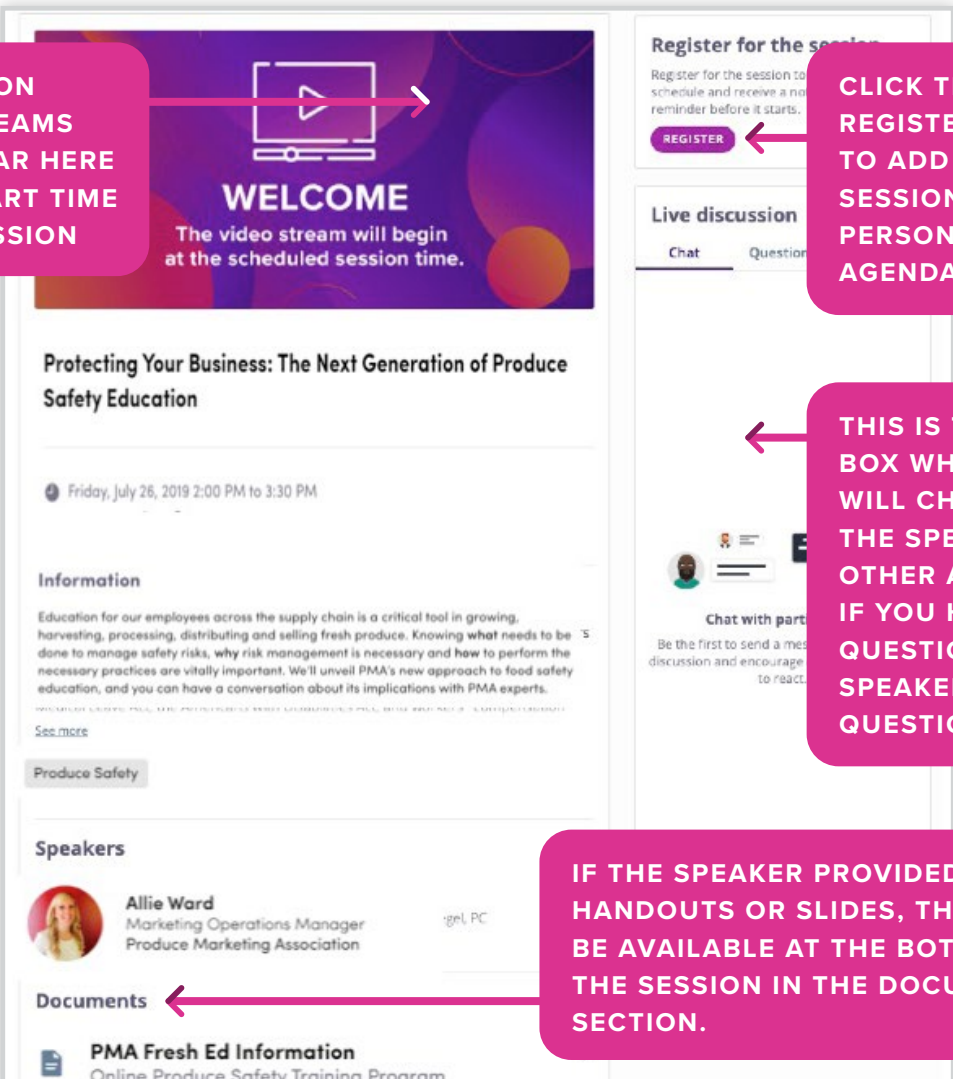
On the right, the 'Your schedule' sidebar lists the sessions added to the user's schedule: 'Plan, Reflect & Connect', 'General Session - State of the Industry', and 'Traceability in the Global Supply Chain'.

LIVE SESSION DETAILS

TO VIEW A LIVE SESSION:

1. Click on the session from the schedule
2. The video will play at the top of the screen.
3. You can interact via chat, polls and ask questions in the field on the right.

Here is a quick overview of the content/layout when viewing a session:



The screenshot shows a live session page for "Protecting Your Business: The Next Generation of Produce Safety Education". The page layout includes a video player at the top, a "Register for the session" button, a "Live discussion" section with "Chat" and "Questions" tabs, a "Speakers" section, and a "Documents" section at the bottom. Callout boxes provide the following information:

- LIVE SESSION VIDEO STREAMS WILL APPEAR HERE AT THE START TIME OF THE SESSION**: Points to the video player area.
- CLICK THE REGISTER BUTTON TO ADD THE SESSION TO YOUR PERSONALIZED AGENDA**: Points to the "REGISTER" button.
- THIS IS THE CHAT BOX WHERE YOU WILL CHAT WITH THE SPEAKER AND OTHER ATTENDEES. IF YOU HAVE A QUESTION FOR THE SPEAKER, USE THE QUESTIONS TAB.**: Points to the "Chat" tab in the "Live discussion" section.
- IF THE SPEAKER PROVIDED HANDOUTS OR SLIDES, THEY WILL BE AVAILABLE AT THE BOTTOM OF THE SESSION IN THE DOCUMENTS SECTION.**: Points to the "Documents" section.




STAY ORGANIZED

EXPORT YOUR CONFIRMED MEETINGS AND SESSIONS

Easily add them to your calendar on your computer.

1. Go to **“My Event”** and then click on **“My Schedule”** or **“My Meetings”** section.
2. Click on **“Export to My Calendar”** on the left side of your screen to download your confirmed meetings or sessions.
3. Once you export, you can then open the downloaded iCal file to save to your calendar.

EXPORT YOUR CONTACTS:

1. In the top right corner of the platform, click on the icon directly to the left of your name  to see a full list of your contacts.
2. Use the **“Export My Contacts”** button on the left to download an Excel file with all of this information

