

# Managed Schedules

Managed Schedules enable you to create a unique agenda for your attendees. You can tailor a specific set of sessions to individual users, or groups of users, simply by assigning them to the sessions you want them to see. When the admin adds users or group of users in the Managed Schedules fields, the session will be added to the user's event schedule, they can view and attend the session, they cannot however remove the session from their event schedule.

Managed Schedules are distinct from [Session favouriting](#), which is a separate feature where users can build their own agenda for an event by 'favouriting' the sessions they wish to attend.

Any session designated as a "Managed Schedule" session will require the users to log in to the app first in order to see the session. Once logged in, any sessions the user is added to will appear in the agenda on their app in addition to any 'public' sessions, as well as the user's own event schedule, which can be found on the right-hand menu of the event app.

## **Scenario:**

You are organising a 3-day career event, running from Friday, Saturday and Sunday

On each day, you are running career advice sessions on different subjects, Medical, Tourism, Legal etc and you would like all the medical students registered for the event to attend all medical-related sessions.

In this scenario, you will add the relevant users or groups of users to the Managed Schedules fields for all the medical-related sessions. These sessions will then appear in the delegate's event schedule, and they will not be able to remove them.

If you have also applied [Session Privacy](#) to the session, other users who are in the Session Privacy group, but not in the Managed Schedules group, will be able to view and attend the session, however, unless they [favourite the session](#), they won't see the session their event schedule.

The screenshot displays the crowdcomms Big Tech Live interface. The main navigation bar includes 'Settings', 'MANAGE YOUR MODULES', and a search bar. The left sidebar lists various modules: Home, Activity Feed, Tech Agenda, Startups Agenda, Medical Research Papers, Sponsors, Big Tech Companies, Documents, Game Display, People Display, Twitter Wall, Video Library, and Smart Sessions. The main content area is titled 'Training: Product Team New Features' and includes tabs for 'Details', 'People', 'Attendees', and 'Filters'. The 'Attendees' tab is selected, showing a 'Session Privacy' section with instructions on how to restrict session visibility. A 'Managed Schedules' section is also visible, explaining how to add people or groups to a session. A 'Capacity' section is at the bottom, with a 'Limited Capacity' option. An overlay window titled 'Tech Agenda' is open, showing a list of sessions with columns for 'TITLE' and 'DATE & TIME'. The sessions listed are: 'Training: Product Team New Features' (Wed 12 Jul 2023, 12:00 PM to 02:00 PM), 'Electrify Your Drive: Exploring the Future of Electric Vehicles' (Mon 16 Oct 2023, 12:00 PM to 02:00 PM), 'The origins of Microsoft & Bill Gates' (Wed 08 Nov 2023, 09:00 AM to 10:00 AM), 'Bezos talks about his personal life' (Wed 08 Nov 2023, 09:00 AM to 12:00 PM), 'The origins of Facebook' (Wed 08 Nov 2023, 10:00 AM to 11:00 AM), 'Lunch Break' (Wed 08 Nov 2023, 11:00 AM to 12:00 PM), and 'Let's Discuss: How can big tech do more to save the planet?' (Wed 08 Nov 2023, 12:00 PM to 02:00 PM). Hand-drawn arrows point to the 'Attendees' tab and the 'Managed Schedules' section.

crowdcomms.

Big Tech Live  
https://bigtechlive.crowdcomstest.com/

MANAGE YOUR MODULES

Visible modules

Hidden modules

Home

Activity Feed

Tech Agenda

Startups Agenda

Medical Research Papers

Sponsors

Big Tech Companies

Documents

Game Display

People Display

Twitter Wall

Video Library

Smart Sessions

Training: Product Team New Features

Details

People

Attendees

Filters

Session Privacy

Adding people or people groups to this field will restrict the visibility of this session to just those people.  
If left empty, the session will be visible to everyone.  
People in the privacy list will not have the session added to their schedule, but they will be able to do it manually.

Managed Schedules

People or people groups added to this field will have this session placed in their personal agenda, with no option to remove it.  
People added to this section will always be able to see this session, even if they are not included in session privacy above.  
PLEASE NOTE: Session capacity does not apply to people listed in managed schedules.

Capacity

Set the maximum amount of attendees that can add this session to their personal schedule or be added using the

Limited Capacity

Tech Agenda

+ Create new session

All Sessions

Filters

Import/Export

List Settings

Settings

Search

TITLE

DATE & TIME

Training: Product Team New Features

Wed 12 Jul 2023, 12:00 PM to 02:00 PM

Electrify Your Drive: Exploring the Future of Electric Vehicles

Mon 16 Oct 2023, 12:00 PM to 02:00 PM

The origins of Microsoft & Bill Gates

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The origins of Facebook

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Lunch Break

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Let's Discuss: How can big tech do more to save the planet?

Wed 08 Nov 2023, 12:00 PM to 02:00 PM

Select multiple

Items per page: 10

1 - 7 of 7

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