

HOW TO VIEW MY PERSONAL SCHEDULE?

- On the main/homepage, click **"My Schedule"** on the left navigation panel.
- All meetings (accepted, pending, awaiting approval), will show here as well as any sessions you've added to your schedule.
- You can **filter** your view by date or meeting status (accepted, pending, awaiting response, denied).

The screenshot displays the 'Coffee Fest TO GO' event page. On the left, a navigation menu includes 'My Schedule' (circled in red), 'Event Agenda', and other options. The main content area shows the 'My Schedule' header (circled in red) with filters for 'Dates' and 'Meeting Status'. Below this, the schedule is filtered for 'Wednesday 26 August'. Two events are listed: 'Welcome to Coffee Fest/ State of the Industry' (10:00am-11:00am, Virtual) featuring Erika Lowery, and 'Race Matters: A Candid Conversation' (1:00pm-2:00pm, Virtual, Stream) featuring Phyllis Johnson and Quincy Henry.