CONNECT CLASS CATALOG INSTRUCTIONS

Browse Classes

You will be able to browse classes based upon various filters including product, track, day, type of class, and more. The conference registration system allows you to build your personal schedule by reserving a seat in all of your selected classes prior to your arrival in Dallas. This site is a real-time view of available classes. It will update as class availability changes. If a class is full, you will be added to a waitlist and will be notified via email if a spot becomes available.

Follow these steps to browse and select classes:

- After logging into your account, click on the "Browse Classes" link under "Participation" on the top left of the dashboard page to begin viewing available classes.

- To search for a class, choose your product along with any additional filters on the left-hand side of the page. For example, if you only select "Odyssey" for product and no other filter, the search will surface ALL classes that relate to Odyssey. If you select "Odyssey" for the product and "Monday" for the date, the search will be narrowed accordingly. Your selected filters will be displayed with your search results. Click the "x" next to a filter to remove it.
  HINT: We strongly recommend using the "Day" filter when searching for classes. Doing so automatically displays the schedule times next to the class and puts the results in start time order.

- To learn more about a class, click on the class title. A new window will appear. Simply close the window to return to your search results.

- To add a class to your schedule, select "Scheduling Options" to the right of the class title. The available class times will be listed. Click on the "+" sign next to the time that works for you to add the class.

Please note that you will only be permitted to schedule one class (personal appointment or other activity) per timeslot. This will ensure that we have accurate attendance numbers when assigning meeting rooms to classes. If you have already scheduled a class in a timeslot and try to schedule another one for the same time, you will receive an error message stating there is a conflict. Resolve the conflict by choosing which class you wish to keep on your schedule. See below for more information.

View Schedule

To open and view your schedule, click "Schedule" in the left-hand navigation under Site Menu. Your schedule will display all classes, meals, activities, and personal appointments that you have entered. To add appointments to your schedule, (i.e., dinner with Tom Smith), simply click the "Add Personal Time" button and fill in the relevant information in the pop-up box. Please note, you may only schedule personal appointments when no other class, meal, or selected activity exists.

To remove a class or appointment from your schedule, click on "Schedule" under the Site Menu drop down to open your schedule. There are two ways to remove a class:

- On the schedule view page, click on the class you want to remove. This will open up the class. Simply click on the "-" icon under "Session Schedule" to remove the class.

- From the schedule view page, click the "Edit My Schedule" link. Find the class you wish to remove and click on the "x" to remove the class from your schedule.

Print and Export Your Class Schedule

To print your schedule, select the "Print" button at the top of the calendar view. To export your schedule to your calendar, select the "Export" button. Choose the iCal or vCal options to add your event schedule to Outlook.

Be sure to print a copy of your schedule right before your departure to Dallas for the most up-to-date room assignments.

If a class that you have added to your schedule is cancelled or rescheduled, you will receive an email notification. Cancelled classes will automatically be removed from attendee schedules.

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