

How to use the Schedule Builder:

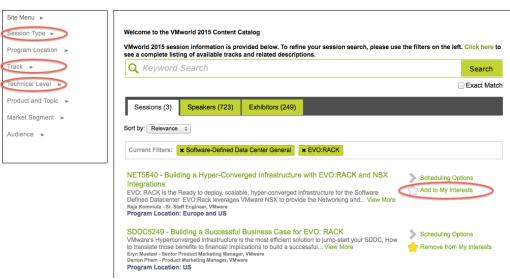
- To view the <u>Session Catalog</u> without schedule information: (https://vmworld2015.lanyonevents.com/connect/search.ww)
- 2. To schedule sessions, log in to the Schedule Builder
 https://www.vmworld.com/schedulebuilder-login.jspa using VMworld credentials
- **3.** Once logged in, you will see a "Recommendations" section. These recommended sessions are based on your attendee profile. You can click on the sessions to get more information, to schedule or simply add them to your "My Interests" page by clicking on the star.



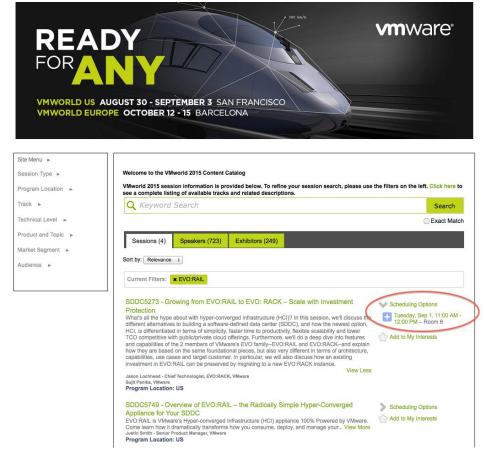


- **4.** Search for sessions by "Browse & Search" and clicking on the filters or type the session keywords
- **5.** Once you get the search results, you can add the sessions to your "My Interests" by clicking "Add to My Interests" :

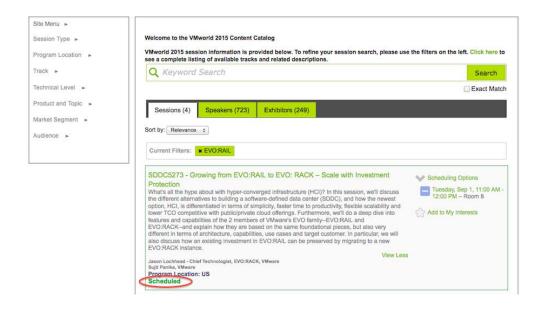




6. If you'd like to attend the session, you can simply click the "+" sign to add the session to your schedule:



7. If you see "Scheduled" in green, that means the session was successfully added to your schedule:



8. To view your schedule in a calendar view, hover over "Site Menu" and click "My Schedule":



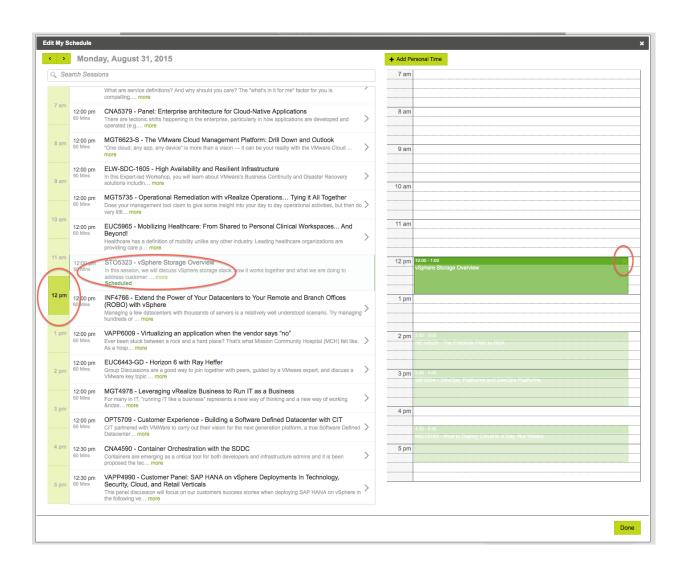
9. To view your "Interested" sessions, hover over the Site Menu, and click "My Interests":



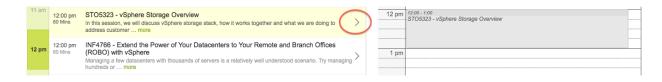
10. Hover over "Site Menu" > My Schedule to view the Calendar view of your schedule. If you click on a session in Calendar view, a pop-up window will appear with the Session details. You can also add sessions from this view or search for sessions by key word. Click "Edit Schedule" to view sessions in list format:



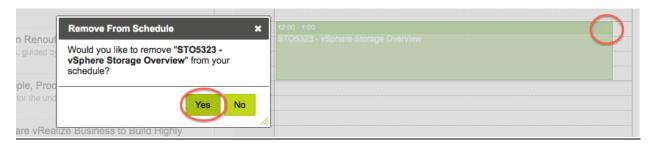
11. You can click the time that works best for you for a specific day to view the sessions that are scheduled during that day/time:



12. Hover over a session to visualize the session in your schedule. Click the ">" to add the session to your scheduler. Once the session is successfully added, the block turns green.



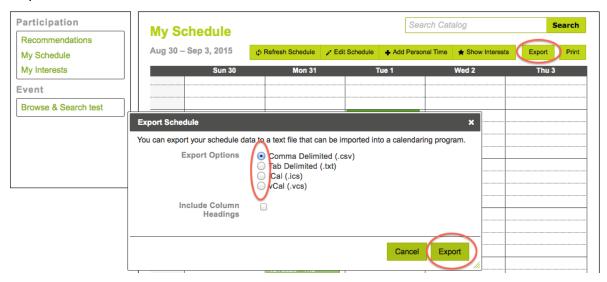
13. You can also remove the session from the calendar view by simply clicking the "x" in the upper right-hand corner of the green block and then click "Yes".



14. To view/hide "My Interests" on the Calendar view, click Show/Hide Interests:

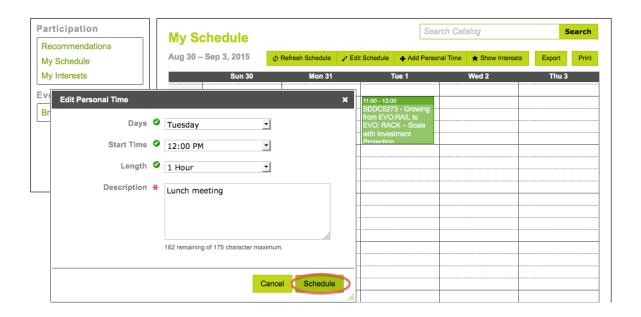


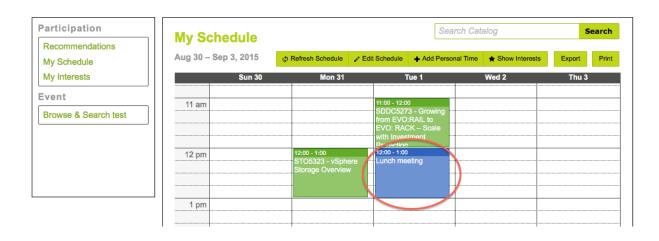
15. To Export your Schedule to Excel or to your calendar, choose the appropriate export options.



16. To add personal time (other than sessions offered during the conference, example: meet with CFO of XYZ company), click "Add Personal Time", fill out the details and click "Schedule"

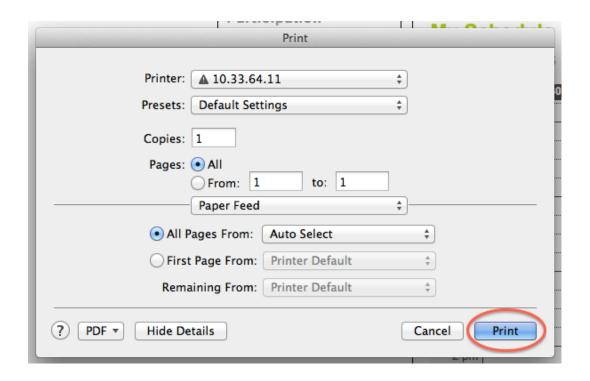




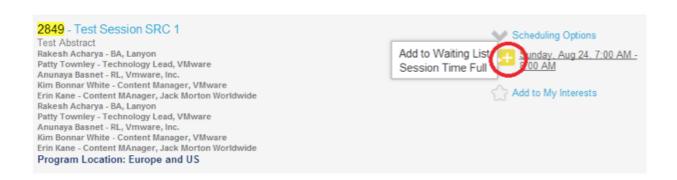


17. To print your schedule, click the "Print" button.





18. To be wait-listed for a session (once a session is full), click the "+" sign:



19. If you see "Wait Listed" text, that means you were successfully wait-listed for that session. The wait-listed session will be automatically added to your schedule (given there were no conflicts) IF someone who had that the session scheduled dropped it from their schedule and IF you were number 1 on the waitlist:



20. You can also view your wait-listed session under your schedule. The wait-listed session will be different in color (unlike the green confirmed/scheduled session):



