**Accessing CUSP events with Sched**

1. Click the link from the CUSP site to visit the page for the event you are looking to join, e.g. Subject Leader Sessions: CUSP Subject Leader Sessions 2024/25: About (sched.com)

2. You will land on the CUSP event page, for example:



3. Click on **Register** on the right hand side, to register to attend the event.

4. On the registration form that appears (see below), enter your name and school, then click the **Sign up** button at the bottom to continue.

5.  On the Sign up page, select **Sign up with email**:



6.  Enter your name, email address and a password for your Sched account and click **Create Account**:

7. Your registered email address will now be populated into the registration form (n.b. you may need to enter your school name again here) and you can now click **Register**



8. You will now be logged in to your Sched account and on the main event page. From here you can select **Schedule** to view the sessions available for the event.

9. In the schedule section, you can use the right hand side menu options to **filter by date and type**, then simply click to select the sessions you wish to attend. A pop up will appear in the bottom left hand corner to say **1 Saved to My Schedule** (the more sessions you add, the greater the number will be).



10. When it's time for your session, login to your Sched account via the same link in step 1 and click **Open Zoom** to join the virtual session.