Welcome to SFS 2021!

We have generated a few tips on navigating the SFS Meeting platform. As you will see when you log in, there are many exciting things to do. These tips will hopefully help you get the most out of the meeting. We recommend following the steps below prior to the start of the meeting on May 23, as soon as you are able to get access to the meeting.

1. When you first log in, edit your User profile. In the top right corner of the page you will see your initials. Click on "view profile". Click on the pencil icon to the right to edit your profile. You can add your job title, your institution, a short bio and photo. Also, if you want other attendees to see that you are attending the meeting, please make sure to click on the box to make you "visible."

We recommend a few ways of filtering through all of the fantastic content. This content includes recorded talks, poster presentations, links to live plenary sessions, and more.

2. The tab labelled **"My event"** has a number of featured sessions, including the plenaries.

3. The tab labelled **"All Sessions"** is where most of the content is located. There are some useful ways of filtering the content:
    a. Each day of the meeting has a separate tab for what is happening that day.
    b. You can filter by **Time** of day (am, pm, evening). Click on the down symbol next to "Time" and tick which box you want to filter by.
    c. You can filter by "Category." Click on the down symbol next to "Category" and tick the boxes you want filter by, for example types of sessions (coffee breaks, panels, etc.) and thematic areas.
    d. We recommend that when you find something of interest, click **"Add".** This will add it to your schedule. You can always remove it later!

4. The tab labelled **"My schedule"** is where content that you would like to attend will show up.
    a. You will notice that we have automatically populated all attendees' schedules with the plenaries.
    b. When you select **"Add"** to something you want to attend, it will show up in your schedule!
    c. If you no longer want to attend a session, just click "remove."
    d. We **highly recommend** using this feature to produce a **personalized schedule**!!

5. In another timezone? Toggle from Eastern Daylight Time (EDT) to your timezone! Your personal schedule is in your device timezone but the tab with "All Sessions" defaults to EDT.