

ASHG 2024 Online Planner Guide

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Accessing the Online Planner

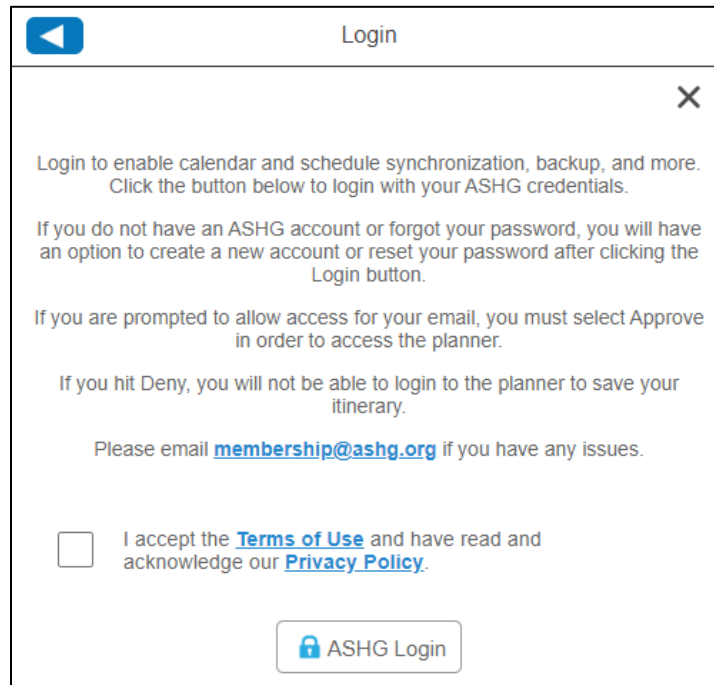
Visit the ASHG 2024 Meeting's [Scientific Program and Schedule of Events](#) webpage, then click the "Schedule and Online Planner" button.

Navigation Tips

There are multiple navigation icons within the planner:

- **Program:** Choose to browse all sessions for the complete listing of events with descriptions. Choose to browse by day for a schedule view. Choose to browse by speaker if you would like to look for a specific person presenting at the meeting. Choose to browse abstracts if you know the title of an abstract or would like to search by keywords. When logged in, you can bookmark abstracts of interest.
- **Build My Schedule:** View a snapshot/overview of the schedule with dates and times. When logged in, you can add personal meetings, save notes, and build an itinerary.
- **Abstracts:** View a complete list of all abstracts. You can search for an abstract by title using the "Search" feature. When logged in, you can bookmark abstracts of interest.
- **Speakers:** Browse a list of all speakers in alphabetical order by last name. You can search for a speaker by name using the "Search" feature or using the filter to narrow results by the first initial of the last name. When logged in, you can bookmark or take notes on speakers of interest.
- **Registration:** Register for the meeting (if you have not already done so).
- **Networking:** Review networking opportunities at ASHG's annual meeting.
- **Exhibits:** View an alphabetical list of ASHG's exhibitors providing solutions for you and your lab. By selecting an exhibitor, you can view more details including the exhibitor's description and contact details. When logged in, you can bookmark or take notes on exhibitors of interest.
- **More:** Provides links to ASHG's social media sites and general meeting information. The Help section provides additional resources for using the online planner, including an icon legend.


Logging In




The screenshot shows a 'Login' dialog box with a back arrow icon in the top left and a close 'X' icon in the top right. The text inside the dialog reads: 'Login to enable calendar and schedule synchronization, backup, and more. Click the button below to login with your ASHG credentials.' 'If you do not have an ASHG account or forgot your password, you will have an option to create a new account or reset your password after clicking the Login button.' 'If you are prompted to allow access for your email, you must select Approve in order to access the planner.' 'If you hit Deny, you will not be able to login to the planner to save your itinerary.' 'Please email membership@ashg.org if you have any issues.' Below this is a checkbox followed by the text 'I accept the [Terms of Use](#) and have read and acknowledge our [Privacy Policy](#).' At the bottom center is a button with a lock icon and the text 'ASHG Login'.

You are not required to log in to view the planner. However, to build your personal itinerary and enable calendar synchronization, you must log in. Make sure you **1) allow pop-ups in your web browser**, and **2) enable the pop-up function when logging in**.


To allow pop-ups (Chrome):

1. Click the three-dot menu icon () in the upper-right corner of your web browser, and then click Settings.
2. Navigate to Privacy and Security > Site settings > Pop-ups and redirects, and then click the radio button "Sites can send pop-ups and use redirects." Pop-ups are now allowed.
3. To block pop-ups once again, click the radio button "Don't allow sites to send pop-ups or use redirects."

To allow pop-ups (Microsoft Edge):

1. Click the three-dot menu icon () in the upper-right corner of your web browser, and then click Settings.
2. Navigate to Cookies and site permissions > Pop-ups and redirects, and then untoggle "Block." Pop-ups are now allowed.
3. To block pop-ups once again, toggle "Block" back on.

To allow pop-ups (Firefox):

1. Click the hamburger menu icon () in the upper-right corner of your web browser, and then click Settings.
2. Navigate to Privacy & Security and then uncheck the box next to "Block pop-up windows." Pop-ups are now allowed.
3. To block pop-ups once again, check the box next to "Block pop-up windows."

Building Your Schedule




There are several ways to build your itinerary/schedule in the Online Planner.

- Click on the “**Program**” icon on the home page.
- Click on the “**Build My Schedule**” icon on the home page.



Adding Events to Your Schedule

To begin selecting sessions to add to your schedule, you must first log in and then go to “**Program.**”

1. Select “Browse all Sessions” and then use the filter selections or search features outlined below to find the session you are looking for.
2. You can either click the calendar icon near the session title to add it to your schedule or click on the session to see more details. This will open a side panel with three buttons with “+” signs near the top.
 - a.  The calendar icon allows you to add the session to your schedule.
 - b.  The bookmark icon allows you to easily find the session again by adding it to your “Bookmarked Items.”
 - c.  The page icon allows you to take notes on the session.
3. To view a version of the schedule with only the sessions you’ve added to your schedule, click on “**My Schedule**” in the left panel of the screen.
4. To download your schedule, click on “**Download My Schedule**” near the top of the left panel.
5. Choose how you would like to download your schedule:
 - a. PDF – 2 Column
 - b. PDF – 3 Column
 - c. PDF – 4 Column
 - d. ICS Calendar File (Microsoft, Google, Apple, etc.)
 - e. CSV Spreadsheet
6. Your browser should then prompt you to open or save the file.
 - a. If you downloaded to add it to your Microsoft/Google/Apple calendar, simply click open and it should automatically add to and open your calendar. (Additional prompts may be needed depending on which program or browser you use.)
 - b. If you downloaded a PDF or Excel, please save accordingly.

Search & Filter Options

You have several options to search and select sessions. You can search sessions by Day, Session Type, Track/Audience, and CME. Simply navigate to the appropriate filter located on the left side.

Remember to “clear” a filter and click “done” before toggling to a new filter unless you want to narrow results by multiple filters such as: Poster Presentations (Session Types) on Wednesday only (Day).

By Day: allows you to filter all content by a specific day of the meeting. When searching by day, you will also have the option to narrow results to sessions schedule for the Morning, Afternoon, or Evening.

By Session Type: allows you to filter all content by the type of session, e.g., poster presentations, networking event, industry solutions, etc. Once you select the session type(s), you are interested in, you can then view each available session by day. Remember to clear a filter before toggling to the next filter unless you want to narrow results by multiple filters.

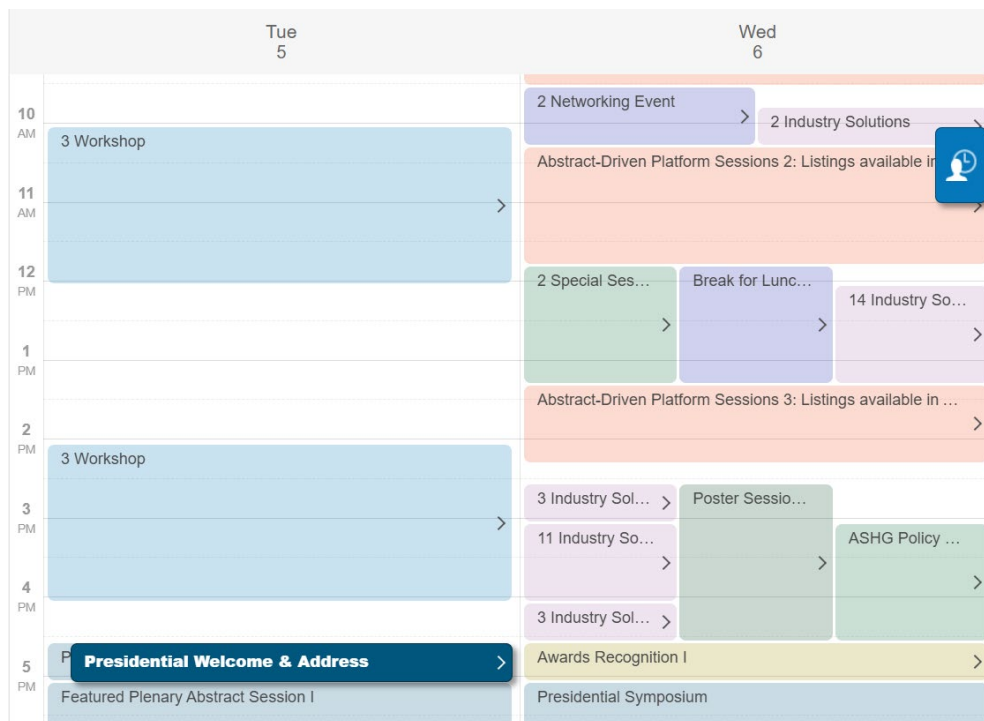
By Track/Audience: allows you to filter all content based on what kind of research will be covered in the session (e.g., clinical research or basic or translational research) who the session is intended for (e.g., clinicians or trainees).

By CME: allows you to filter all content by the number of continuing education credits offered for the session.

Viewing the Schedule at a Glance

The Schedule tab provides an overview of sessions across all days. If you have logged into the planner/app, additional functionality is available.

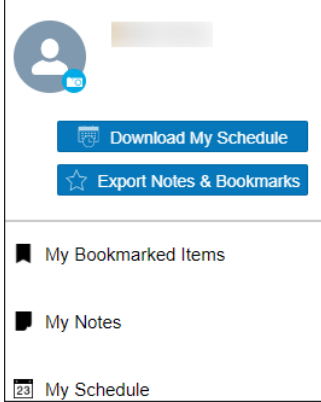
- Use the left and right arrow keys along the top of the grid to move back and forth between meeting days.
- If you have added sessions to your schedule in this tool, items added to your schedule will appear in a bold color overlaid on the regular schedule.
- Click on any day at the top to view that particular day's events.
- Click "Add Meeting" to add a personal appointment to your schedule within this tool. Any personal meetings you have added to your schedule in this tool will appear with a person icon at the desired date/time.
- You may choose to hide your personal schedule from view using the icon at the top of the screen.



Example: Personalized schedule showing a personal meeting at 10am Wednesday and a Tuesday session added to the personal calendar shown in bold blue.

Viewing Bookmarked Items

If you have bookmarked items for future reference (login required), you may access them from the Program section:



- Use the “Export Notes & Bookmarks” button to export a pdf of all sessions containing bookmarks or notes.
- Use the “My Bookmarked Items” to view bookmarked items in list form within the planner.
- Use the “My Notes” button to view any sessions that contain your saved notes.