

Helpful Notes on the Scheduling Platform

Please read below for helpful notes on using the scheduling platform to find information on your scheduled meetings for August. If you have any questions, please do not hesitate to reach out to Katelyn Laws, RDLA Coordinator, at KLaws@everylifefoundation.org.

- The **Status** of each meeting is displayed in the upper right-hand corner of each meeting
- The **Date** is displayed in the upper left-hand corner of each meeting
- The **Location** field will display the conference call information and time zone the call is located in. If the meeting is in person the address for the district office will be displayed here.
- Please call into the meeting 5 minutes prior to the start time, in order to discuss with your group regarding who will open up the conversation and who will be speaking.
- Most start times are scheduled at off times (example: 12:10pm or 10:55am) – this is **intentional** to counter bandwidth issues and is your **meeting start time. The congressional offices are aware of these unique starting times.**
- All times are shown in **Local Time.**
- Calls are scheduled for 15-minute blocks. They may end early or go longer, but the time frame remains the same as an in-person meeting.
- A “Help” contact will be listed for you to message regarding any scheduling or technical concerns.
- Your schedule may be altered between now and the day of your meeting. Please login every Friday to check for updates regarding the following week.
- Any changes made to your schedule the week of, or day of, your meetings will be sent to you directly via text message – those changes will then be reflected in your online schedule.