

## Schedule Builder Guide 2024

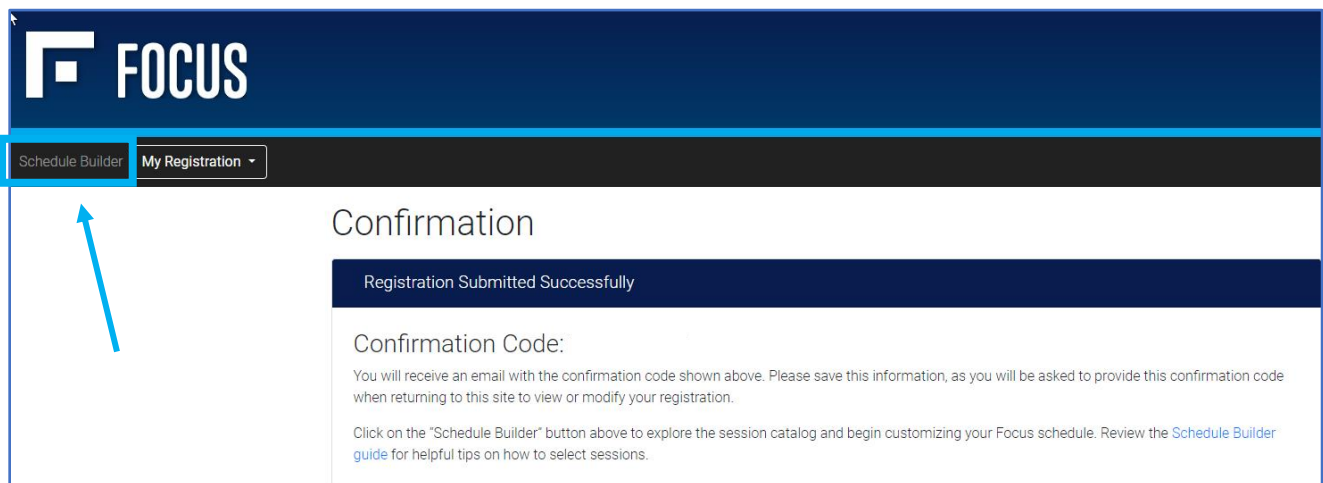
This guide will take you through the best way to view session listings, explain how to add sessions to your schedule, and provide a few tips and tricks on navigating the process.

Focus 2024 is using the same Schedule Builder platform that was used in 2023, but with a new and improved process!

### Accessing Schedule Builder *Right Away*

Schedule Builder will be accessible immediately through the registration site; however, sessions cannot be added to your personalized schedule until *after* you have registered for Focus 2024.

1. Complete and submit your registration for Focus 2024.
2. Instructions will appear on your confirmation screen, as shown in the graphic below.
3. Click on the “**Schedule Builder**” button/link in the navigation menu.
4. The link will take you directly to the Schedule Builder dashboard, where you can search the session catalog and reserve a seat in the session(s) of your choice.



## Accessing Schedule Builder *Later*

1. Return to [www.lplfinancialfocus.com](http://www.lplfinancialfocus.com) – enter your confirmation code and the email address used when you registered into the fields below **Already Registered...**

**FOCUS**

### Welcome to the Focus 2024 Registration Site!

To begin a new registration, please enter your Login ID under the "New to this Event?" section.

#### How do I get started?

Please enter the Login ID sent to you via email in the box to the right.

#### Should you register your staff members as your guests?

If your staff members are planning on attending breakout sessions, your staff members will need to register separately.

#### Need your Login ID or assistance?

Please contact LPL Financial Travel Headquarters at 866-412-1239 or [LPLFinancialFocus@TravelHQ.com](mailto:LPLFinancialFocus@TravelHQ.com).

#### What do I need to complete registration?

You'll want the following handy:

- Travel Dates
- Frequent Flyer Information
- Credit Card Information
- Guest Information (if applicable)

#### What happens after I register?

Once you've completed your registration, you'll receive an email confirmation with a Confirmation Code that is unique to your registration. Use this code to review, revise, and revisit your registration details. You'll need to log back in here with your confirmation code to access Schedule Builder.

#### How do I edit my registration?

Enter your Confirmation Code in the bottom box on the right.

#### New to this Event?

To register for Focus, please enter your Login ID. You must complete and submit your registration for your attendance to be confirmed.

Login ID for New Users \*

[Registration Help](#)

[Back to Home](#) [Continue >>](#)

#### Already Registered or Need to Make a Change?

If you have already registered for Focus, enter the confirmation code you received in your registration confirmation to access the website again. From here, you can view conference details. You can select or review your sessions by clicking on the Schedule Builder button. If you are missing or forgot your confirmation code, use the Forgot Confirmation Code link below to retrieve your confirmation code.

Confirmation Code \*

Email Address \*

[Forgot Confirmation Code](#)

Remember me [i](#)

[Log In >>](#)

2. Once you are logged into your registration, click the "Schedule Builder" button.

**FOCUS**

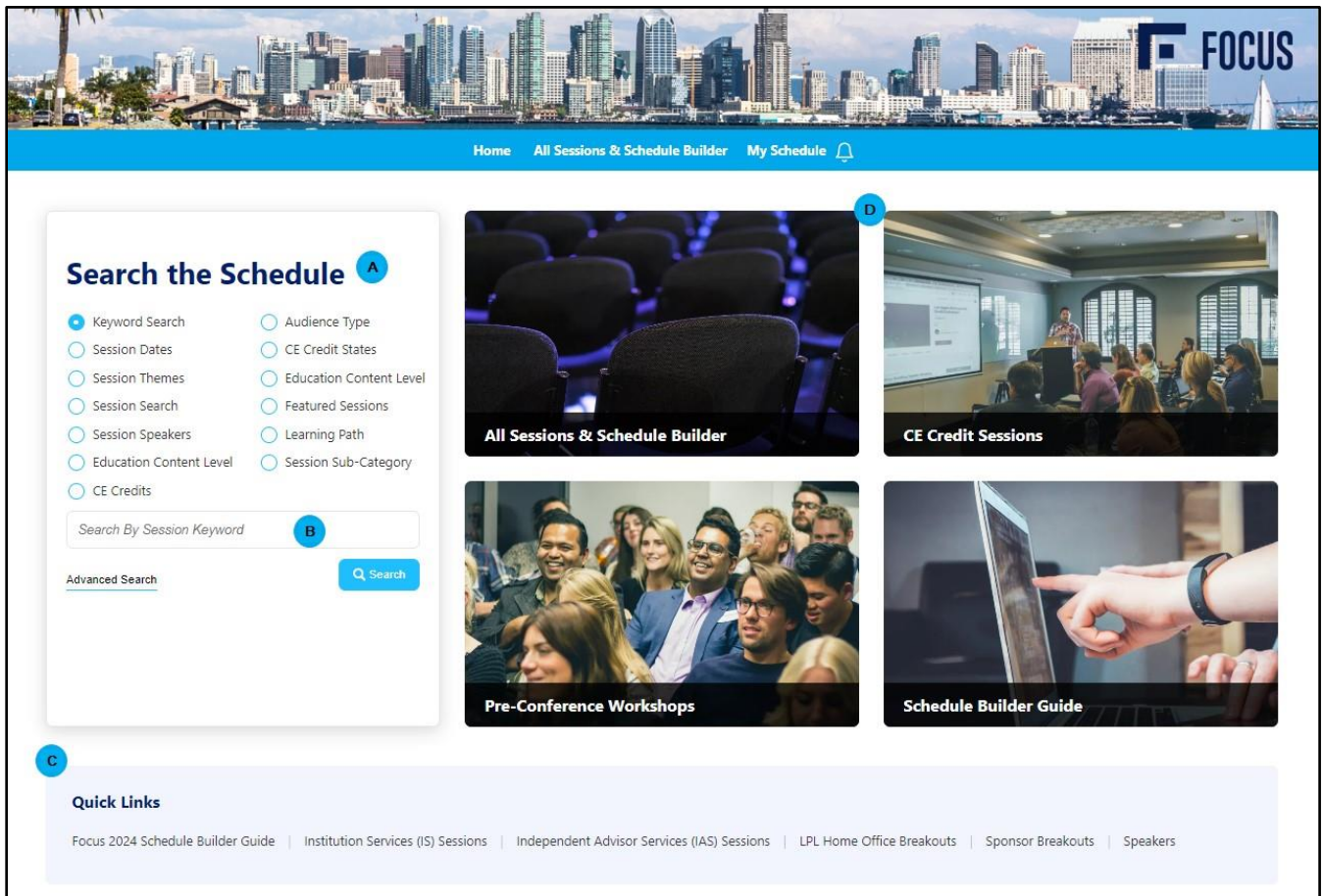
[Schedule Builder](#) [My Registration](#)

### Registration Review

Click the Schedule Builder button above to explore the session catalog, select sessions, and see your current Focus schedule. Review the Schedule Builder guide for helpful tips on how to select sessions.

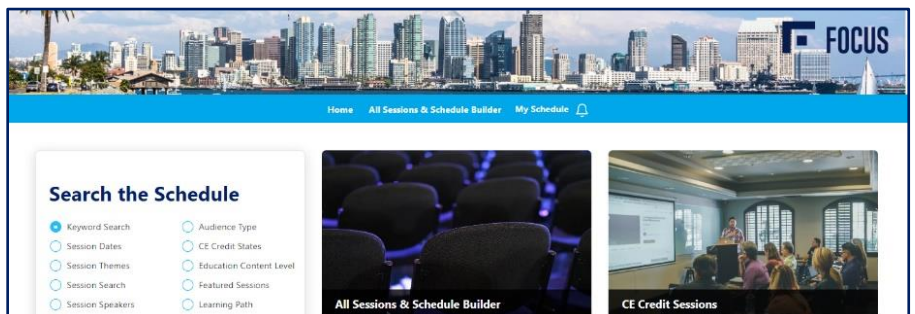
## Using the Schedule Builder Dashboard & Session Filters

1. The **Schedule Builder dashboard** is an easy way to filter sessions or find “quick links” to pre-filtered pages.



- A. Click on any of the filter buttons, then use the drop-down menu to narrow down your search options.
- B. Click the **Keyword Search**, enter in the word you are looking for, then click the Search button. This will search all the session titles, descriptions, and speaker profiles for that particular word.
- C. Check out the **Quick Links** below the tiles for quick access to pre-filtered sessions. This document guide can be found there as well!
- D. Use the dashboard tiles to view the entire session catalog, specific pre-filtered sessions, or re-access this Schedule Builder guide. For example, click the “**CE Credit Sessions**” tile to view all sessions that provide CE credits.

2. The **All Sessions & Schedule Builder** tile or button in the top navigation menu will show you the full Focus 2024 session catalog.



- From the session catalog, there is a multi-select search and filtering menu on the left-hand side of the screen that allows you to select multiple filters to find the perfect session!

The example to the right has been filtered by Education Content Level (All Attendees Are Welcome) and by CE Credits (CIMA).

- Clicking on a **session title** (bolded and in blue) will display the session’s details page. Here, you can read the full session description and view further details about themes, categories, CE credits, and more. The session speaker(s) will also be listed – by clicking these, you’ll view the speaker’s full biography.

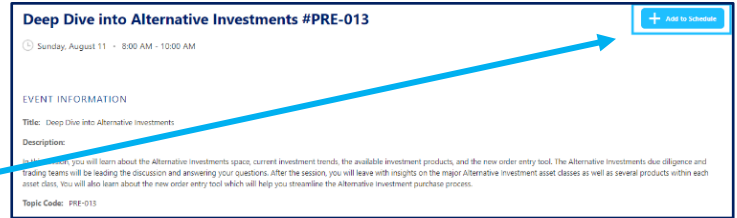
## Adding Sessions to Your Schedule

The Schedule Builder platform refers to your personalized agenda as “**My Show Planner.**”

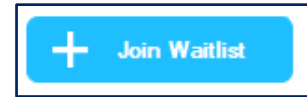
- Click the **All Sessions & Schedule Builder** tile on the dashboard or button in the navigation menu to view the Focus 2024 session catalog.
- From the session catalog, use the filters on the left-hand side to find sessions that best suit your needs.
- When you find a session to add to your schedule, click on the **session’s title** (bolded and in blue) to view the session’s details page. Here, you can read the full session description and view further details about themes, categories, CE credits, and more.



- On the session's detail page, click the **+ Add to Schedule** button in the upper right corner to add the session to your agenda.

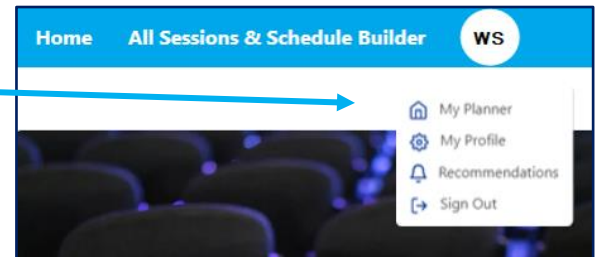


- If the session is full, you will see a **+ Join Waitlist** button instead. Click it to be added to the session's waitlist.



If space becomes available, you will automatically be added to the session, and it will appear on your schedule/show planner. You will receive a confirmation email of the change in waitlist status that confirms your seat in the session.

- To view your personalized **Schedule**, or "My Show Planner," click the drop-down arrow next to your initials in the navigation menu just below the banner. Click **"My Planner."**

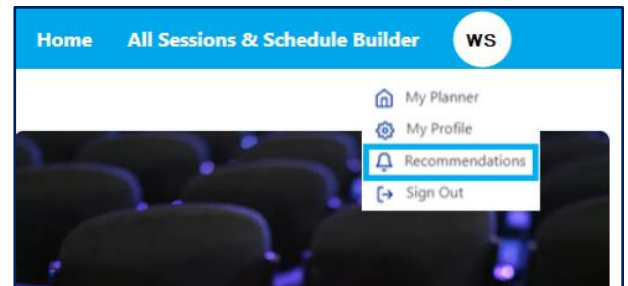


## Session Recommendations

The Schedule Builder platform includes a feature called **"Recommendations."** Based on sessions you have viewed and other sessions you have added to your schedule, the platform will suggest similar sessions that may interest you!

You may see an on-screen notification from time to time about new session recommendations – please know that selecting sessions from the recommendation process is not required.

Check out **Recommendations** by clicking on the arrow next to your initials and selecting "Recommendations" from the dropdown box.



## Questions?

### Schedule Builder & Session Catalog

- Phone: 866-412-1239
- Email: [LPLFinancialFocus@TravelHQ.com](mailto:LPLFinancialFocus@TravelHQ.com) or [help@mapyourshow.com](mailto:help@mapyourshow.com)

### Conference Related Questions

- Email: [conferences@lplfinancial.com](mailto:conferences@lplfinancial.com)