

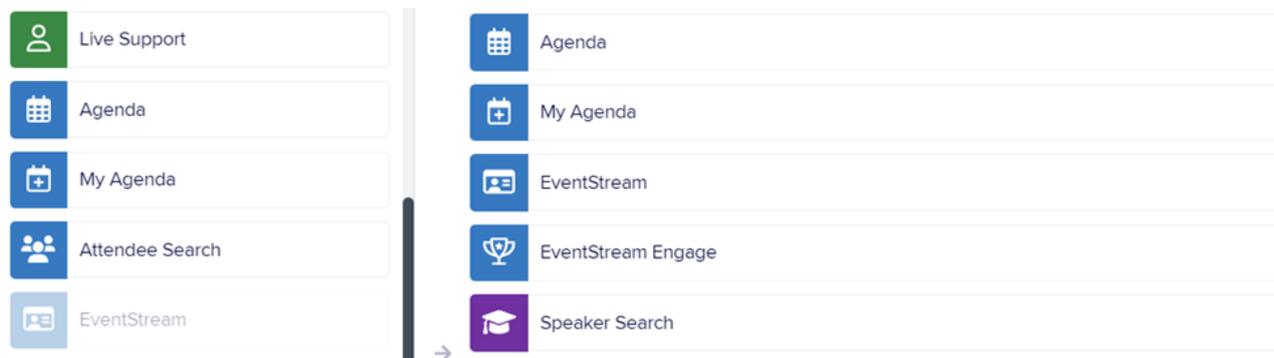
# Why aren't items showing up in the "My Agenda" section of the Attendee App?

Last Modified on 11/12/2024 3:50 am EST

The "My Agenda" module is a personalized agenda for each attendee, where they can see which sessions, functions, and travel and accommodation details are part of their registration.

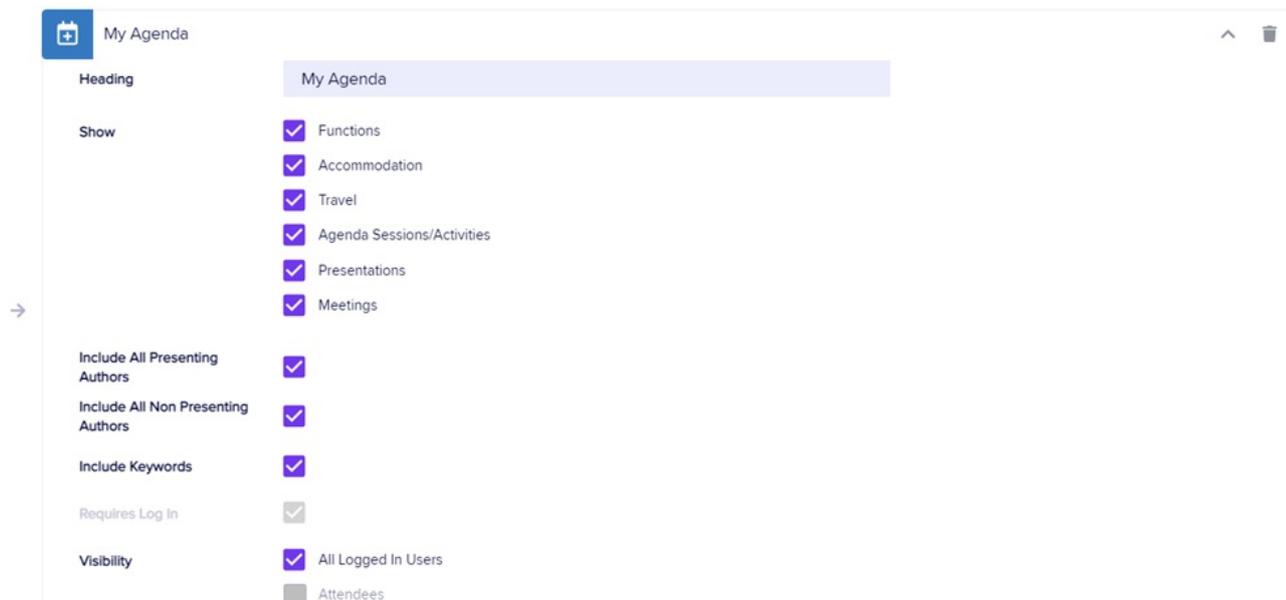
If items aren't showing, check the following:

1. In the Online Panel, open the **Attendee App Builder**
2. From the left side panel, drag the **My Agenda** module into the app, then Save.



3. Use the down arrow to expand the My Agenda module.
4. Select which items you want attendees to be able to see in their "My Agenda".

*You can choose Functions, Accommodation, Travel, Agenda Sessions/Activities, Presentations, and/or Meetings, and there are some further options about authors and keywords for presentations.*



5. Check that attendees have registered for sessions and that any Travel/Accommodation items on their record are confirmed if these items are supposed to appear in "My Agenda".

<span style="float: left;">&lt;</span> <span style="font-size: 1.2em; font-weight: bold;">My Agenda</span> <span style="float: right;">↻</span>	
<b><u>Monday, June 2, 2025</u></b>	
8:00am	<b>Holiday Inn Darling Harbour</b> ☆ > Check-In
9:00am 10:00am	<b>Opening Keynote Session</b> ☆ > ⓘ Featuring Alex Acosta of the World...
6:00am	<b>Own Flight Inbound</b> ☆ > 12345
<b><u>Tuesday, June 3, 2025</u></b>	
9:00am 10:00am	<b>Expo Hall Opens</b> ☆ > ⓘ Pyrmont Theatre ⓘ Visit our Sponsors and Exhibitors
10:00am 12:30pm	<b>Fiscal Principles for Schools</b> ☆ > ⓘ Track: <span style="border: 1px solid #ccc; padding: 2px;">Track 2</span> ⓘ Accounting and Budgeting
12:30pm 2:00pm	<b>Tuesday Lunch</b> ☆ > ⓘ Parkside 1 Ballroom ⓘ Join Us for a Great Buffet Lunch in...
2:00pm 3:00pm	<b>Standardized Testing - A Review</b> ☆ > ⓘ Track: <span style="border: 1px solid #ccc; padding: 2px;">Track 2</span> ⓘ A Review of Current Standards
10:00pm	<b>Holiday Inn Darling Harbour</b> ☆

6. To add more sessions, an attendee can browse the Agenda, select a session, then click on “Add to Favorites” to add it to “My Agenda”. (Sessions must have set times and dates included for this to work.)



## Session

### Educating Responsible Children

 Tuesday, June 3, 2025

 10:00am - 12:30pm

 Track:

 Add to Favorites

#### Session Overview

Life Skills for Pre-Teens

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 **Check-In** 

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 **My Session Notes** 

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 **Session Information** 

*NOTE: When setting up Sessions under Set Up, if you check the item called "Allow attendees to indicate attendance", attendees can register online (via an interactive site). These sessions will then appear on the attendee's contact record AND in the My Agenda section of the Attendee App.*

*Similarly, if you check this box, you can do individual or bulk updates on attendee records, and the sessions added will appear in My Agenda.*

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