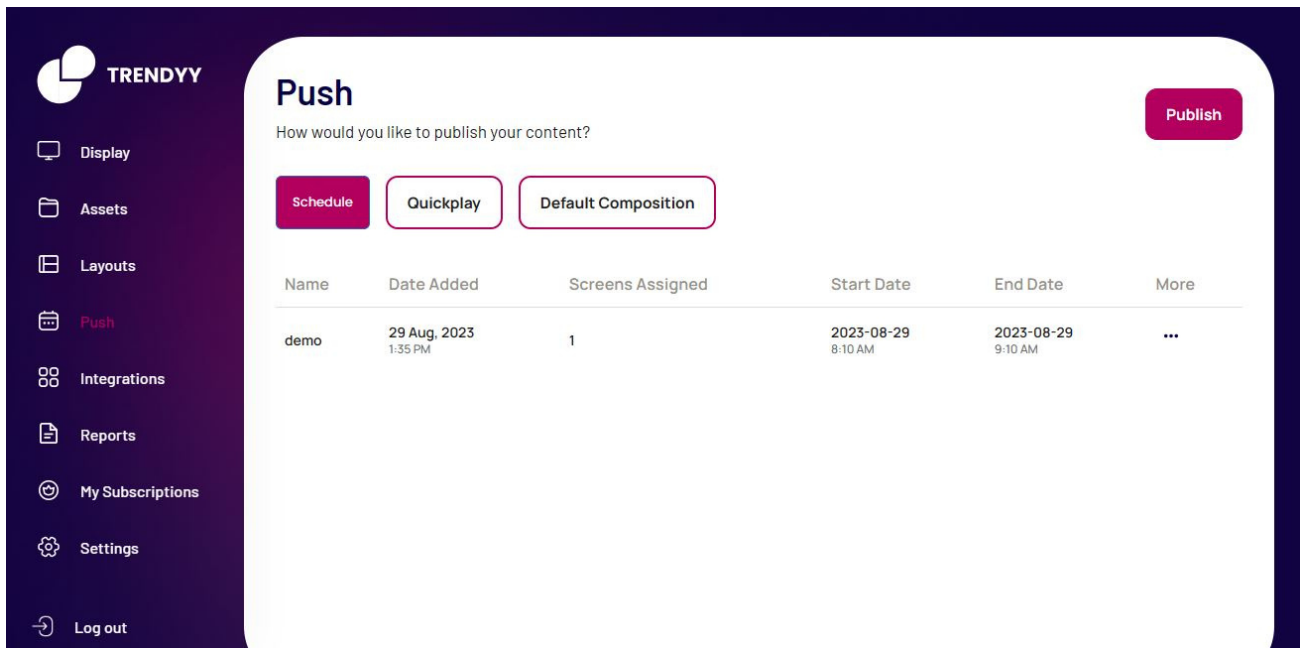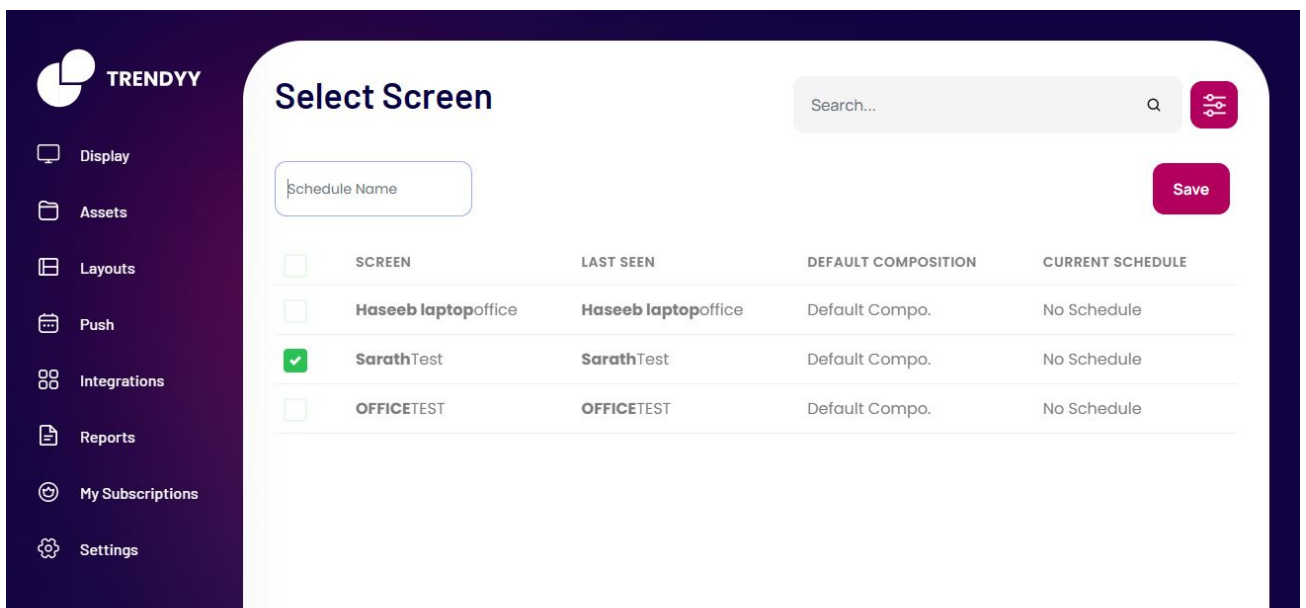# Create Schedule
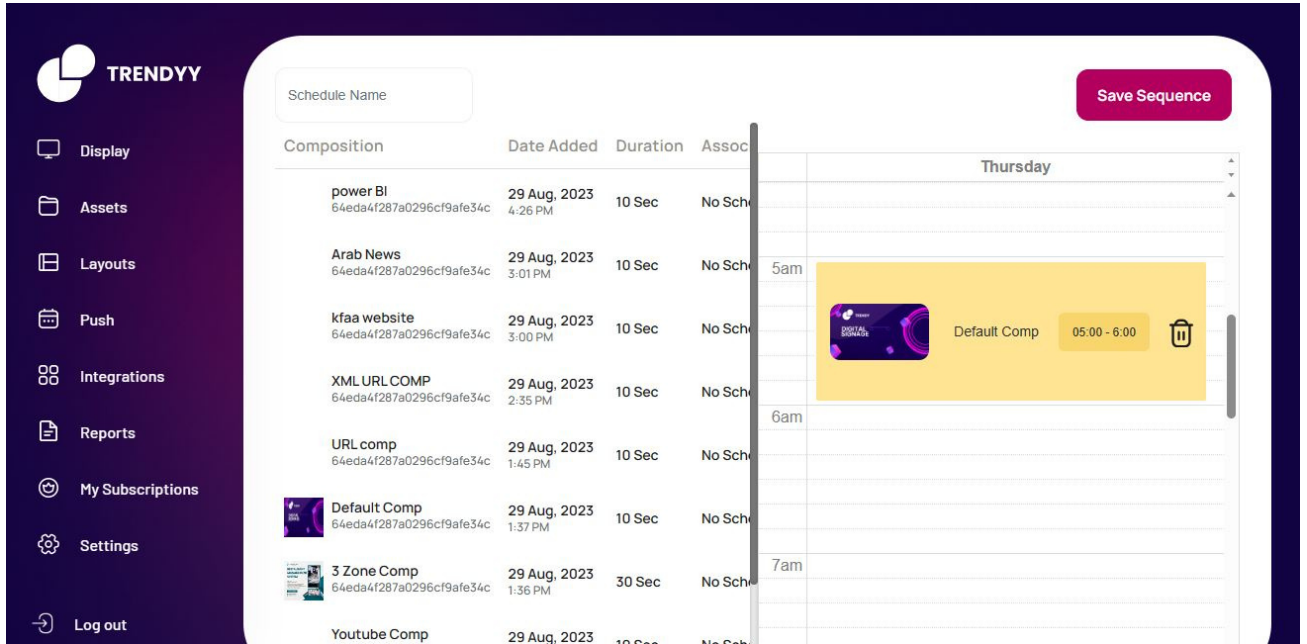
1. Go to portal.trendysignage.com log in to your registered account to access the trendy dashboard.
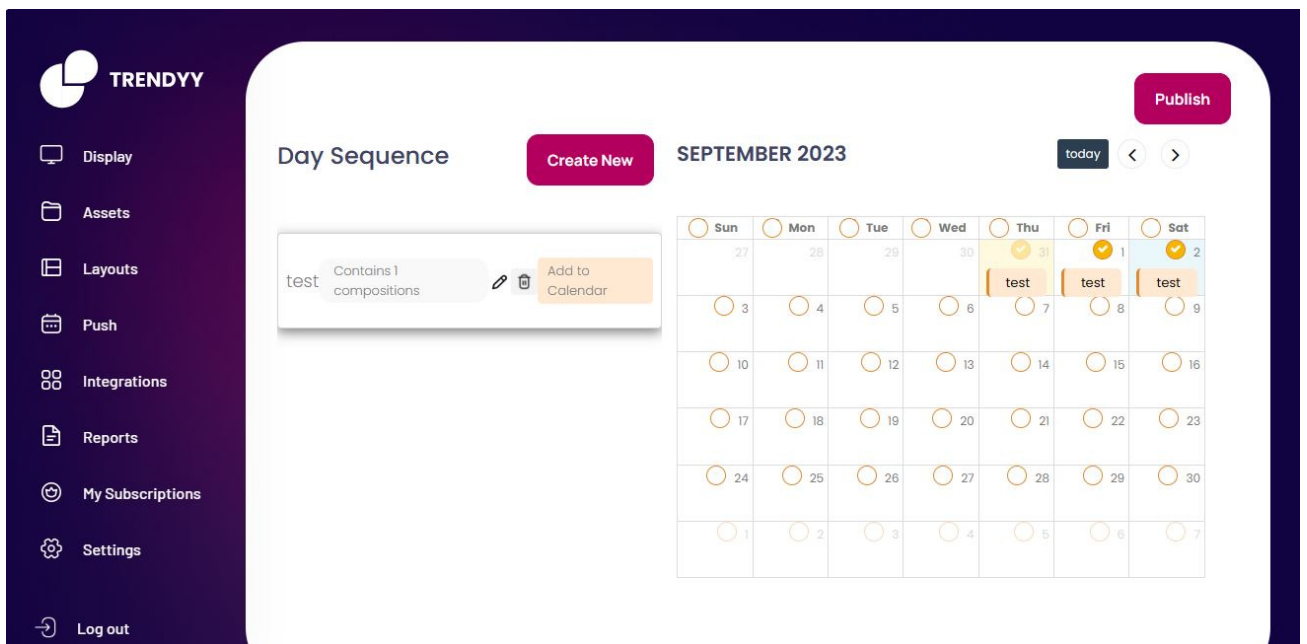

2. To create a schedule, choose a **schedule** from the **push menu** on the left, then click the "**publish**" button.
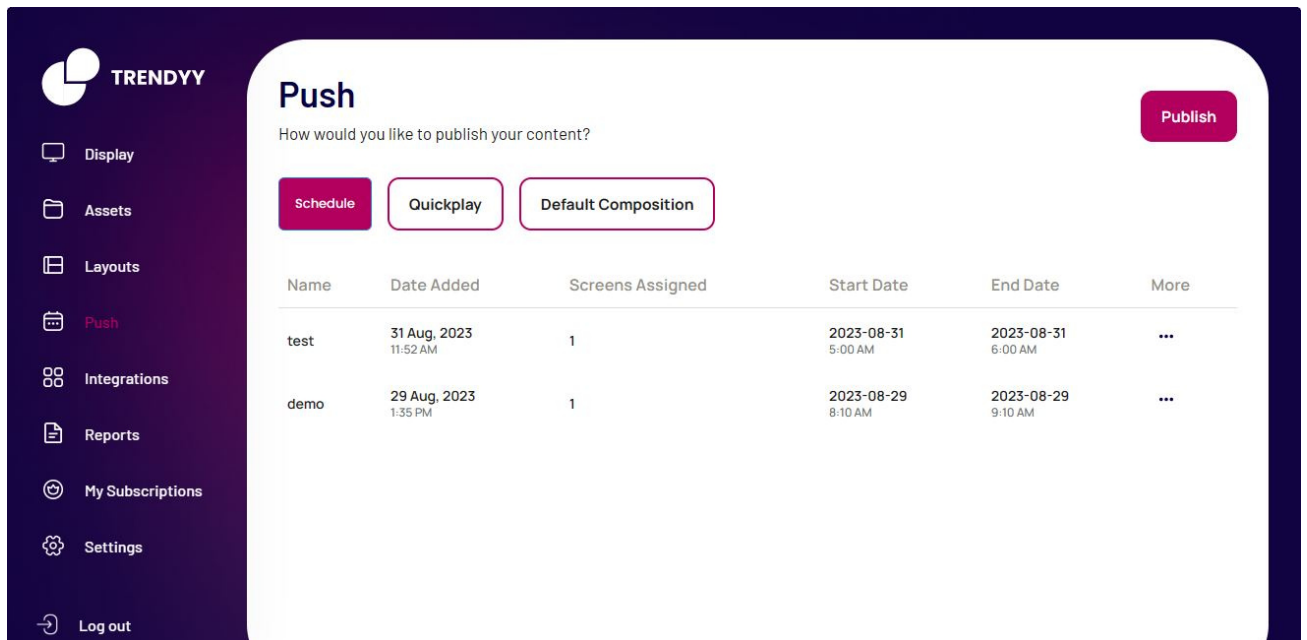
3. Name the **schedule**, pick the desired screen, and press the **save button.**

4. Once you've chosen the composition you want to drag into the left-hand side, given the schedule name, selected the desired time, and clicked the **save sequence** button.

5. After selecting the desired dates or days, press the "**publish**" button on the left.

6. You may now see the schedule that you made.