Accessing your Survey Schedule

Within MyInavero, you can view your survey schedule and all important survey-related dates and deliverables.

1. **To view your schedule, [login to MyInavero](#).**

2. **Click into "Schedule" within the navigation options.**

3. **View your schedule.**
   - Within your schedule you will see all surveys you have scheduled and the important events relating to those surveys, like when your contact list is due and when your survey launches.
   - You can view your schedule in a list view or a calendar view, including by month or by week.
   - If you have multiple projects within your account, you can view those schedules together or separately. See page 2.
   - See below for some helpful tips on how to navigate around your schedule.

Access schedule here

View Options

Scheduled event date and time

Scheduled event

Survey name

Month View

Survey Schedule with Multiple Projects

If you have multiple projects within your MyInavero account, you are able to view these schedules together or own their own. See below for additional tips on how to navigate around a multi-project schedule.

- **Secondary navigation bar** – within the navigation, you can select to view all of your projects' schedules together, or click into a single project to view the schedule individually.

- **Project Key** – indicates project color and allows project schedules to be toggled on/off from the Overall view.