How to Sign Up for an Appointment/Conference

Written instructions for how to sign up for conferences, if you prefer a video format please view the one on this <u>website</u>.

In the Mobile App:

- 1. Click the link in an email or text notification to open the post.
- 2. Tap **More** on the bottom menu. (See Figure 1)
- 3. Tap Sign-Ups & RSVP's under Participate. (See Figure 1)

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| Lincoln Elen | nentary School | | |
| Ø Explore | | | |
| Directory | | | |
| ∅ Links | | 22 | |
| C Resource Hub | | 23 | |
| 🖾 Media | | | |
| 🖑 Participate | | | |
| 쑴 Groups | | | |
| 🖻 Sign-Ups & RSVPs | | 14 | |
| E Forms/Permission | | 6 | |
| \$ Payments | | 8 | |
| ⊑ Polls | | 5 | |
| (Volunteer Hours | | | |
| Home Q Alerts | Events | ••• More | (Figu |

4. Tap a **post** listed under the section Conference Sign Up. (See Figure 2)



5. Tap the **arrow** to open the time slot choices. (See Figure 3)



6. Choose an available time slot and tap on the time to expand. (See Figure 4)



7. Tap **Select** next to Student and select a student name from the list. (If you only have one student in this recipient group, their name will be prefilled.) (See Figure 5)*Note: If you don't see the Student name field, it means you don't need to provide a student name.*

| 6:37 | | . 🕆 🗖 | |
|--|-----------------------------|-----------------|-----------|
| Cancel | Sign Up | Save | |
| Resource Pick Up Monday, Apr 1, 1:00 P | Appointment M to 1:15 PM | | |
| Needed: 1 Open | | | |
| # of Spots | | | |
| 1 | | | |
| Student | | Select | |
| Write a short note (o | ptional) | | |
| | 255 cha | racters remaini | |
| Current Sign-Ups | | | |
| Student | | × | |
| Emelia Stevens | 5 | | |
| Mauricio Renn | er | | |
| Link Robinson | | | (Figure : |

- 8. Write an option **short note**.
- 9. Tap **Save** at the top.
- If you need to change or cancel your sign-up time, open the sign up post and tap on your time slot to expand. Tap the **red X** and tap **Remove** to confirm. Then, choose a new time slot (step 6 above.) (See Figure 6)

