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 [website](#).

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)
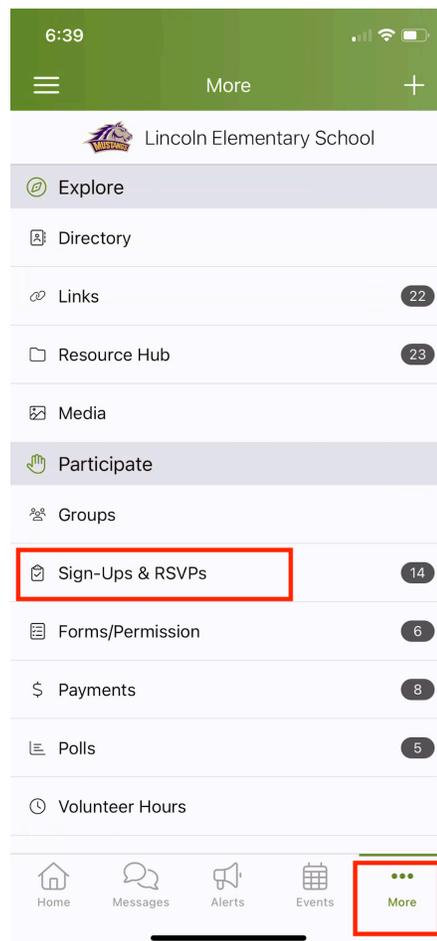
(Figure 1)

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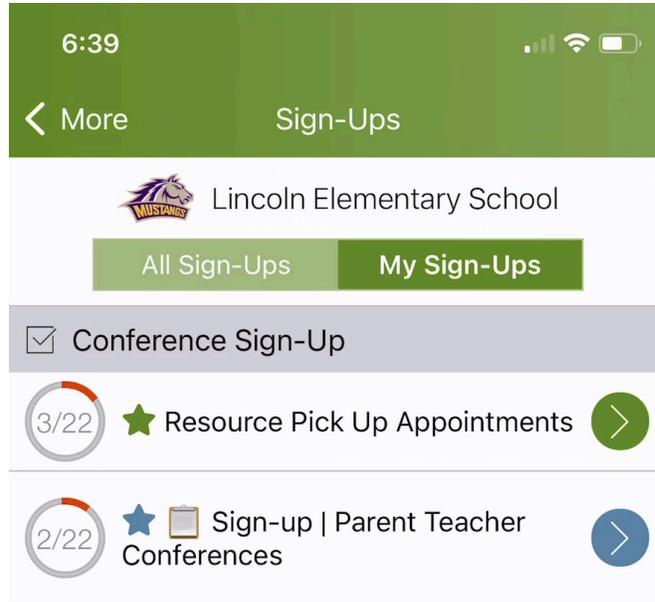
(Figure 2)

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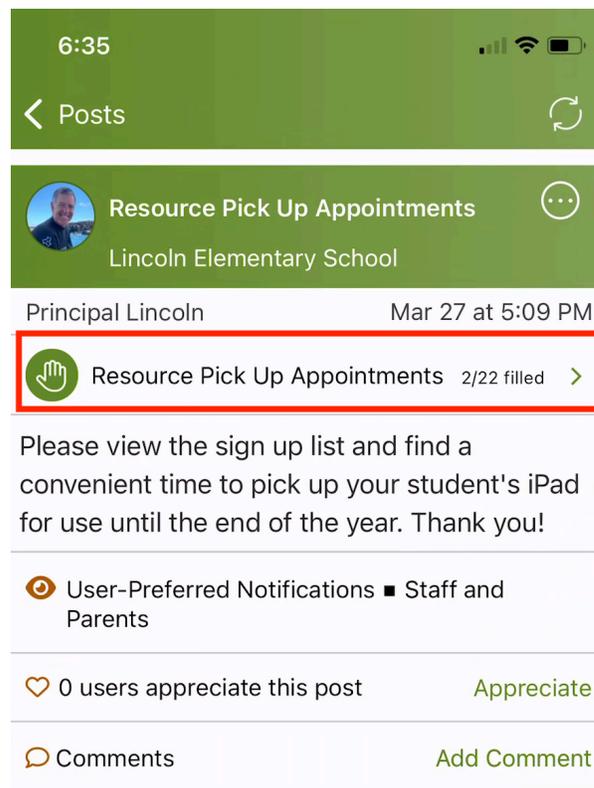
(Figure 3)

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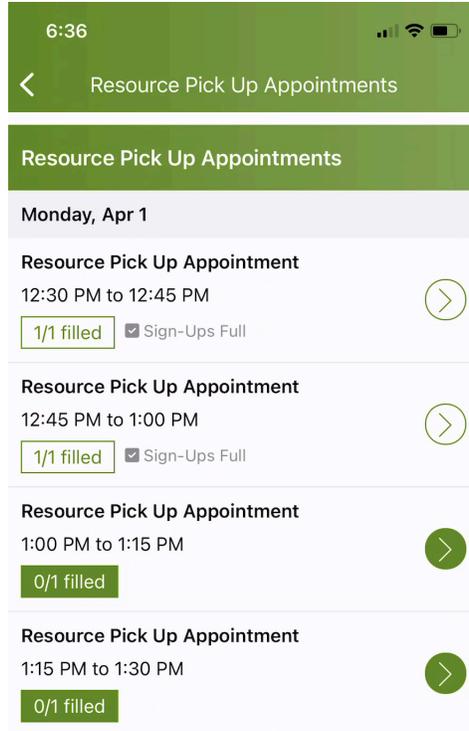
(Figure 4)

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.*
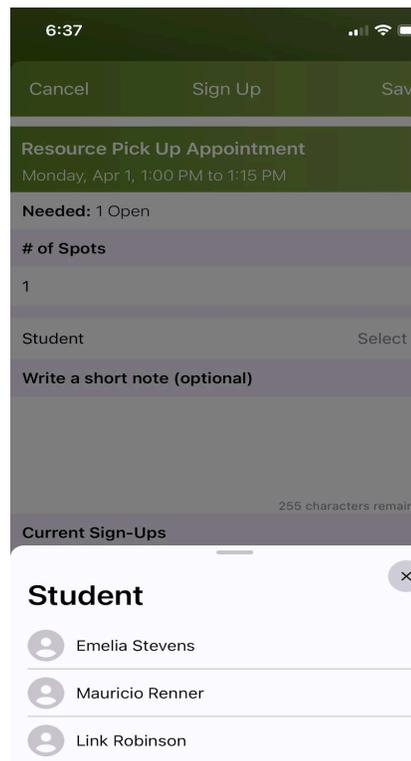
(Figure 5)

8. Write an option **short note**.
9. Tap **Save** at the top.
10. 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)

(Figure 6)