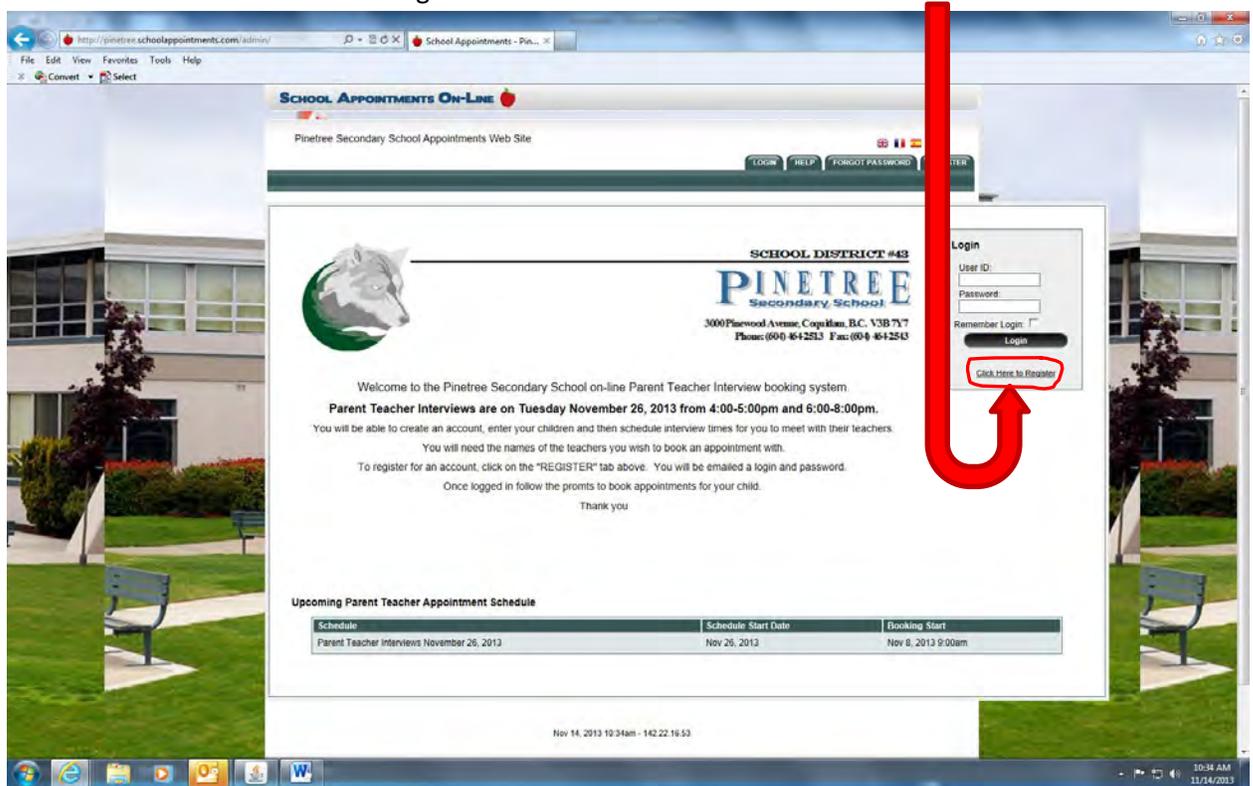
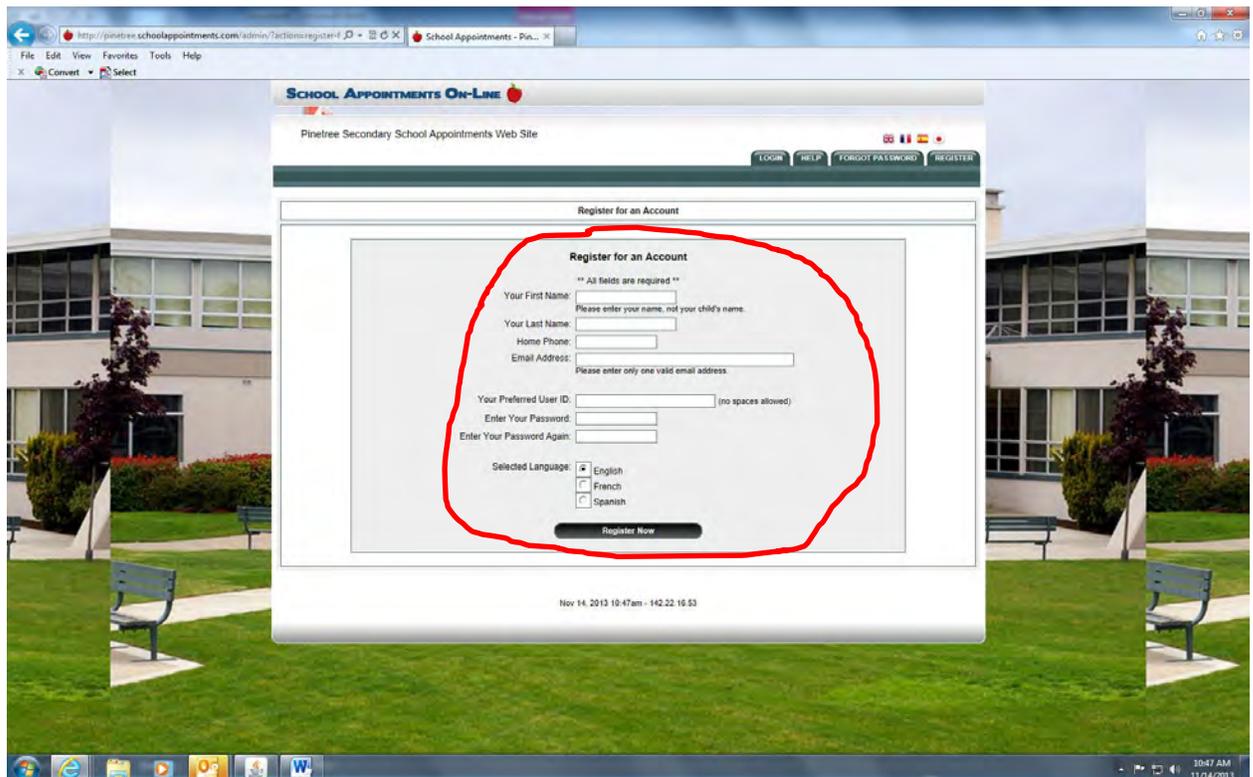


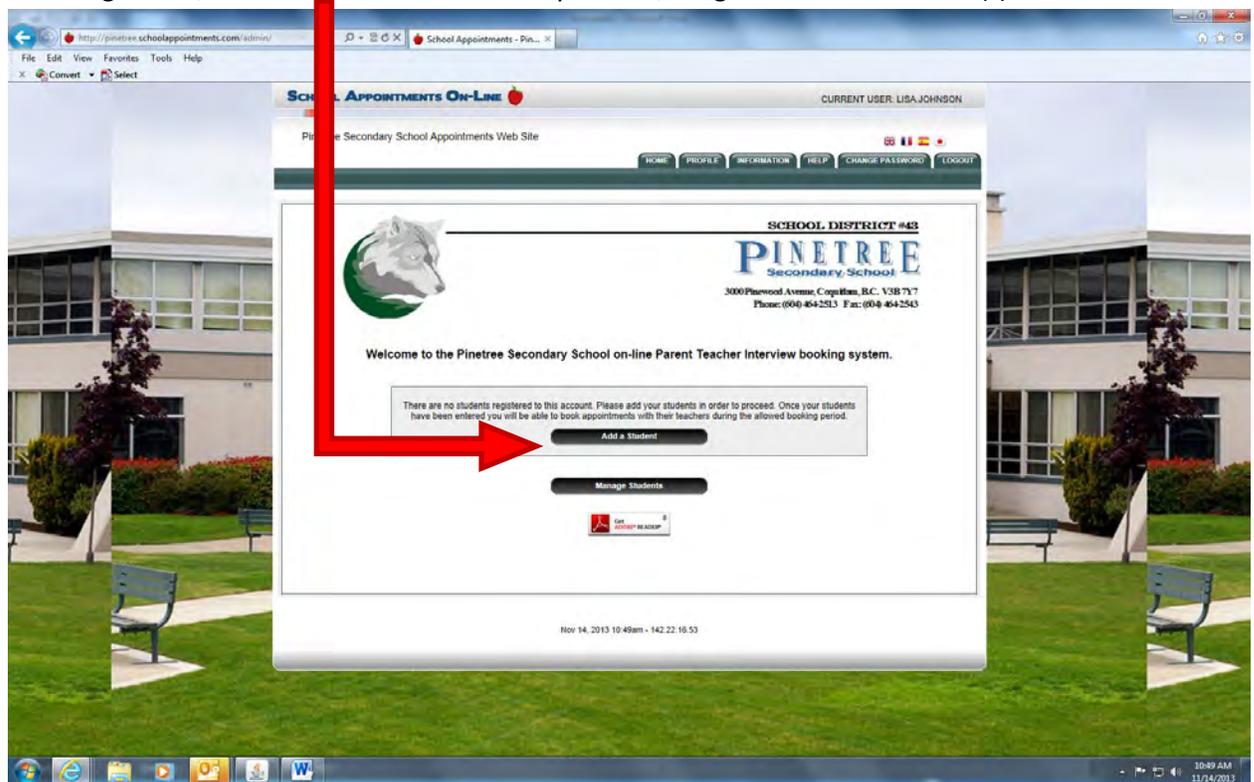
1. Go to Click the REGISTER tab to register for an account.



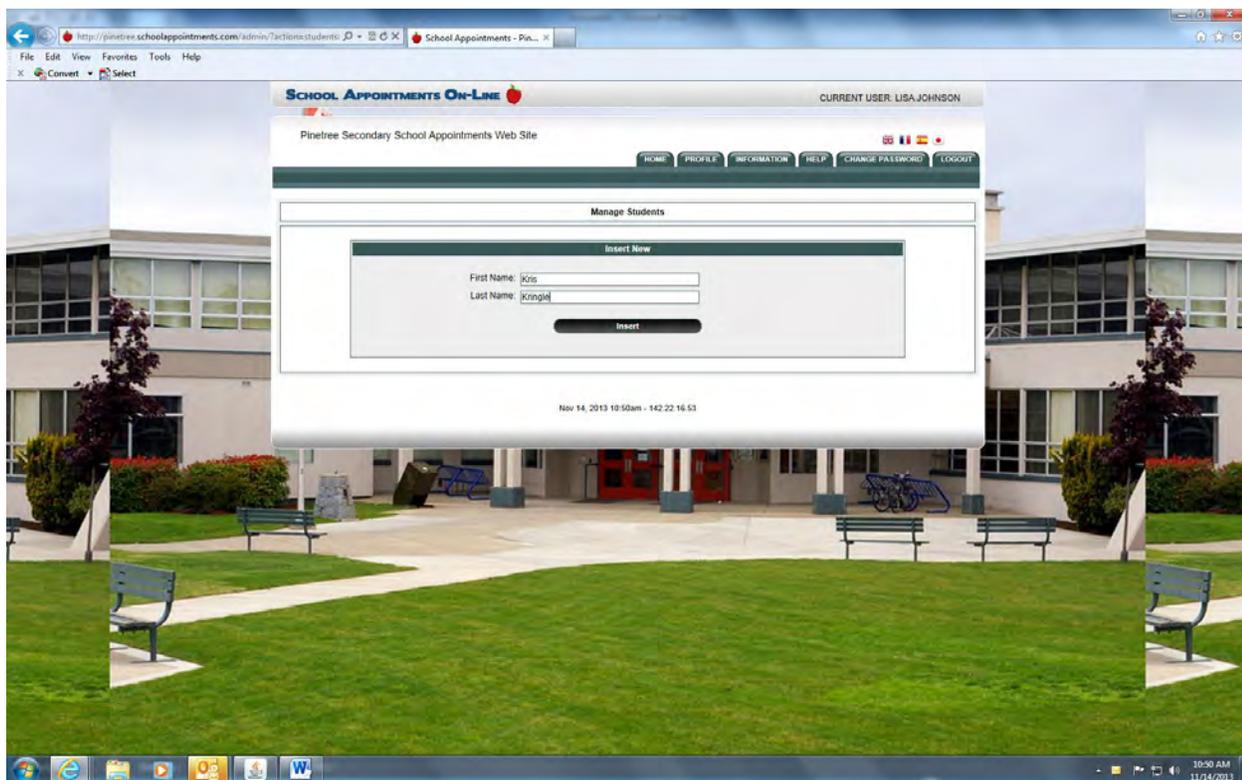
2. Register for an account by inputting your Name, phone number, email, and choosing a User ID and Password that you will remember. Record your User id and password in a safe place.



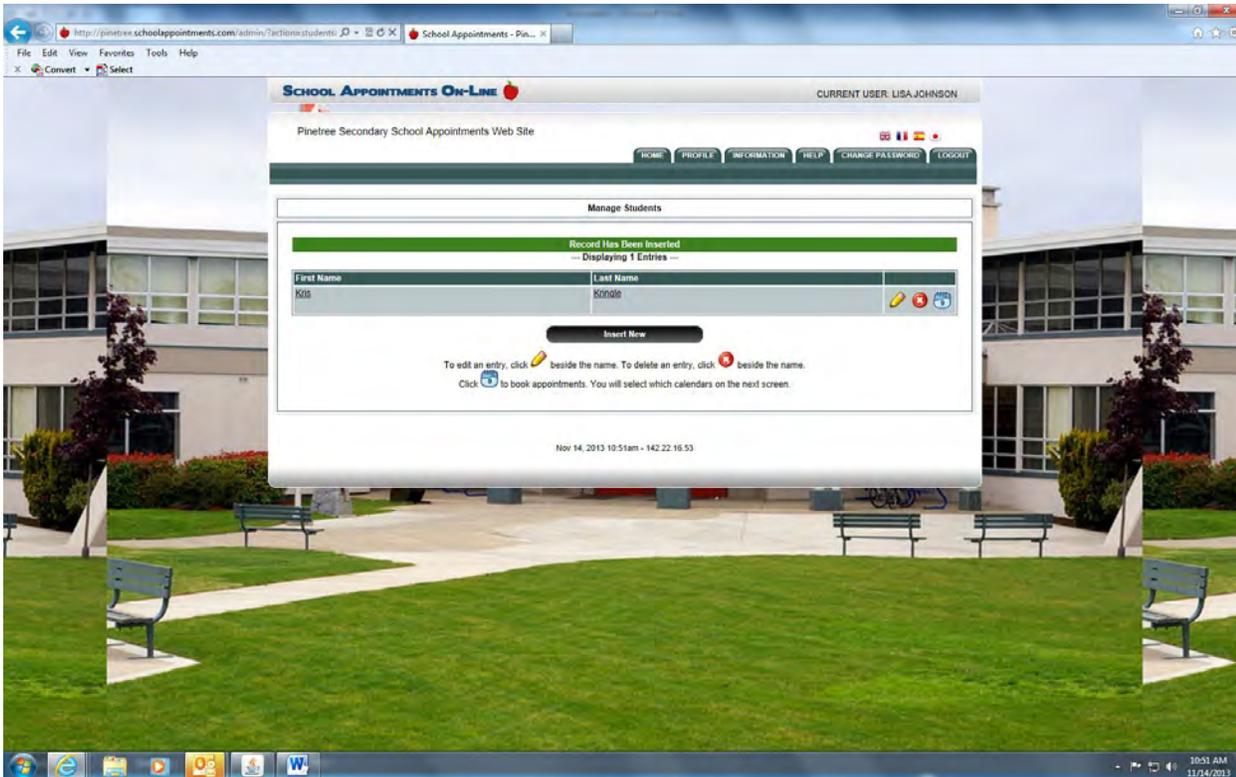
- Once registered, Click "Add a Student" to add your son/daughter's names student(s).



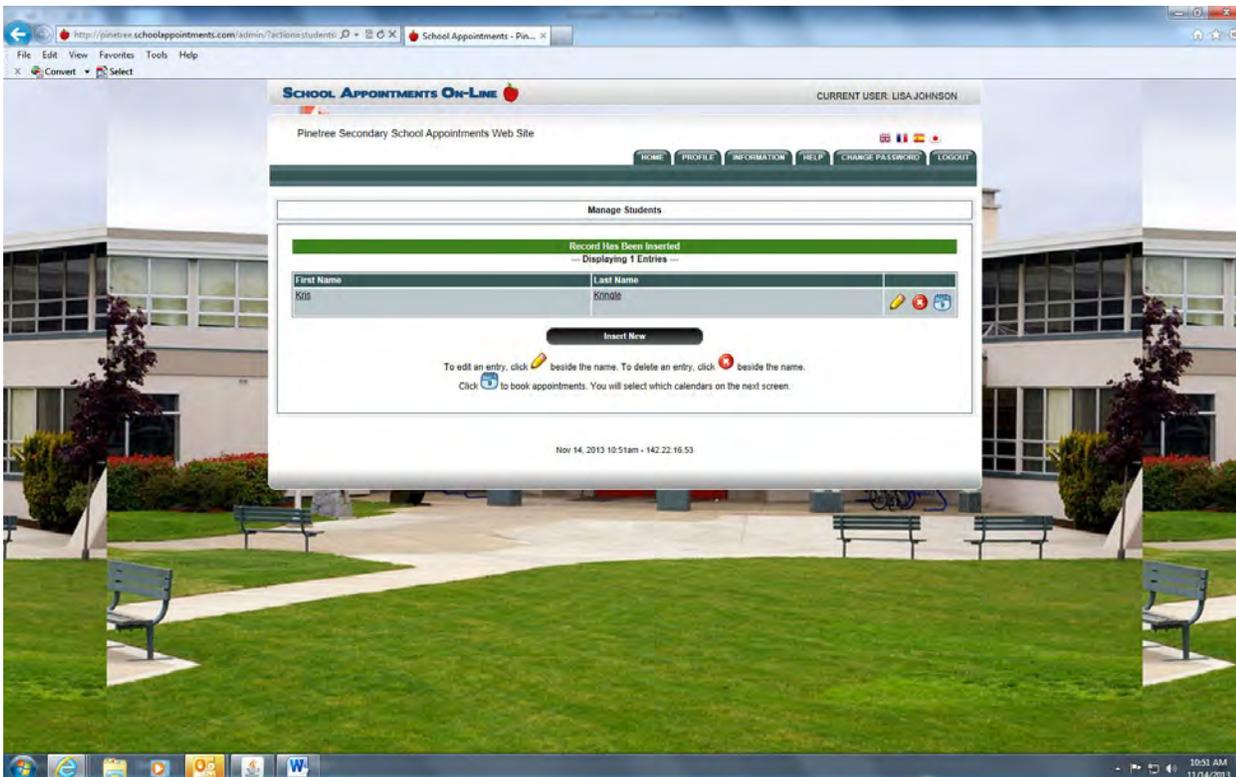
- Add your son/daughter's name and click insert



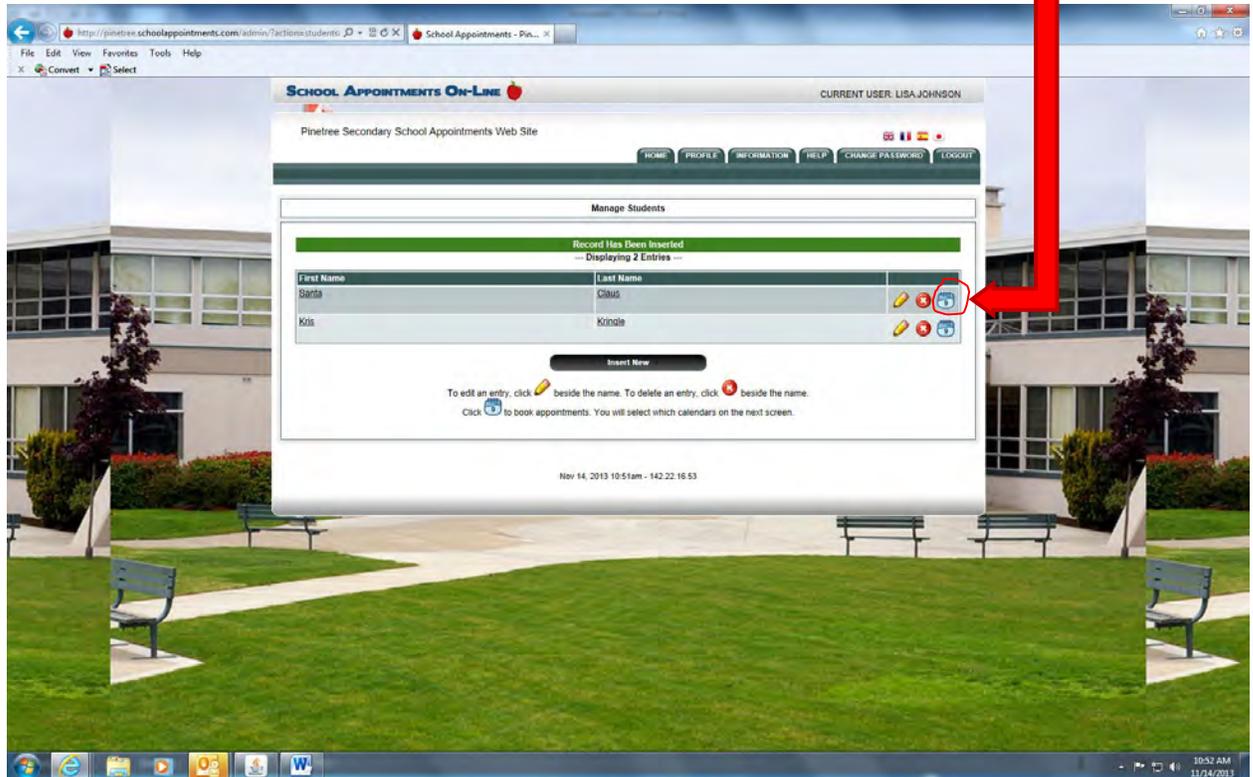
5. You will see the screen below.



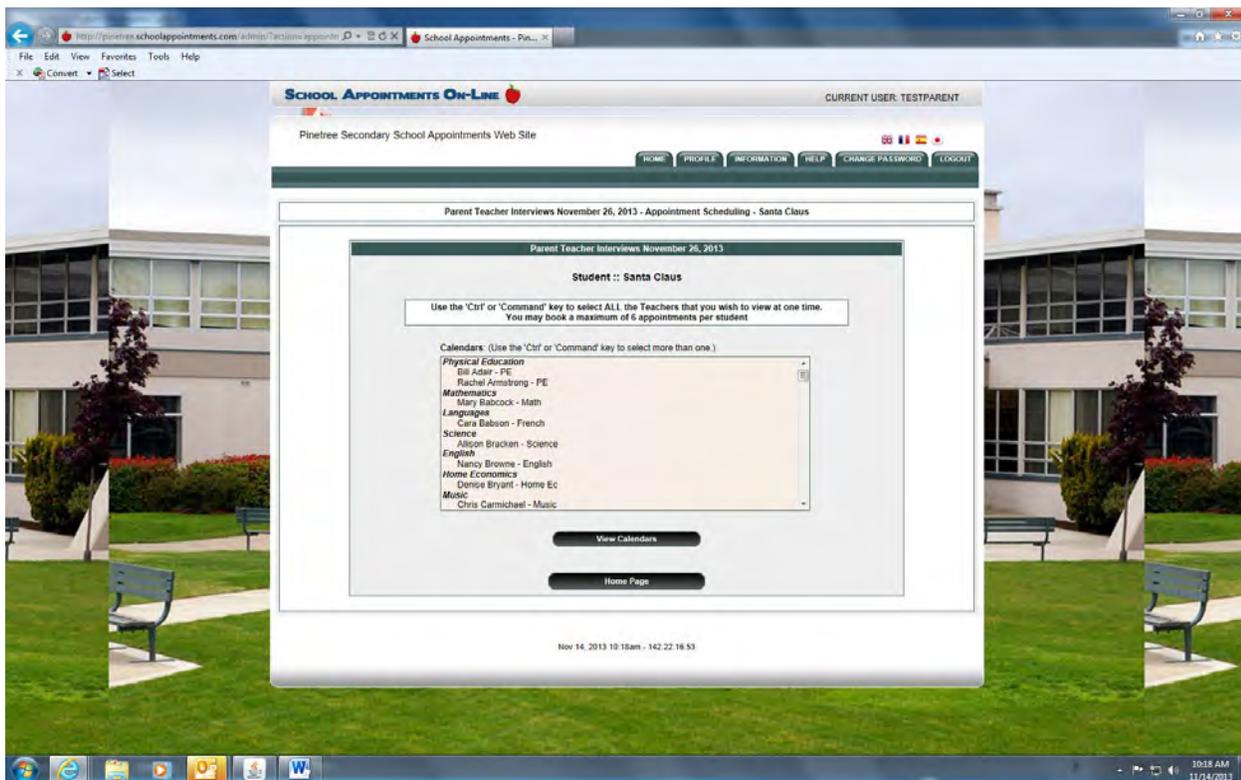
6. To add additional students, click insert new.



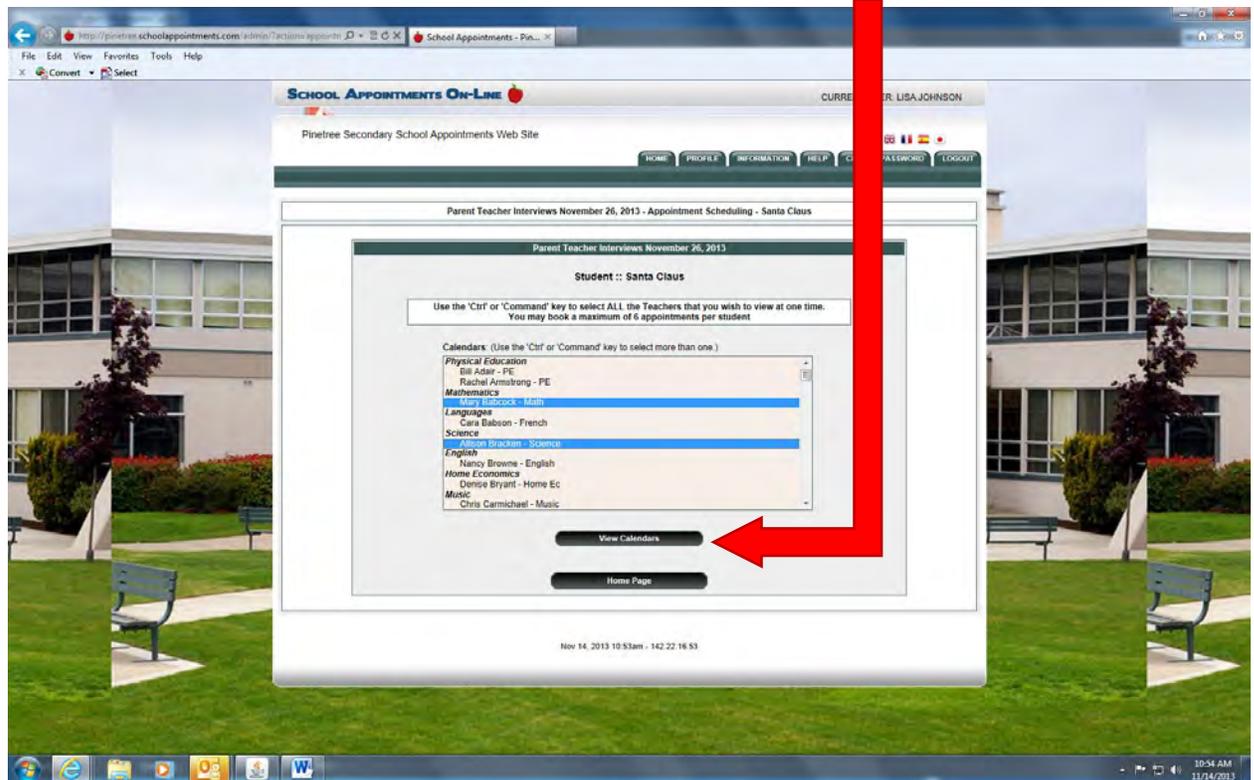
7. To book appointments for the student, click on the calendar icon next to the student's name.



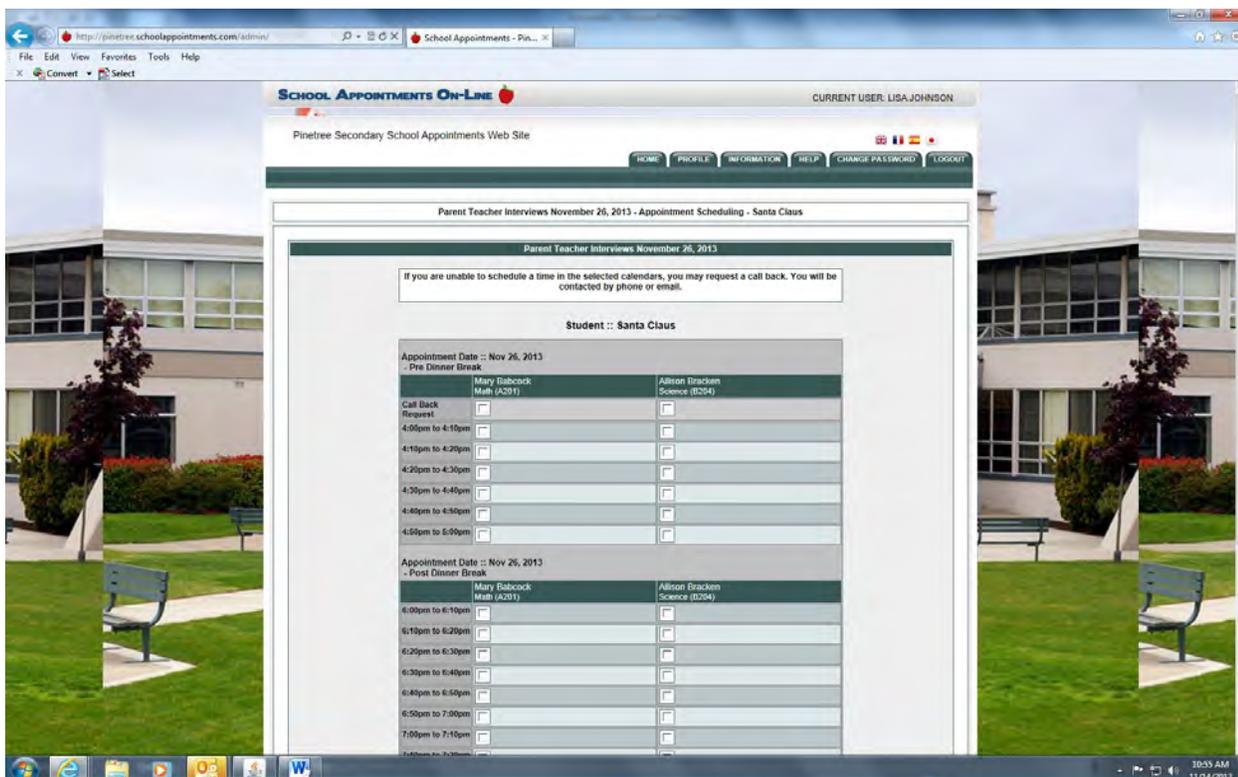
8. You will be prompted to select the teachers you wish to book an appointment with using the CTRL key to select multiple teachers at one time.



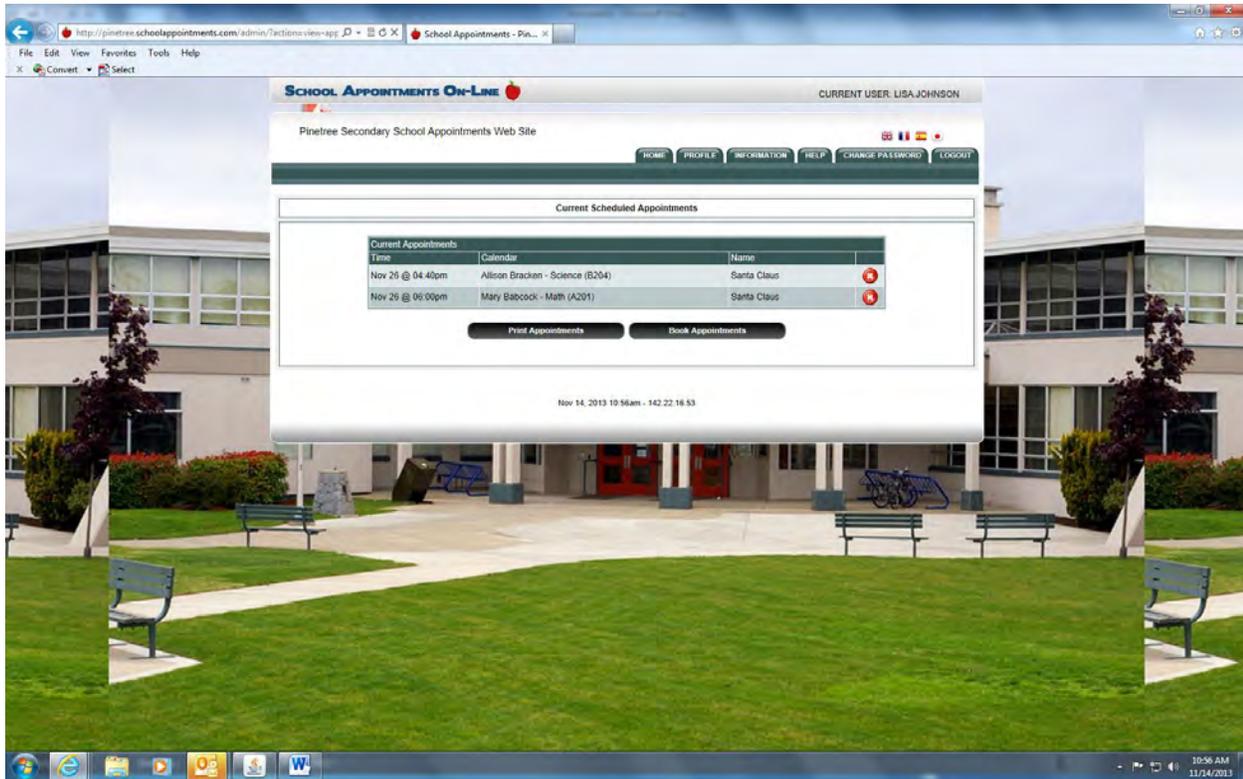
9. Select the teachers you wish to book an appointment with and click view calendar.



10. Select the times you wish to book and click book appointments.



11. Your appointments are now booked!



12. You can print or log out.