

Sign Up for Tutoring Sessions!

1. Go to the Tutoring calendar.
 - a. Use the link on the AEPP page
 - b. Go directly to <http://teamup.com/kse0c0bc7b8d92dd1d>
2. Locate the day and time you would like to have your session. .
 - a. Tutors will place their names in the times they are available.
 - b. You may sign up any time *before 8 am* on the day of the session.

TEAMUP Calendar BHSU AEPP Tutor Schedule

Access: Administrator

Today August 18 - 24, 2014

Day Week 8 Weeks Month List

	Aug 18, 2014	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23	Sun 24
6am							
7am							
8am							
9am							
10am				10:00am Garima:			
11am							
12pm					12:00pm Jon A:		
1pm							
2pm							
3pm							
4pm							
5pm							

Calendars

- Alison
- Alysha
- Bobby R
- Garima
- Jon A.
- Add / Edit

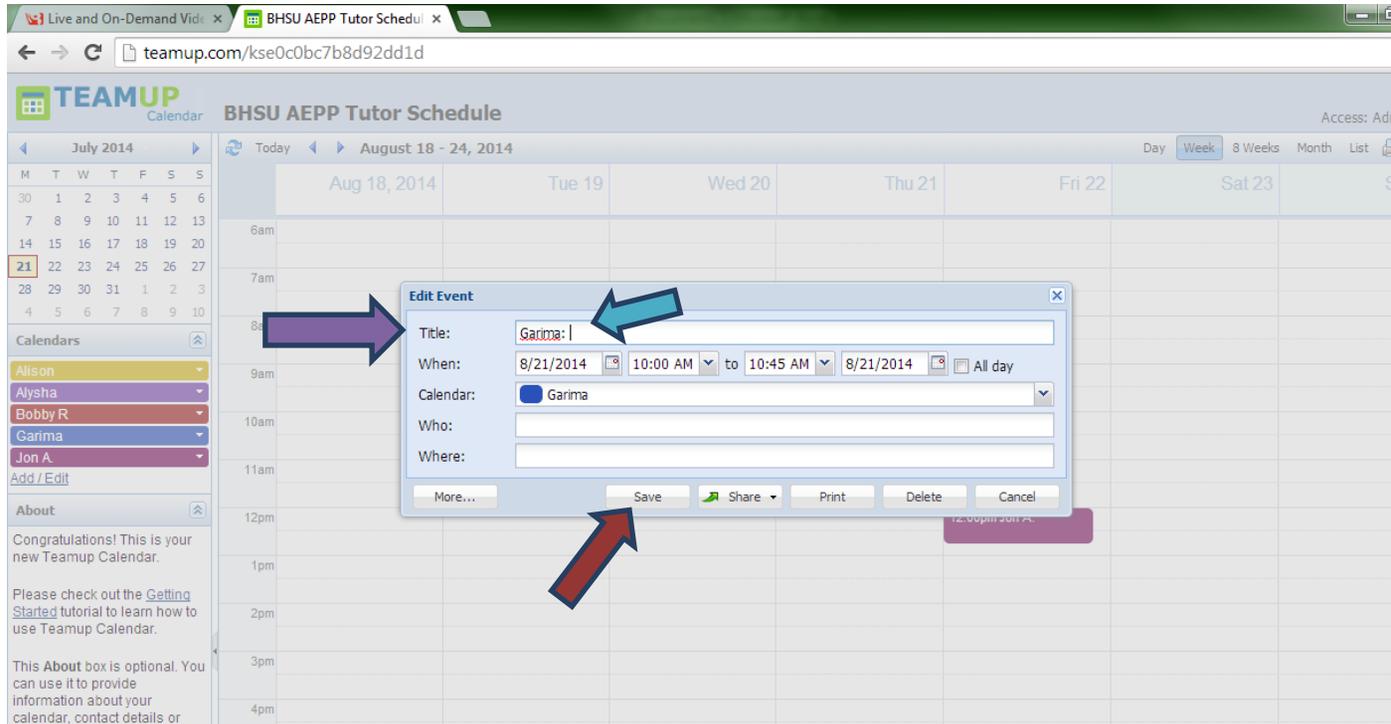
About

Congratulations! This is your new Teamup Calendar.

Please check out the [Getting Started](#) tutorial to learn how to use Teamup Calendar.

This About box is optional. You can use it to provide information about your calendar, contact details or instructions. To edit or hide it go to [Settings](#) → [General](#)

3. Click on the session you would like to sign up for.
4. Add your name behind the : in the Title box and click “save” .



5. Check to make sure your name appears behind your tutor's name in the box.

The screenshot shows a web browser window with the URL `teamup.com/kse0c0bc7b8d92dd1d`. The page title is "BHSU AEPP Tutor Schedule". On the left, there is a calendar for July 2014 with the 21st highlighted. Below it is a "Calendars" list with names: Alison, Alysha, Bobby R, Garima, and Jon A. The main area is a weekly grid for August 18-24, 2014. The time slots range from 6am to 4pm. A blue event box labeled "10:00am Garima: Harry" is on Thursday, August 21st at 10am. A purple event box labeled "12:00pm Jon A:" is on Friday, August 22nd at 12pm. A green arrow points to the "10:00am Garima: Harry" box.

6. Congratulations! You did it. Remember, if you need to cancel and it is *after 8 am* on the day of your session, you **MUST** contact your tutor to let them know!

- a. To cancel any time up to 8 am, simply follow the steps again, but remove your name.