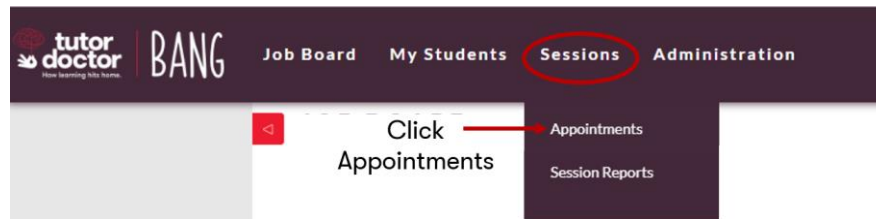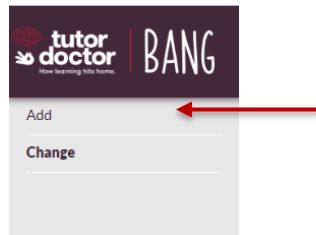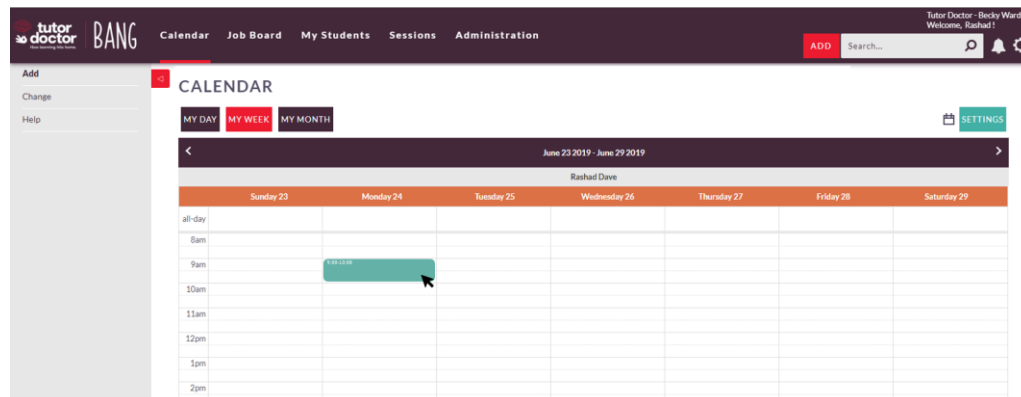# ADDING APPOINTMENTS

1. Hover over the **Sessions** tab on the top menu to display the Session dropdown. Click **Appointments**.

2. You will be taken to the **Scheduling** page. Click **Add** on the left-hand menu.

3. You will be taken to your **Calendar.** Click and hold on the start time of your session under the correct date. Drag your cursor to the end time of your session.

4. The **Create Appointment** pop up will appear. Select the **Student** clicking the arrow. Confirm the prepopulated information is correct and make any necessary changes.

Click arrow to add student

5. If you would like this session appointment to repeat, select the recurrence frequency from the **Repeat** drop down and confirm the populated information is correct.

Note:
The number of recurrences can't exceed the number of hours left in the enrollment.

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How learning hits home.

6. Click **Save.**

CREATE APPOINTMENT   ✕

• Appointment

| BASIC | — |

Student: `Serita Santos`   Subject: * `Multi (FSL (French as a Second Language))`

Appointment Date: * `06/24/2019` 📅   Sessions Per Week: * `1`

`09` ▼ : `00` ▼ `AM` ▼

Duration: * `1 hour` ▼   Session Type: * `In Person` ▼

Remaining Hours: `24`   Tutoring Address: `Street Drive, Village Sqaure, , CA`

Enrollment: * `Enrollment 265580#` ▼

Repeat: `Weekly` ▼

Every: `1` ▼ week(s)

End: ● After `24` Recurrences
      ○ By `12/2/2019`

On: Sun ☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐

→ **SAVE** **CANCEL**