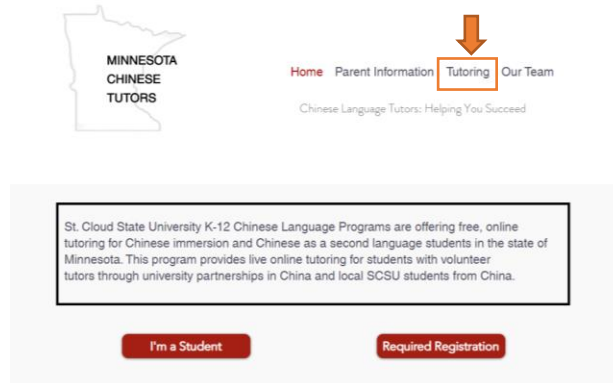


# User Manual

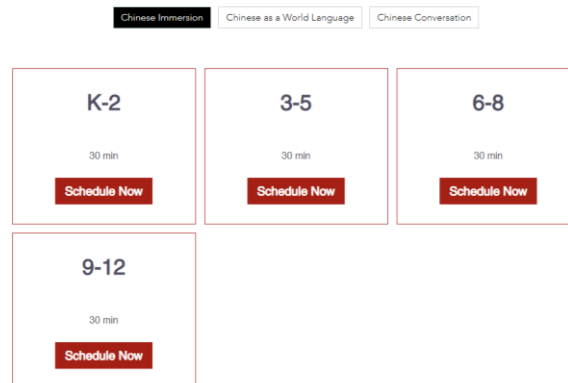
## How to Make an Appointment with a Tutor

In our home page, click **Tutoring**:



Then scroll down to **Our Services** section. Select a category which you interested in.

## Our Services



In this example, the K-2 under Chinese Immersion is selected

Schedule Online

Sep 2020 < > Today All Staff ▼

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
30	31	1	2	3	4	5
6	<u>7</u>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Weekly view ▼

K-2

30 min

Next

In the calendar shown above, choose any date that is convenient for you. In this example the 9/8/2020 is selected.

Sep. 6 - 12, 2020 < > Today All Staff ▼

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
6	<u>7</u>	8	9	10	11	12

Monthly view ^

Morning	Afternoon	Evening
No Available Hours	No Available Hours	7:00 pm
		7:30 pm
		8:00 pm
		8:30 pm
		9:00 pm
		9:30 pm
		10:00 pm
		10:30 pm
		11:00 pm
		11:30 pm

K-2

30 min

---

September 08, 2020  
Online Session

Next

Similarly, choose any time show in the page that is convenient for you. In this example, the 9:00pm is selected.

Morning	Afternoon	Evening	
No Available Hours	No Available Hours		
		Choose Staff:	
		Fang Shiyu	
		Test	
		9:00 pm	
		9:30 pm	
		10:00 pm	
		10:30 pm	
		11:00 pm	
		11:30 pm	

K-2

30 min

September 08, 2020 9:00 pm

Online Session

Next

If there are multiple tutors available at this time, click on a name under **Choose Staff**, then click next on the right side.

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
6	7	8	9	10	11	12

Monthly view ^

Morning	Afternoon	Evening	
No Available Hours	No Available Hours		
		7:00 pm	
		7:30 pm	
		8:00 pm	
		8:30 pm	
		9:00 pm	
		9:30 pm	
		10:00 pm	
		10:30 pm	
		11:00 pm	
		11:30 pm	

K-2

30 min

September 08, 2020 9:00 pm

Test

Online Session

Next

In next page, it requires name for a parent/student, email , phone number and **Zoom link invitation from the parent/student**. For how to get a Zoom link invitation, see the video:

### How To Use Zoom (How To Set Up Zoom Beginners Guide)

([https://www.youtube.com/watch?v=9w3Y\\_9FLgc4&feature=emb\\_logo](https://www.youtube.com/watch?v=9w3Y_9FLgc4&feature=emb_logo))

After filling in all the required info, click **Book It**

#### Tutoring Session Booking

Hi there! We're excited to meet with you soon. Please enter your information below, and a tutor will be in touch with you! Please include a brief description of what you need help with so that the tutor can prepare. Thanks so much!

Name (parent/student) \*

Test

Email \*

test@test.com

Phone Number \*

3200000000

Copy/Paste Zoom Link Invitation \*

is inviting you to a scheduled Zoom meeting.

Topic: 's Personal Meeting Room

K-2

30 min

September 08, 2020 9:00 pm

Test

Online Session

Book It

\* Required Info

A confirmation page should show on screen. Also you will receive a confirmation email.

Great, You're Booked!

A confirmation email is on its way to you.

8  
September  
Tue 9:00 pm

K-2  
Test  
30 min

Add to My Google Calendar

[Check out more services](#)

Thanks for booking! [Inbox x](#)



**MN Chinese Tutors** <appointments@wixbookings.com>  
to me -

5:49 PM (15 minutes ago) ☆ ↵

Hi,  
Your appointment is all set.  
If you have any questions,  
feel free to get in touch.

See you soon!  
Here are the details:  
**K-2 with Test**  
When: Tuesday, September 8, 2020 5:00 PM CDT  
Where: Online Session

Name (parent/student): Test

Email: [REDACTED]

Phone Number: [REDACTED]

Copy/Paste Zoom Link Invitation: [REDACTED] Inviting you to a scheduled Zoom meeting. Topic: [REDACTED] Personal Meeting Room Join Zoom Meeting [REDACTED] Meeting ID: [REDACTED] (New York)

You are all set! Please host the Zoom meeting on time, our tutor will meet you via Zoom soon!