

## How to use the Meeting Scheduler

The meeting scheduler is a component that allows you to post available meeting times online and have parents/students/guardians register electronically for the meeting times you have set up. Once registered for a meeting, a notification email will be sent to you, the teacher, and the individual who registered. You are also able to download the meetings to your Microsoft Outlook calendar. The following are a list of step by step directions directing you on how to install the meeting scheduler component.

- 1) Log into the CMS and click on your home school which appears in blue.
- 2) Click on Content Management
- 3) Scroll down to your website and select which page you would like to install the meeting scheduler component on. You also may create a new child page and place the component there, if you wish.
- 4) Click +add page component and select Meeting Scheduler as the type. Give the component an internal name so you are able to remember what you created the Meeting Scheduler for.
- 5) Click Edit This Component.
- 6) Title the meeting in the Title of this Meeting box.
- 7) In the Schedule on Behalf of drop down box, select your name and click save.
- 8) Click Add Timeslots. Select the location and when you would like the meeting to start by selecting a date and time.
- 9) Select the duration in minutes you would like the meeting to last.
- 10) Select the number of timeslots (a max of 30) you would like to be made available to those who are signing up. **HINT** If you start your meeting at 6:00 p.m., select a 30 minute duration and add 4 timeslots, it will set you up with 6:00 p.m., 6:30 p.m., 7:00 p.m. and a 7:30 p.m. meeting. You don't get to choose a meeting end time, the component figures it out based on the duration of the meetings as well as the number of timeslots.
- 11) Click save and you will see the meetings you have made available for sign up.
- 12) Once you have directed individuals to your website and they reserve a timeslot, you will be notified via email. If you go back into the CMS and view the meeting scheduler component, you will see who has signed up and in what timeslot.