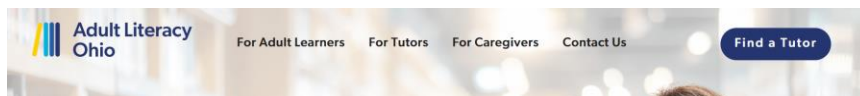
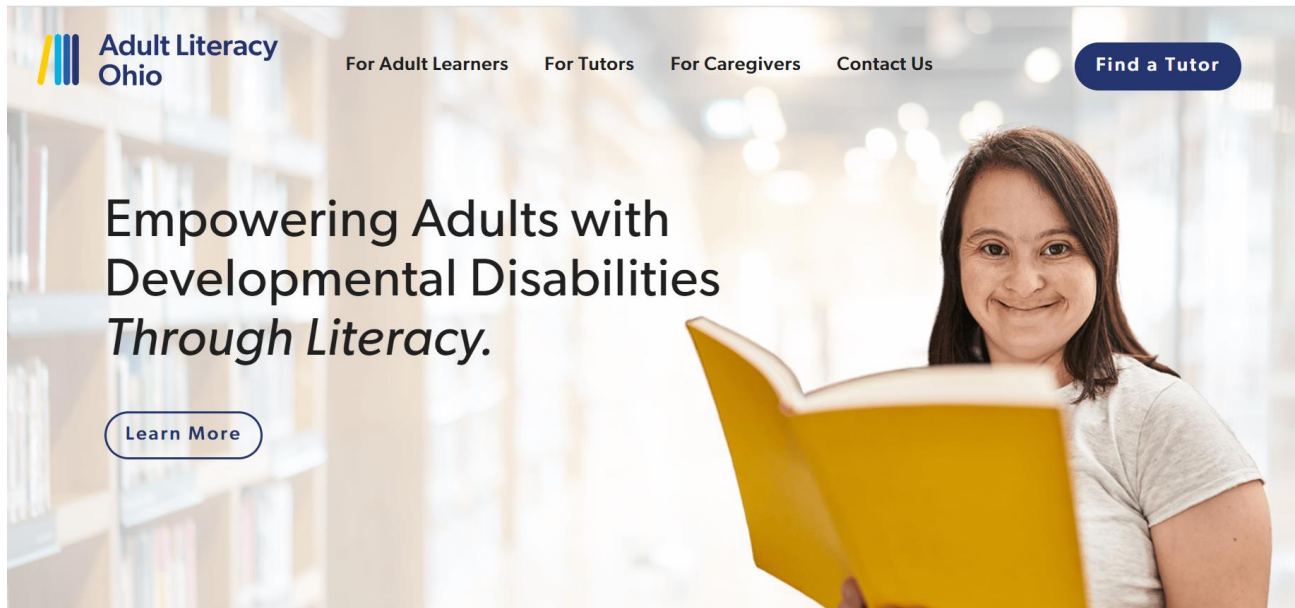




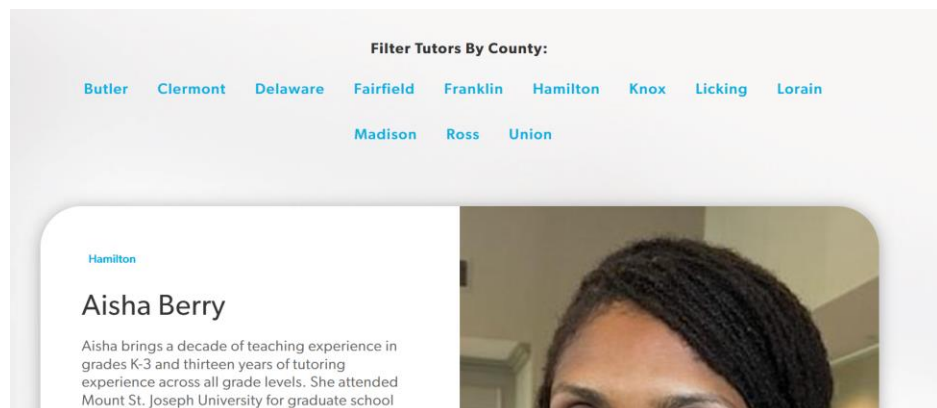
How to Book an Interview or Session with a Tutor

1. Visit www.adultliteracyohio.org.



2. Click “Find a Tutor.”

3. Scroll your options and select your tutor of choice. Additional details about each tutor can be found by clicking on “Learn More.”



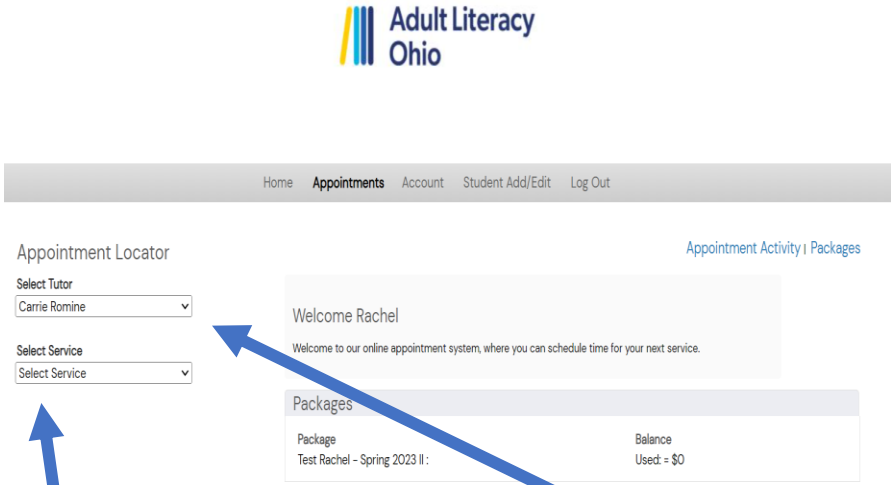


4. Click **BOOK NOW** to schedule an intro interview or a paid service with your tutor.

5. You will be redirected to the scheduling site. Use the email address you used to apply to the program. Input your chosen password.

If you have not reset your password, please begin by clicking “Forgot Password?” and following the steps found in the password reset email.

Once you reset your password, **close your browser** and restart from Step # 1.



6. Your tutor was already selected on the adulliteracyohio site, so this step is skipped.

7. **Select an interview or a paid session** using the drop-down “Select Appointment Type.”
Note: Unless you know the tutor outside of the program, you **must book a free introductory interview!**

8. Under “package,” you will see a **funding package for your learner. They are up to \$2,500, with amounts differing based on funding sources.**

Because consistent instruction is critical to success, Adult Literacy Ohio recommends meeting with your tutor 2 times a week.

Under “Balance” you will be able to see a running total of funds Used. To calculate your remaining balance, take Grant Total (\$2, 500) – Used = Remaining Balance.

*Please note that “Used” will reflect ALL bookings, including future dates. The system will autocorrect if appointments are canceled.

Welcome Rachel

Welcome to our online appointment system, where you can schedule time for your next service.

Packages

Package	Balance
Test Rachel – Spring 2023 II :	Used: = \$0

Appointment Activity

Please allow at least 24 hours notice for cancellations.

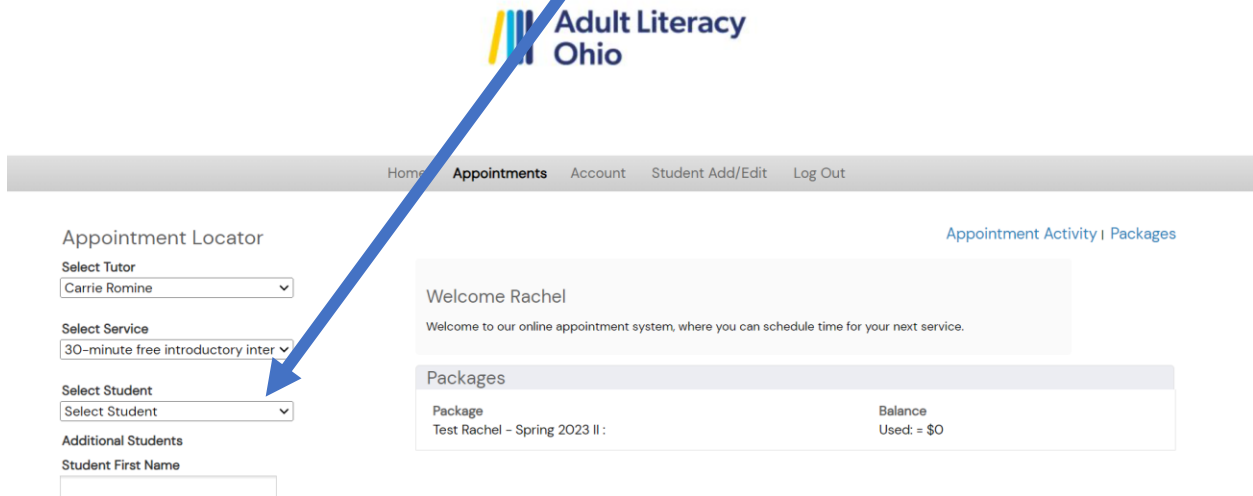
Future Appointments


[Show All](#) | [Print All](#)

You do not have any future Appointments scheduled

9. Enter student name.

After you have entered a student's name, it will save for future bookings in a drop-down menu.





Home **Appointments** Account Student Add/Edit Log Out

Appointment Locator

Select Tutor
Carrie Romine

Select Service
30-minute free introductory inter

Select Student
Select Student

Additional Students
Student First Name

[Appointment Activity | Packages](#)

Welcome Rachel

Welcome to our online appointment system, where you can schedule time for your next service.

Packages

Package	Balance
Test Rachel - Spring 2023 II :	Used = \$0

10. Click a date.

Use the blue arrows to view upcoming months. Dates that are grayed out indicate dates that the tutor is unavailable.

Date

July 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Home **Appointments** Account Student Add/Edit Log Out

Appointment Locator

Select Tutor
Carrie Romine

Select Service
60 minute Adult Literacy session

Select Student
Rachel Berens

Additional Students

Student First Name

Student Last Name

Date
July 2023

Select Appointment Time

Carrie Romine

Wednesday, July 12, 2023	4:00pm	Book It
Wednesday, July 12, 2023	4:15pm	Book It
Wednesday, July 12, 2023	4:30pm	Book It
Wednesday, July 12, 2023	4:45pm	Book It
Wednesday, July 12, 2023	5:00pm	Book It
Wednesday, July 12, 2023	5:15pm	Book It
Wednesday, July 12, 2023	5:30pm	Book It
Wednesday, July 12, 2023	5:45pm	Book It
Wednesday, July 12, 2023	6:00pm	Book It

10. You will see all options available for that week. Select a session start time by selecting “**Book It.**”

11. Verify appointment before finalizing.

12. Select grant package from the drop-down menu.

13. If you would like, include a **short note** with any relevant information (i.e. session location preference, age of learner, etc. – remember that you will be sharing more detailed information during the intro interview).

Home Appointments Account Student Add/Edit Log Out

Selected Appointment

Tutor Carrie Romine

Service 60 minute Adult Literacy session

Date Wednesday, July 12, 2023

Start Time 4:00pm

Student Rachel

Please complete the following information.
Please select the package, if applicable.

Test Rachel - Spring 2023... (05/11/2023)

Special Instructions

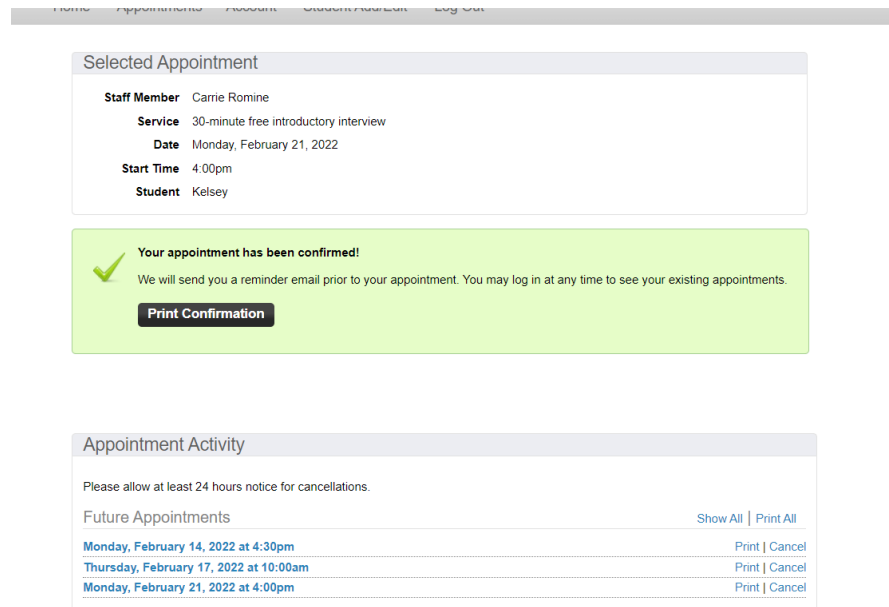
E-mail Confirmation and Reminders
Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Finalize Appointment

14. Click Finalize Appointment

If you are booking an intro interview, the tutor should reach out via email or phone to confirm and let you know how you will connect (phone call, Zoom, Google Meet, Facetime, etc.)

Intro interviews are NOT confirmed until you hear back from the tutor! Please email Rachel if a tutor has not responded to a request within **3 days.**



The screenshot shows a user interface for appointment management. At the top, there are navigation links: Home, Appointments, Account, Cancellations, and Log Out. The main content is divided into two sections:

- Selected Appointment:** A box containing details for a specific appointment:
 - Staff Member: Carrie Romine
 - Service: 30-minute free introductory interview
 - Date: Monday, February 21, 2022
 - Start Time: 4:00pm
 - Student: Kelsey
- Confirmation Message:** A green box with a checkmark icon stating "Your appointment has been confirmed!". Below the message is a "Print Confirmation" button.
- Appointment Activity:** A section with a heading "Appointment Activity" and a note: "Please allow at least 24 hours notice for cancellations." Below this is a table of "Future Appointments":

Appointment	Actions
Monday, February 14, 2022 at 4:30pm	Print Cancel
Thursday, February 17, 2022 at 10:00am	Print Cancel
Monday, February 21, 2022 at 4:00pm	Print Cancel

All your appointments will be viewable here on the home page.

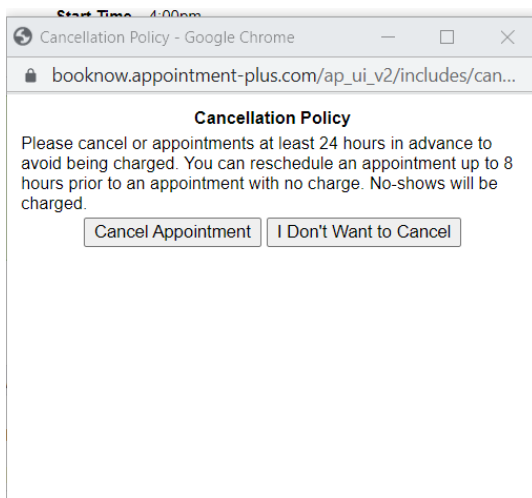
Click "**Show All**" to see all appointments.

To CANCEL appointments, Click "Cancel."

In addition to cancelling in the system, please also notify your tutor by text, phone, or email (whatever method you establish as your preferred communication in the intro interview).

Appointments must be cancelled in DaySmart Appointments at least 24 hours in advance.

If an appointment is cancelled with less notice, the tutor will receive payment as a courtesy for the short notice cancellation. *You can reschedule within 8 hours.



The screenshot shows a browser window titled "Cancellation Policy - Google Chrome" with the URL "booknow.appointment-plus.com/ap_ui_v2/includes/can...". The page content includes:

Cancellation Policy

Please cancel or appointments at least 24 hours in advance to avoid being charged. You can reschedule an appointment up to 8 hours prior to an appointment with no charge. No-shows will be charged.

At the bottom of the page, there are two buttons: "Cancel Appointment" and "I Don't Want to Cancel".

Once cancelled, you will see the account balance reimbursed for the cancelled appointment.



[Home](#) **[Appointments](#)** [Account](#) [Student Add/Edit](#) [Log Out](#)

[Appointment Activity](#) | [Packages](#)

Welcome Rachel

Welcome to our online appointment system, where you can schedule time for your next service.

Packages

Package

Test Rachel - Spring 2023 II :

Balance

Used: = \$0