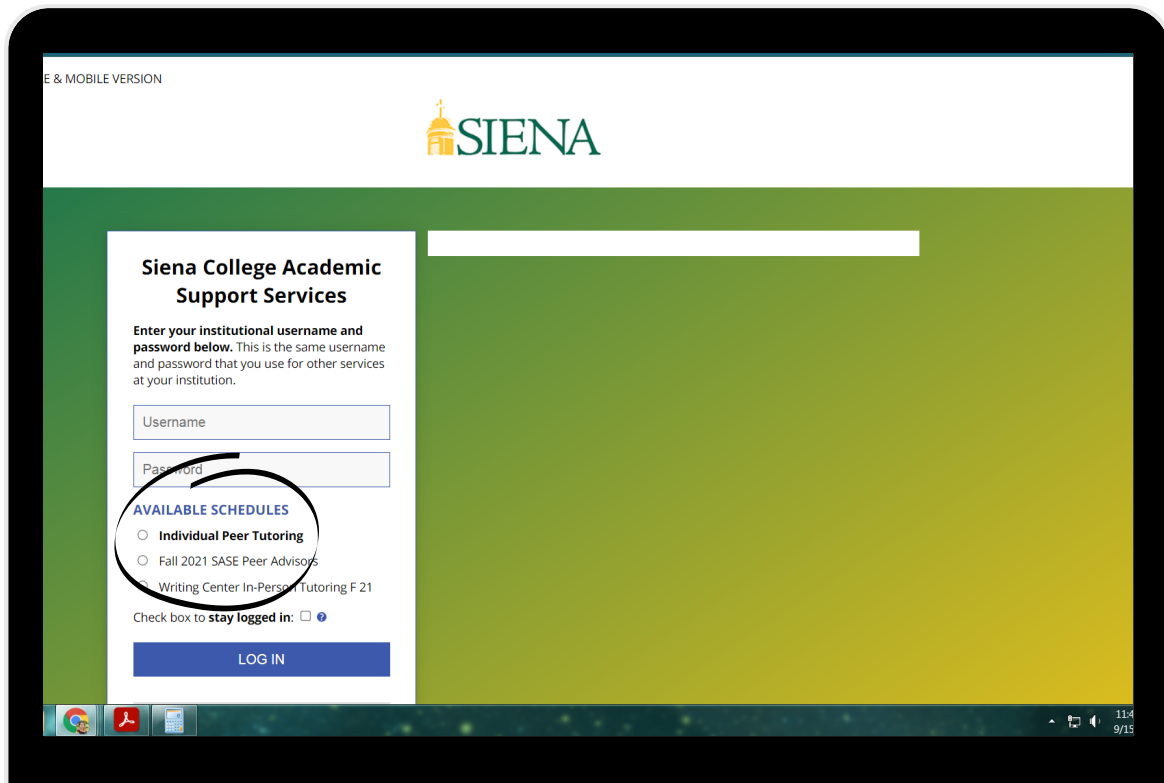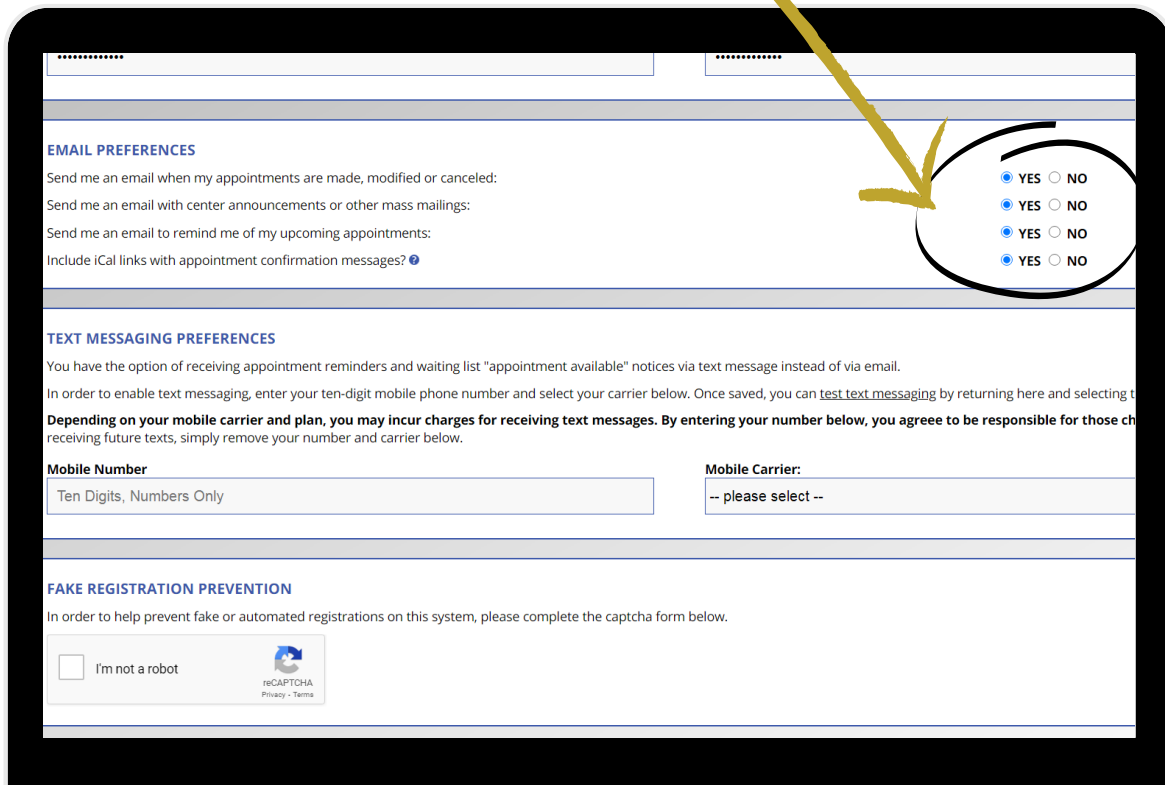# HOW TO BOOK SUBJECT-BASED PEER TUTORING

# VISIT OUR ONLINE APPOINTMENT BOOKING PLATFORM:

## siena.mywconline.com

# LOG IN / REGISTER WITH YOUR SIENA ACCOUNT!

# SIGN UP FOR EMAIL NOTIFICATIONS....

**EMAIL PREFERENCES**

Send me an email when my appointments are made, modified or canceled:

Send me an email with center announcements or other mass mailings:

Send me an email to remind me of my upcoming appointments:

Include iCal links with appointment confirmation messages? ❓

○ YES ○ NO
○ YES ○ NO
○ YES ○ NO
○ YES ○ NO

**TEXT MESSAGING PREFERENCES**

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email.

In order to enable text messaging, enter your ten-digit mobile phone number and select your carrier below. Once saved, you can test text messaging by returning here and selecting t

**Depending on your mobile carrier and plan, you may incur charges for receiving text messages. By entering your number below, you agreee to be responsible for those ch** receiving future texts, simply remove your number and carrier below.

**Mobile Number**

Ten Digits, Numbers Only

**Mobile Carrier:**

-- please select --

**FAKE REGISTRATION PREVENTION**

In order to help prevent fake or automated registrations on this system, please complete the captcha form below.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

...OR...

# SIGN UP FOR TEXT NOTIFICATIONS!

## TEXT MESSAGING PREFERENCES

You have the option of receiving appointment reminders and waiting list "appointment available" notices via text message instead of via email.

In order to enable text messaging, enter your ten-digit mobile phone number and select your carrier below. Once saved, you can test text messaging by returning here and selecting the new "test" link below.

**Depending on your mobile carrier and plan, you may incur charges for receiving text messages. By entering your number below, you agreee to be responsible for those charges.** In order to opt out of receiving future texts, simply remove your number and carrier below.

**Mobile Number**

Ten Digits, Numbers Only

**Mobile Carrier:**

-- please select --

## FAKE REGISTRATION PREVENTION

In order to help prevent fake or automated registrations on this system, please complete the captcha form below.

I'm not a robot

reCAPTCHA
Privacy - Terms

COMPLETE REGISTRATION          CANCEL

# BOOK YOUR APPOINTMENT!

# SELECT YOUR SUBJECT

# CHOOSE YOUR DAY
# &
# CLICK A TIME!

# FILL OUT THE APPOINTMENT FORM



### Create New Appointment

**Client**

Medick, Ashley (amedick@siena.edu)

To select a different client, begin typing a name or email above and then select from the resulting list.

**Appointment Date**

Thursday, September 23, 2021: [2:00pm ▾] to [3:00pm ▾]   Show REPEAT Options

**Staff or Resource**

Abbas Merchant (Individual Peer Tutoring)

**APPOINTMENT LIMITS:** Appointments must be 1 hour in length.

Questions marked with a * are required. Questions marked with ADMIN ONLY are only available to and shown to administrators. (As an administrator, you can save an appointment without filling in required fields-- except if those required fields are also tagged as administrator-only questions.)

**What course would you like assistance with? ***

**Who is the instructor of the course? ***

**What would you like to work on during this appointment? Please be as specific as possible. ***

📁 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

| File #1 | Document Title | Notify Client? ❓ |

# "CREATE APPOINTMENT" TO BOOK!

📁 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

**File #1**                          **Document Title**                    **Notify Client?** ❓

[ Choose File ] No fil…hosen        [                        ]            [ No        ▾ ]

**File #2**                          **Document Title**                    **Notify Client?** ❓

[ Choose File ] No fil…hosen        [                        ]            [ No        ▾ ]

**File #3**                          **Document Title**                    **Notify Client?** ❓

[ Choose File ] No fil…hosen        [                        ]            [ No        ▾ ]

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**ADMINISTRATIVE OPTIONS**
Walk-In/Drop-In ☐ | Missed ☐ | Placeholder ☐ ❓ | Email Client? ☑ ❓

[ **CREATE APPOINTMENT** ]        [ CLOSE WINDOW ]