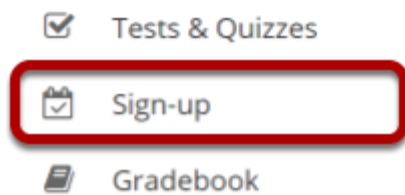# How do I view meetings in Sign-up?

Go to Sign-up.

Select the **Sign-up** tool from the Tool Menu of your site.

Meetings page.

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box below, or checking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to bring up its meeting details.

*Note: For a view that includes past meetings, choose **All** in the drop down menu next to **View**.*

Student View

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status
Guest Speaker	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req
Office Hours	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20

Instructor View

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: [All Future Meetings ▼] **By category:** [All ▼]

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status	Remove
Guest Speaker	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	☐
Office Hours	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	☐
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 Attendance	☐

[Remove Meetings]

Meeting Details

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist; the student or participant view shows an active "Sign-up" button if the sign-up period has commenced.

Student View

Meeting Details

Title:	Extra Credit Field Trip
Organizer:	Demo Instructor
Location:	Science Center
Meeting Date:	Saturday, March 28, 2020
Time Period:	10:00 AM - 4:00 PM
Sign-up Begins:	Wednesday, March 25, 2020, 10:00 AM
Sign-up Ends:	Saturday, March 28, 2020, 3:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

▲ Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 4:00 PM	10	Private		Sign Up

Instructor view.

Meeting Details

Title:	Extra Credit Field Trip
Organizer:	Demo Instructor
Location:	Science Center
Category:	
Meeting Date:	Saturday, March 28, 2020
Time Period:	10:00 AM - 4:00 PM
iCalendar link:	📑 Download
Sign-up Begins:	March 25, 2020 10:00 AM
Sign-up Ends:	March 28, 2020 3:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

Email Notification: ☐ **Yes, send email to notify the related participant(s) about the changes that have been made.**

▲ Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	✚ Add Participant	Add Participant (disabled command)