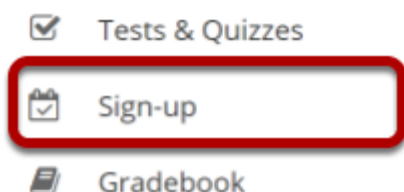


How do students or participants sign-up for meetings?

Go to Sign-up.



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

Click on a meeting title.



Meetings

To sign up for a meeting, click the meeting title.

View: By category: Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	In Progress
Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available
Extra Credit Field Trip	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign up.


 SIGN-UP


[Link](#) [? Help](#) 


Meetings [Export](#)

[Export as Excel](#) [Print](#)

Meeting Details

Title:  Office Hours
Organizer: Demo Instructor
Location: Office 336, Frost Hall
Meeting Date: Monday, March 30, 2020
Time Period: 10:00 AM - 12:00 PM
Sign-up Begins: Tuesday, March 24, 2020, 10:00 AM
Sign-up Ends: Monday, March 30, 2020, 11:00 AM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: Office hours are available by appointment only.

 Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
 10:00 AM - 10:15 AM	Locked	Private		Sign Up
 10:15 AM - 10:30 AM	Canceled	Private		Sign Up
10:30 AM - 10:45 AM	1	Private		Sign Up
10:45 AM - 11:00 AM	1	Private		Sign Up
11:00 AM - 11:15 AM	1	Private		Sign Up
11:15 AM - 11:30 AM	1	Private		Sign Up
11:30 AM - 11:45 AM	1	Private		Sign Up
11:45 AM - 12:00 PM	1	Private		Sign Up

[BACK](#)

Click the button labeled **Sign up** beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-ups.

Add a comment. (Optional)

SIGN-UP

Meetings

Export

Complete Sign-Up

Title: Office Hours
Location: Office 336, Frost Hall
Time Slot: 10:30 AM - 10:45 AM, Monday, March 30, 2020
Participant Name: Demo Student 1

 **Add a comment**

Finish

Cancel

If your instructor has allowed, you will see a comment field where you can type a message that will only be visible to the instructor.

Click Finish.

Finish

Cancel

View your status.

Time Slot	Available Places	Participants	Your Status	Action
🔒 10:00 AM - 10:15 AM	Locked	Private		Sign Up
🚫 10:15 AM - 10:30 AM	Canceled	Private		Sign Up
10:30 AM - 10:45 AM	None	Private	Signed up 🗓️	Cancel Sign-up
10:45 AM - 11:00 AM	1	Private		Sign Up
11:00 AM - 11:15 AM	1	Private		Sign Up
11:15 AM - 11:30 AM	1	Private		Sign Up
11:30 AM - 11:45 AM	1	Private		Sign Up
11:45 AM - 12:00 PM	1	Private		Sign Up

Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.




Join Wait List. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
10:30 AM - 10:45 AM	None	Private		Join Wait List

Time Slot	Available Places	Participants	Your Status	Action
10:30 AM - 10:45 AM	None 1 On Wait List	Private	On Wait List	Remove from Wait List

If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
 10:00 AM - 10:15 AM	Locked	Private		<input type="button" value="Sign Up"/>
 10:15 AM - 10:30 AM	Canceled	Private		<input type="button" value="Sign Up"/>
10:30 AM - 10:45 AM	None	Private	Signed up 	<input type="button" value="Cancel Sign-up"/>
10:45 AM - 11:00 AM	1	Private		<input type="button" value="Sign Up"/>
11:00 AM - 11:15 AM	1	Private		<input type="button" value="Sign Up"/>
11:15 AM - 11:30 AM	1	Private		<input type="button" value="Sign Up"/>
11:30 AM - 11:45 AM	1	Private		<input type="button" value="Sign Up"/>
11:45 AM - 12:00 PM	1	Private		<input type="button" value="Sign Up"/>

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking the **Cancel Sign-up** button.