

Scheduling a Tutoring Session

SCHEDULING

1. Locate the Scheduling portion of the 'Tutoring' Page

Schedule A Tutoring Appointment

Online Tutoring: Pay Online

In-Person: Pay Online

Online Tutoring: Pay w/ Zelle

In Person: Pay Offline/Zelle

Student Success

Online Tutoring (30 Min)	30 min	Book Now
Pay with Venmo, Credit, Debit, or PayPal	\$17	
Read More		

Online Tutoring (60 Min)	1 hr	Book Now
Pay with Venmo, Credit, Debit, or PayPal	\$32	
Read More		

2. Select which tutoring option is right for you

Online Tutoring: Pay Online

In-Person: Pay Online

Online Tutoring: Pay w/ Zelle

In Person: Pay Offline/Zelle

Student Success

- a. Tutoring: Pay Online
 - i. This option is for meeting online through Zoom for tutoring and paying through Venmo, Credit, Debit, or PayPal. This option has a \$2 service fee
- b. In-Person: Pay Online
 - i. This option is for meeting in-person for tutoring and paying through Venmo, Credit, Debit, or PayPal. This option has a \$2 service fee
- c. Online Tutoring: Pay w/ Zelle
 - i. This option is for meeting online through Zoom for tutoring and paying through Zelle. This option does not have a \$2 service fee.
- d. In Person: Pay Offline/Zelle
 - i. This option is for meeting in-person for tutoring and paying through Zelle, or with check or cash. This option does not have a \$2 service fee.

3. Select your tutoring duration and click 'Book Now'
4. Select your Tutor from the drop-down menu

All Staff
Jan 2021
<
>
Today

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

5. Select the Date you'd like to meet with your tutor
6. Select the Time that works best for your schedule and click 'Next'
7. Fill in your info (or your child's info if you are scheduling for a child)
8. Double check all the information in the box at the right of your screen is correct

Describe Your Tutoring Needs (Be Specific) *

If this is your first time scheduling, how did you hear about us?

☐ Please double check you have selected the correct tutor, time zone, date, and time. Check the box if everything looks correct. *

☐ I want to receive an SMS reminder 24 hours before this session starts

* Required Info

Online Tutoring (Pay Offline)

30 min | \$15

January 04, 2021 10:00 am

Taylor Durtschi

Online

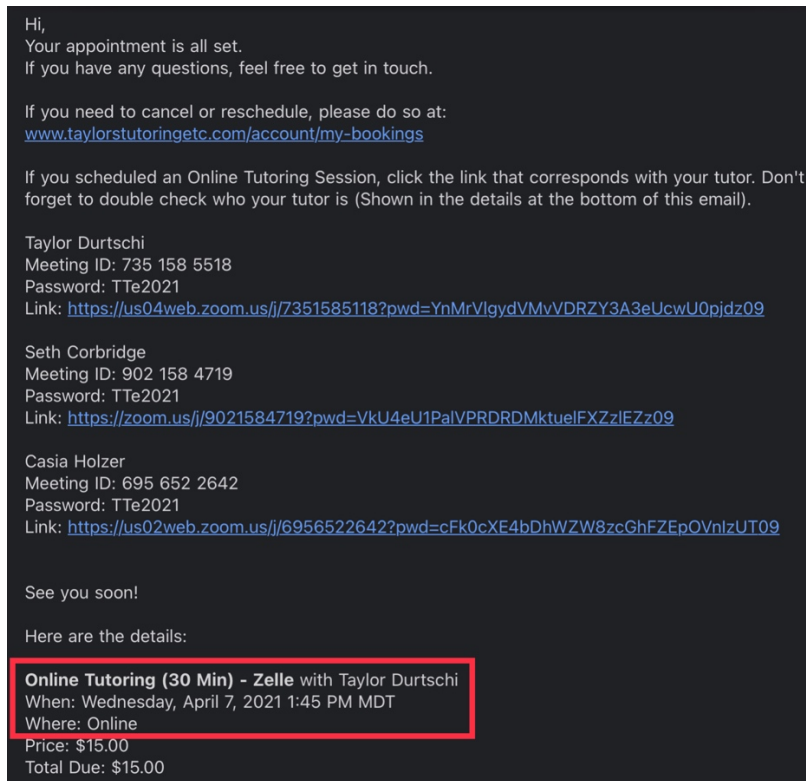
You will receive a Zoom link once you've booked this service.

Enter a coupon code

Book It

9. If Paying online:
 - a. Click 'Pay Now'
 - b. fill in your payment info
 - c. Click 'Pay Now'
10. If Paying offline:
 - a. Click 'Book It'

11. When you have received your confirmation email, confirm the date, time, and tutor are correct



CANCEL OR RESCHEDULING

If you realize you have unintentionally scheduled with the wrong tutor, you can always cancel or reschedule at: www.taylorstutoringetc.com/account/my-bookings

If you need to cancel or reschedule, please do so at least 12 hours prior to your appointment so another person has the opportunity to fill that spot.

VENMO AND ZELLE ACCOUNT INFO

Venmo Business Account:

@taylorstutoringetc

Zelle:

Name: Taylor Durtschi

Email: taylorstutoringetc@gmail.com