REGISTERING FOR CLASSES AND LESSONS

Jonathan West Tutoring

1/25/21

Jonathan West
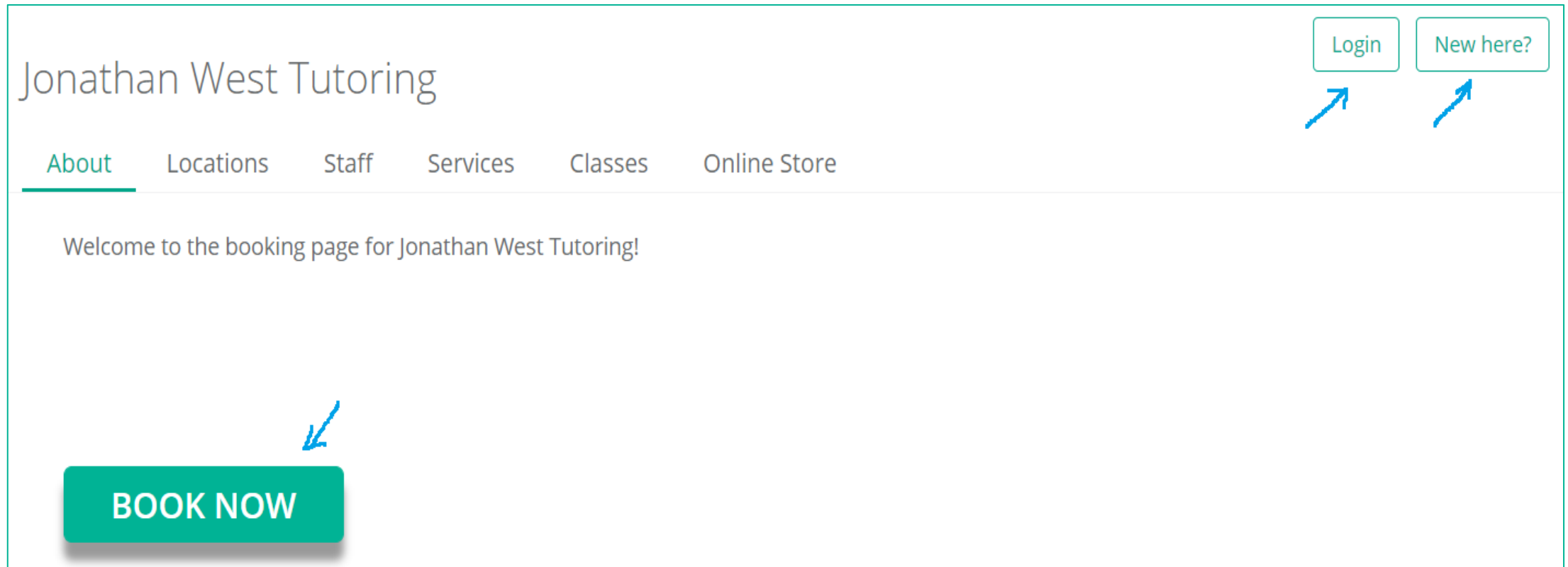
Step 1: Log in to your Booksteam account

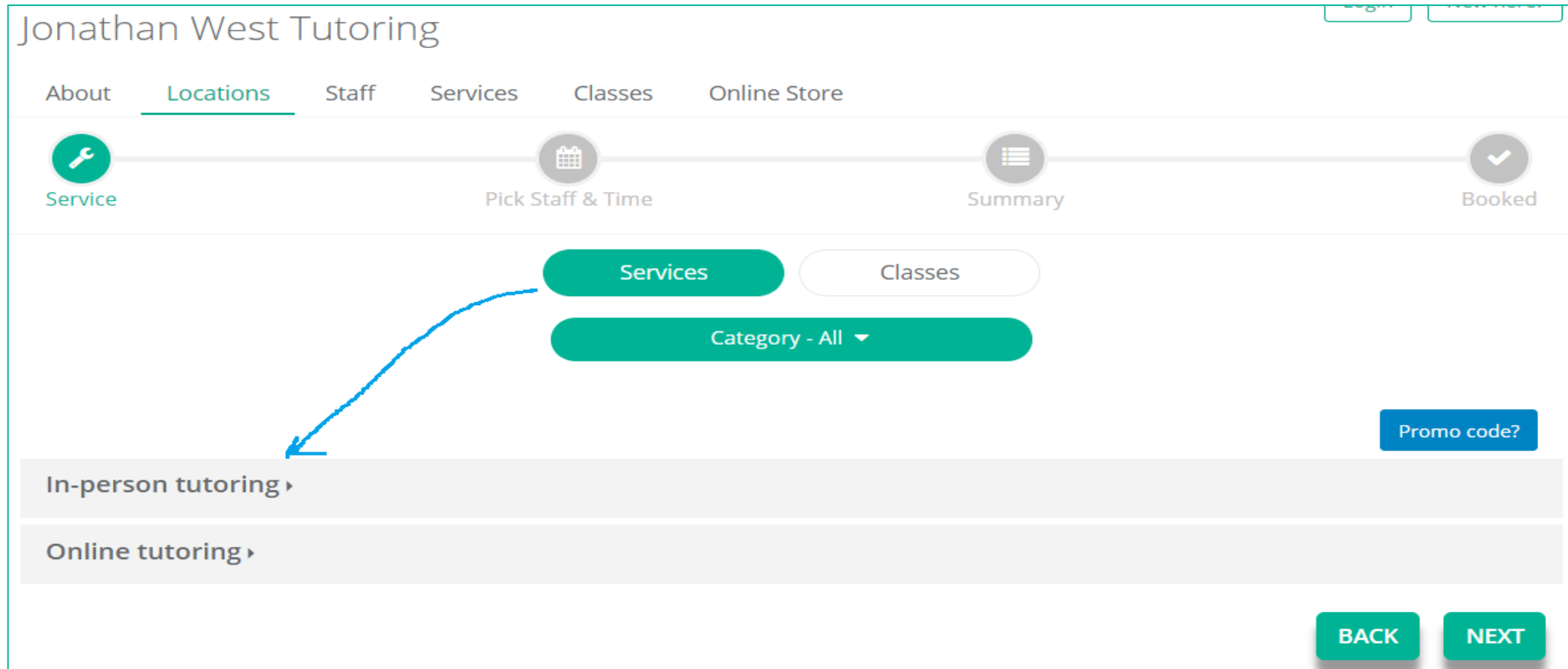- Here is the link to register for a class or lesson (service):

  Jonathan West Tutoring Booksteam link

- Existing users can log in first. New users can click on the New here? button to create an account. Then click on the BOOK NOW button.

Step 2a: To schedule lessons (services)*

- Click on the **Services** button. Then all the tutoring services will appear.

- Select the tutoring service that you want to schedule. Then click the **NEXT** button.

*Unfortunately, there are currently no openings for regular private students. However, a few lessons can be scheduled for help with application essays or other short-term projects.

Step 2b: To register for group classes

- Click on the **Classes** button. Then all the group classes will appear.

- Select the group class that you want to register for. Then click the **NEXT** button. If you want to register multiple students, click the **Participants** button to enter the number of students.

Step 3: Select the date and time for the first class

- Select the date and time for the first class. Then click the NEXT button.

- Note that the time listed is in **Central Time**.

Step 4a: To register for a single session

- Click the **BOOK SINGLE SESSION** button.

Step 4b: To register for recurring sessions

- Please enter the end date for the last session in the series. Then click the **BOOK RECURRING SESSIONS** button.

Recurring Sessions

Repeat session:	Weekly

Every:	1 week

On

Mo	Tu	We	Th	Fr	Sa	Su

○ Ends on   04/18/2021

✓ Repeats   Twice

BOOK RECURRING SESSIONS

Step 5: Complete registration

- Please enter the student(s) names. Then click the **BOOK NOW** button to register for the class or service.

📅 Sunday, April 18, 2021   Change

🕐 6:30 pm (CDT)

Staff: Jonathan West
Class: Advanced Essay Class ($25.00)
Duration: 1 hour
Location: Main Location, Rochester, MN, 55906
Price: $25.00

Enter Promo Code (optional)

| ✂ | Enter code | Apply |

Student name(s)*

Cancellation Policy:
Jonathan West Tutoring requires a minimum of 3 hours cancellation notice prior to your scheduled appointment.

BACK   BOOK NOW

Step 6: Registration confirmation email

- After successful registration, you will receive a confirmation email with an ics file. Click the **Add to Google Calendar** button, and the class/service will be loaded to your Google calendar.
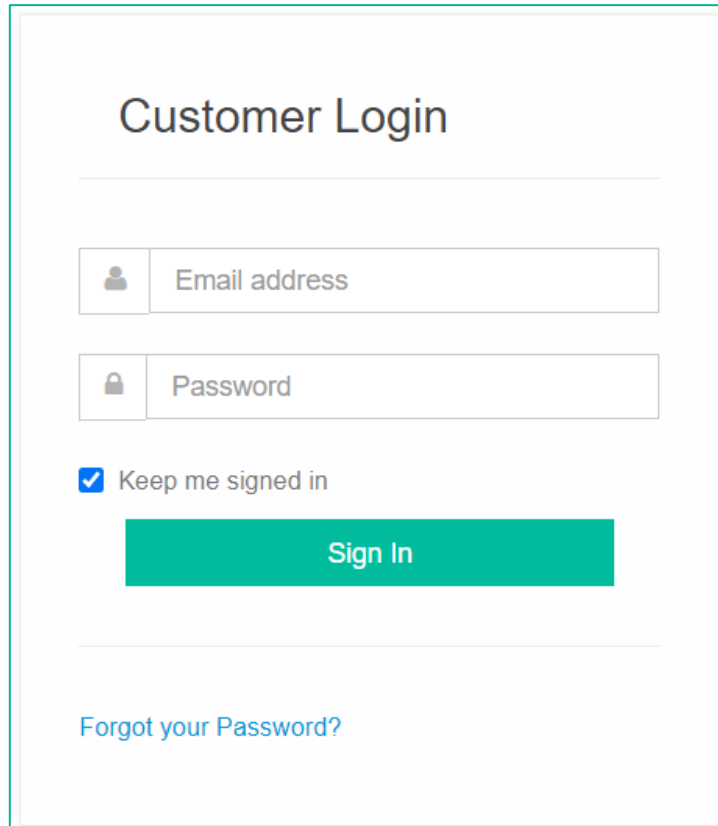
Q&A: How do I see what classes or services I have registered for?

- You can check your registrations by logging in to your Booksteam account at

  https://booksteam.com/LoginCustomer.aspx

Q&A: How do I cancel, reschedule, or register for more?

- After you log in to your Booksteam account, you can cancel or reschedule the class or book another class.