

REGISTERING FOR CLASSES AND LESSONS

Jonathan West Tutoring

1/25/21

Jonathan West

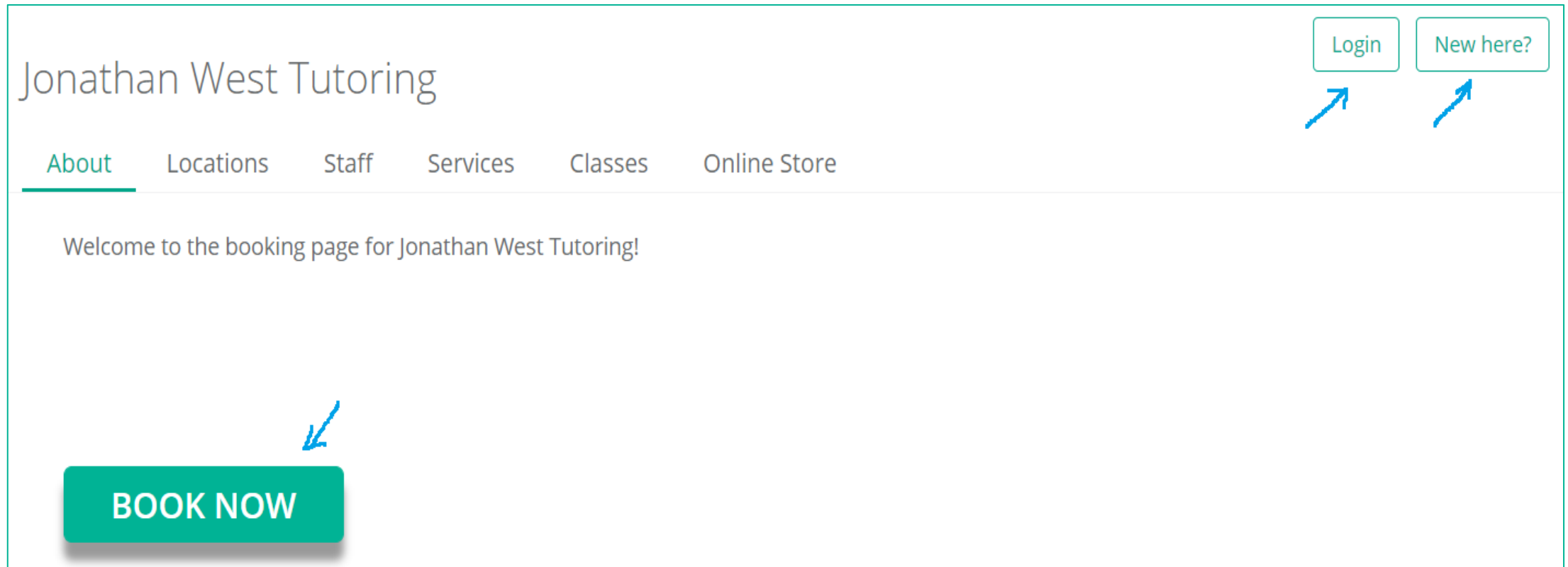


Step 1: Log in to your Booksteam account

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

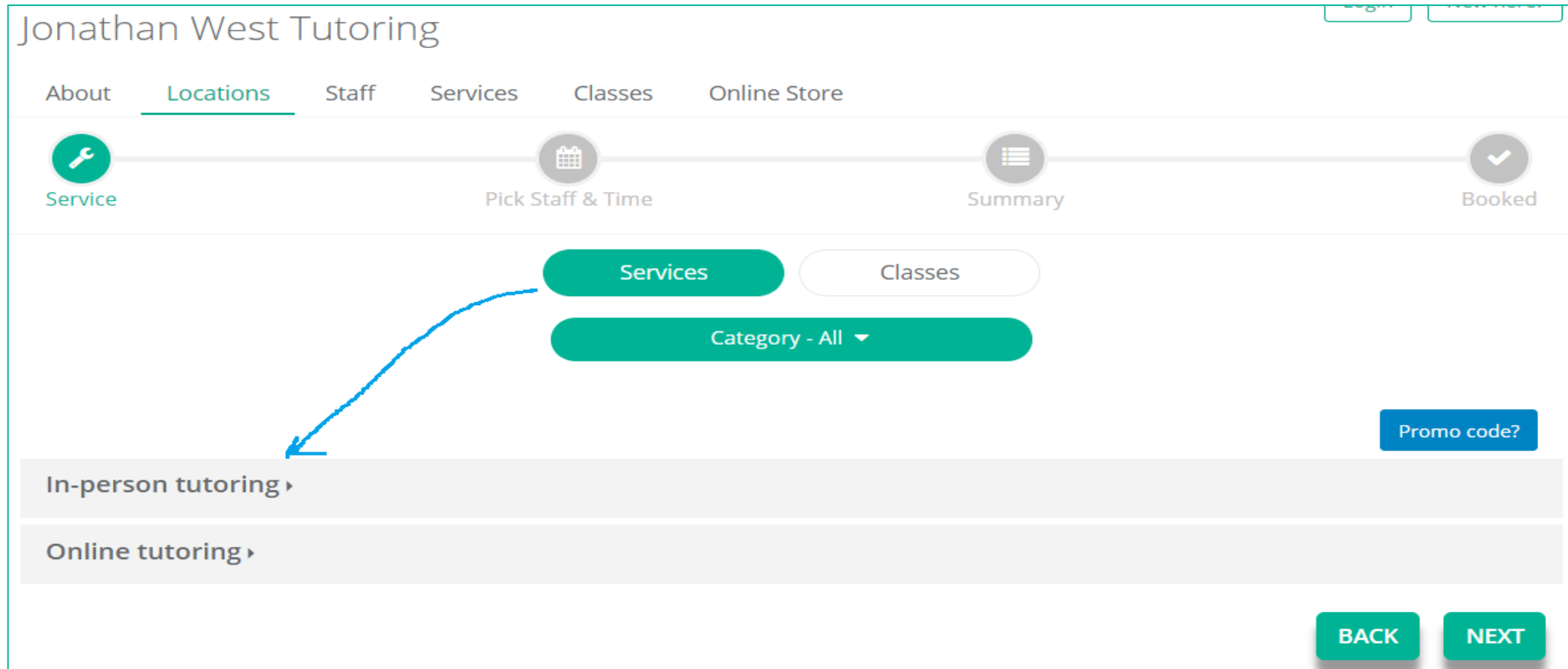
[Jonathan West Tutoring Booksteam link](#)

- 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.

The screenshot shows a web application interface with a navigation bar at the top containing 'About', 'Locations', 'Staff', 'Services', 'Classes', and 'Online Store'. Below the navigation bar is a progress indicator with four steps: 'Service' (active), 'Pick Staff & Time', 'Summary', and 'Booked'. The main content area features three buttons: 'Services', 'Classes', and 'Participants - 1'. A blue arrow points from the 'Classes' button to a 'Group classes' dropdown menu. The dropdown menu is open, showing a list of classes. The first class listed is 'Advanced Essay Class' by Jonathan West, with a duration of 1 hour and a price of \$25.00. A 'Promo code?' button is located in the bottom right corner of the main content area.

Navigation: About | Locations | Staff | Services | Classes | Online Store

Progress: Service | Pick Staff & Time | Summary | Booked

Buttons: Services | **Classes** | Participants - 1

Promo code?

Group classes ▾

- Advanced Essay Class
Jonathan West

⌚ 1 hour 💰 \$25.00

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**.

SELECT DATE

Set Timezone: (GMT -06:00) Central Time (US & Canada) ▾

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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	1

SELECT TIME ON SUNDAY, APRIL 18, 2021

MORNING (No times available)	AFTERNOON (No times available)	EVENING 6:30 pm
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Step 4a: To register for a single session

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

Single Session

Date/Time: Sunday, April 18, 2021 at 6:30 pm (CDT)
Staff: Jonathan West
Class: Advanced Essay Class
Duration: 1 hour
Price: \$25.00
Location: Main Location

 **BOOK SINGLE SESSION**

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)

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.

31 Events in this message

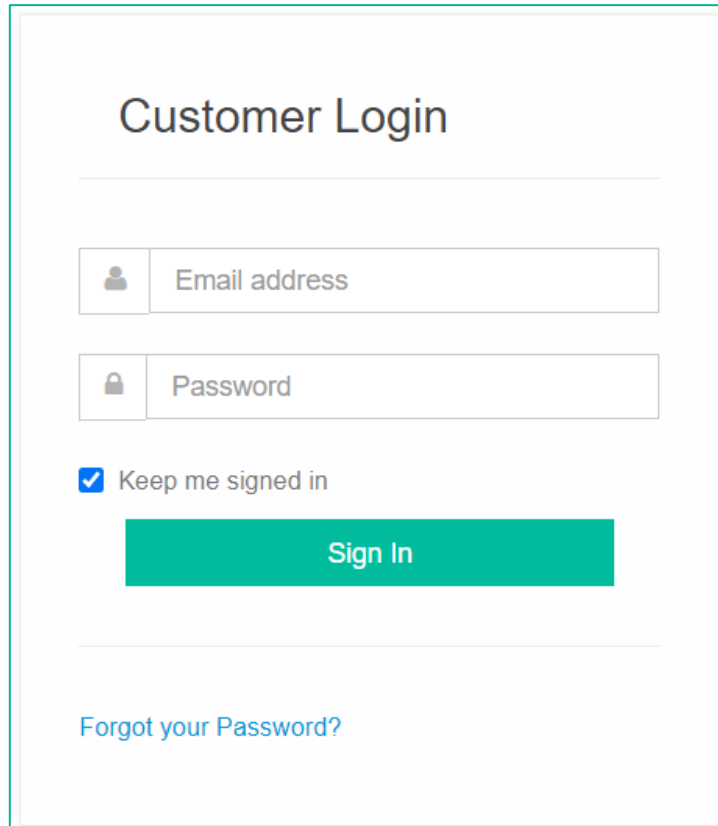
Intermediate Essay Class	Mon Mar 8, 2021 7:30pm – 8:30pm (CST)
Intermediate Essay Class	Mon Mar 15, 2021 7:30pm – 8:30pm (CDT)
Intermediate Essay Class	Mon Mar 1, 2021 7:30pm – 8:30pm (CST)
Intermediate Essay Class	Mon Apr 5, 2021 7:30pm – 8:30pm (CDT)
Intermediate Essay Class	Mon Mar 22, 2021 7:30pm – 8:30pm (CDT)
Intermediate Essay Class	Mon Apr 12, 2021 7:30pm – 8:30pm (CDT)

[Add to 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>

A screenshot of a web form titled "Customer Login". The form is enclosed in a light gray border. At the top, the title "Customer Login" is centered. Below the title is a horizontal line. There are two input fields: the first is labeled "Email address" and has a person icon on the left; the second is labeled "Password" and has a lock icon on the left. Below these fields is a checkbox labeled "Keep me signed in" which is checked. A large teal button labeled "Sign In" is positioned below the checkbox. At the bottom of the form, there is a link labeled "Forgot your Password?".

Customer Login

Keep me signed in

[Forgot your Password?](#)

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.

Saturday, January 30, 2021	Jonathan West Tutoring	Cancel ▾
Time (CST)	Class	Staff
7:30 pm - 8:30 pm Saturday	Book club (Grades 8-...	Jonathan West
Book another here ↙		<div style="border: 1px solid #ccc; padding: 5px;"><p>Cancel this class</p><p>Cancel and Reschedule this class</p></div>