How to Create a Manual Appointment

1. Student must already be active in order to manually schedule an appointment on their behalf, please refer to the “How to Make an Inactive Student Active” guide if needed.
2. Place cursor over Appointments dropdown menu under Center Attendance
3. Click on New by date
4. Enter the desired date of the appointment
5. Make sure your center is selected in the Center dropdown menu
6. Include Subject area if desired

7. A list of available advisors will appear after clicking on the blue dropdown menu containing the date and center of the future appointment

8. Click on the desired and available time slot (green boxes) for the future appointment

9. A box will pop up. Enter the student name and any notes.
10. Click Accept
11. Your new appointment should be visible in the “View All” appointment screen as long as the time range filter covers the date of the new appointment.