Directions for Participants

Follow the link provided by your organization to access the Online Scheduler, then follow the steps below to book your appointment.

Step 1: Sign In

- **Enter your email** and click **Next**.
- **Returning users:** You'll be prompted to enter your password.
- **New users:** If your email isn't recognized, follow the prompts to **Sign Up** and create your profile.

Step 2: Select Your Event

Once logged in, you'll see a list of available events. Click the event you'd like to join (e.g., "Fall Conferences" or "Summer Camp").

Step 3: Register or Book Your Slot

1. Fill out all required fields in the registration form.
2. Click **Register** or **Sign Up** to finalize your booking.

You'll receive a confirmation email shortly after.

Managing Your Schedule

View or Print Your Itinerary

Click **Printable Schedule** in the left-hand sidebar for a clean, printer-friendly list of all your appointments.

Changes & Cancellations

On a computer:

1. Click **My Appointments** in the left-hand sidebar.

2. Locate the appointment you'd like to change.
3. Hover over the appointment to reveal **Details**, **Edit**, and **Cancel** options.

On a mobile phone:

1. Tap the **menu icon** (☰) in the top-left corner.
2. Select **My Appointments**.
3. Tap the **three dots (⋮)** next to an appointment to modify or cancel it.

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