

Workplace Exploration Booking Process



Accept or Decline a proposed booking

Click on the Bookings tab

The Bookings table shows all of your bookings

(The Status column indicates whether a booking is Proposed, Accepted, Canceled or if an evaluation is done)

Click Select to view the details of a proposed booking

If you agree to the terms, click Accept Booking Proposal

If you are unable to accept, click Decline Proposal and type in your Reason for Declining the Proposal

Confirm that the Status has changed in the Bookings table

An e-mail reminder will be sent to you before your booked opportunity

Counter propose or ask a question

Select the booking for which you would like to suggest counter propose or ask a question

Click Questions for the Educator

Type your question or propose a new date/time in the open field and click Submit

Click on the Message Board tab to view the educator's response

(An e-mail will be sent to you once the educator has replied)

Continue the conversation in the Message Board by clicking Select and then type your message in the Reply field

When you and the educator have agreed on the terms, the educator will rebook with the correct date and time

Follow the above instructions to Accept the proposed booking

Confirm that the Status has changed in the Bookings table

An e-mail reminder will be sent to you before your booked presentation

Cancel a booked presentation

Click on the Bookings tab

Select the opportunity you wish to cancel

At the bottom of the screen, click the Cancel Booking button

Enter your Reason for Canceling

Click Cancel This Booking

Confirm that the Status has changed in the Bookings table

For more information, go to uplinkthefuture.org or call 816.842.7082.