

Workplace Exploration Educator Booking Process



Booking Process

Click on the Opportunities tab
Select opportunity
Review the opportunity details and available Outlines and Handouts
Click Submit Booking Proposal on Selected Opportunity
Use the calendar to Select Your Preferred Booking Date
Enter Your Preferred Opportunity Start Time
Select Your School from the dropdown list
Enter any Special Instructions for the job shadow coordinator, if needed
Enter the Number of Students
Click on Question for the Coordinator if you would like to communicate with the job shadow coordinator
Type the question in the Your Question field and click Submit
(Your conversation will continue on the Message Board)
Click Preview Booking Proposal and ensure the information is correct
Click Submit Booking when finished
The booking will show on the Bookings tab

Cancel a Booked Presentation

Click on the Bookings tab
Select the booking you wish to cancel
At the bottom of the screen click the Cancel Booking button
Enter your Reason for Canceling the booking
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.