

How To Guide: Change a Scheduled Tutoring Session

Option 1: Message your tutor

- The best way to reschedule or cancel a tutoring session is to reach out to your tutor
- Please give your tutor a minimum of 24 hours notice

STEP 1: CONTACT YOUR TUTOR

- 1. Click on **Tutoring** in the navigation bar
- 2. Click on My Tutors
- 3. Select the tutor who leads the session you'd like to change and click on (Message tutor)



STEP 4: TYPE YOUR MESSAGE IN THE TEXT BOX AND CLICK SEND

MARCH 12TH

VV Vt4ssub V 12:45 PM

Message from Varsity Tutors: Hi Cindy and vt4ssub! We're excited to introduce the two of you to get started on Algebra tutoring.

Our matching process has paired the learning needs of Cindy with the extensive subject matter experience of vt4ssub for a perfect match!

Let's get your tutoring sessions started! Cindy — please review and confirm the first session proposed by vt4ssub. If you need to reschedule the proposed session, please reply to this message to suggest a new time. You can also use this channel to discuss expectations for your first session and ongoing as you work towards your learning goals.

Send a message..

SEND

varsitytutorsforschools.com



Getting Started

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Option 2: Reschedule

STEP 1: FINDING YOUR SESSION

- 1. Click on **Tutoring** in the navigation bar
- 2. Click on My Schedule
- 3. Find the session you'd like to change
- 4. Click on (Reschedule session)



STEP 5: EDIT THE SESSION

- 1. Choose the session length and date
- 2. Click (Next)
- 3. Review details and click **Schedule Session**

• Varsity Tutors	Q Find your next subject Tutoring v Subjects v Classes & Self-Guided v Cecilia C cc v
dit session	
cc Cecilia (Student)	
utor Vt4ssub V Algebra	•
ession length ession lengths are pre-deter 1 hour 1.5 hours	mined to maximize results based on the subject matter and the student's age.
06/07/2024	Session time Looks like the tutor doesn't have any available time at that date.
Cancel	t

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