

1. Log into account (see above)

2. Click on "Make-Up" tab.

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Account information for Dominique

Balance: \$0.00

My Contact Info | Students | Enrollments | Schedule | Payment History | Other Contacts

First Name:* Dominique x

Last Name:* Jaramillo

3. Fill in either how many days you would like to see availability, or the date range. Click "Find". Then choose a class and click "Schedule Make-Up".

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Make-up Scheduler

Make-Ups by Availability | Make-Ups by Location | Make-Ups by Teacher | Cancel Make-Up

Show available make-ups in the next 7 days

Show available make-ups between [] and []

Find

Date	Day and Time	Class	Location	Instructor	Open Seats	Actions
04/09/16	Saturday 10:30 AM	Saturday 10:30	Church of the Chimes- Choir Room	Savanna Chute		Schedule Make-Up
04/09/16	Saturday 11:30 AM	Saturday 11:30	Church of the Chimes- Choir Room	Savanna Chute	4	Schedule Make-Up


4. All personal info fills in automatically. Select student and note which class you will be missing and click "Schedule" button.

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[Make-Ups](#) > [Schedule Make-Up](#)

Schedule Make-Up

Class: Monday 9:30
Date: 04/11/16
Day: Monday
Time: 9:30 AM
Location: Church of the Chimes- Choir Room
Instructor: Cathy Shapiro

Contact:

cshapiro@chimes.org

Select a student for this make-up, or [add a new student](#) to your account.

Student Name: *

Class student is missing (day/date/location): *

* - required fields.

