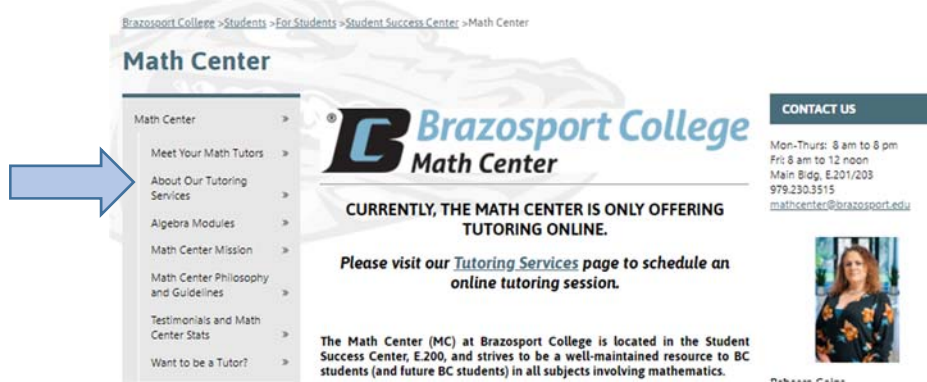
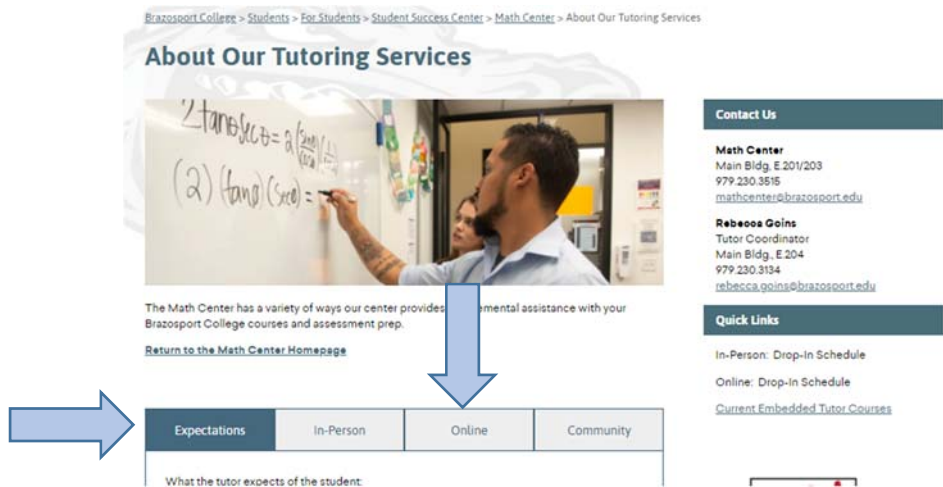


FIRST TIME: HOW TO BOOK AN ONLINE MATH TUTORING APPOINTMENT

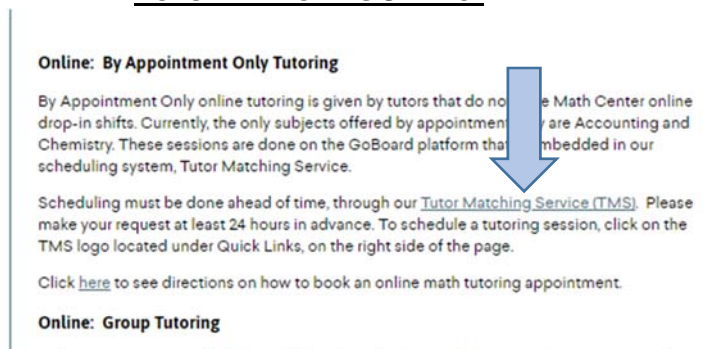
1. GO TO THE MATH CENTER WEBSITE, BRAZOSPORT.EDU/MATHCENTER.
2. CLICK ON **ABOUT OUR TUTORING SERVICES** FROM THE OPTIONS ON THE LEFT SIDE OF THE PAGE.



3. READ OVER THE EXPECTATIONS FOR STUDENTS AND TUTORS.
4. CHOOSE THE **ONLINE TUTORING** TAB. SCROLL DOWN TO THE **ONLINE: BY APPOINTMENT ONLY TUTORING**.

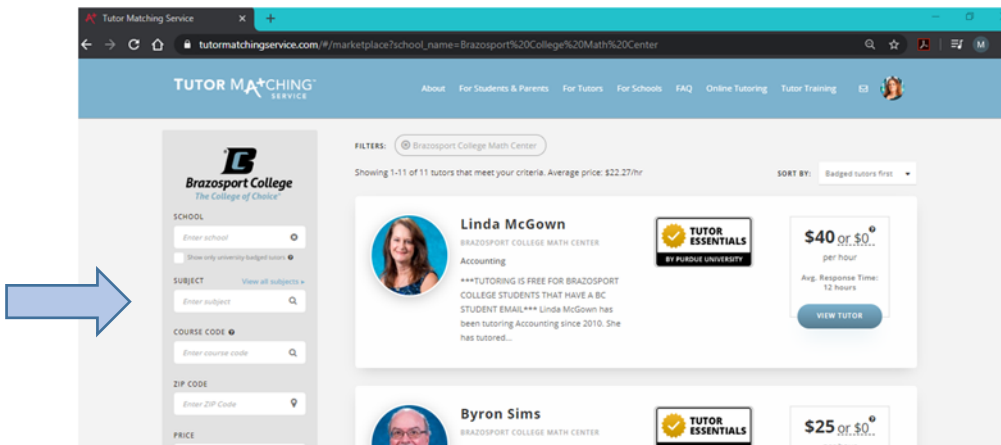


5. CLICK ON THE UNDERLINED **TUTOR MATCHING SERVICE** LINK.

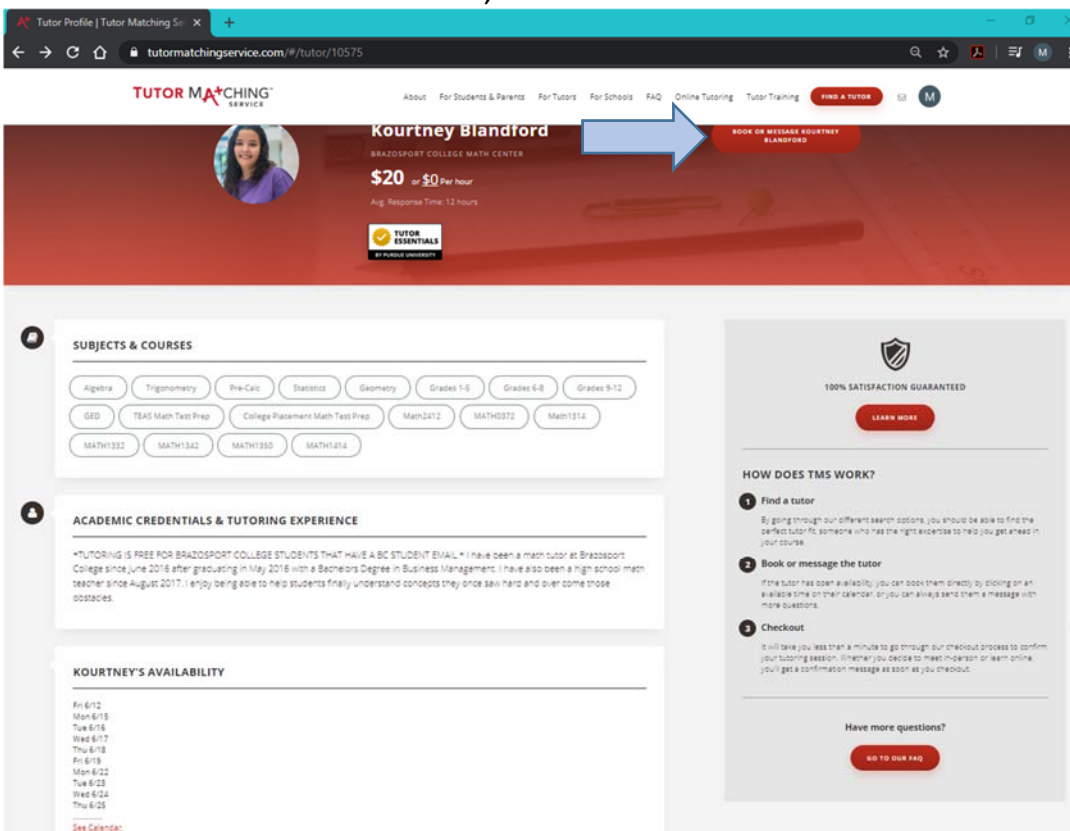


FIRST TIME: HOW TO BOOK AN ONLINE MATH TUTORING APPOINTMENT

- 6. FROM BC TUTOR MATCHING SERVICE PAGE, FILTER THROUGH THE OPTIONS TO MATCH WITH A TUTOR.



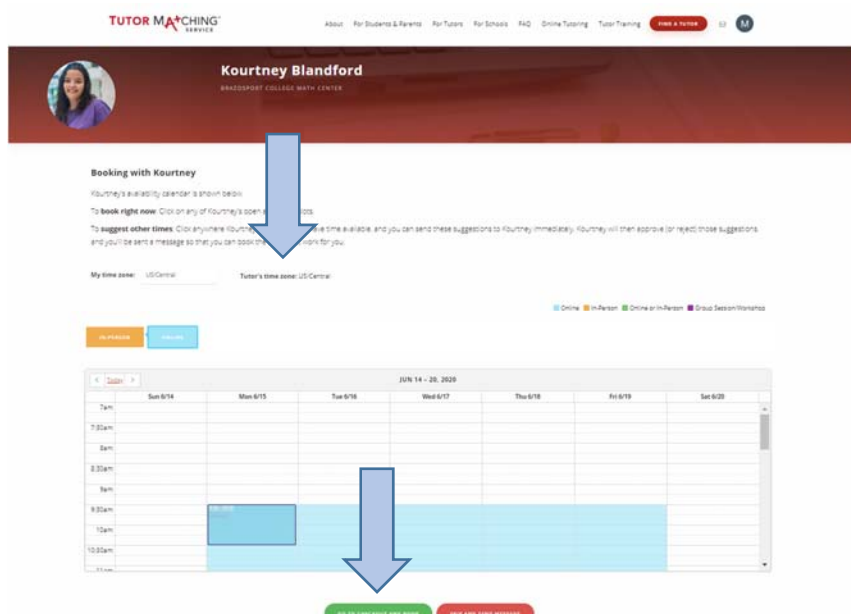
- 7. CLICK ON YOUR CHOSEN TUTOR'S PROFILE, THEN CLICK ON THE **BOOK OR MESSAGE** BUTTON.



- 8. CHOOSE HOW YOU WANT TO LOG IN. YOU CAN CHOOSE FROM GOOGLE, FACEBOOK, OR CREATE YOUR OWN TUTOR MATCHING SERVICE ACCOUNT.

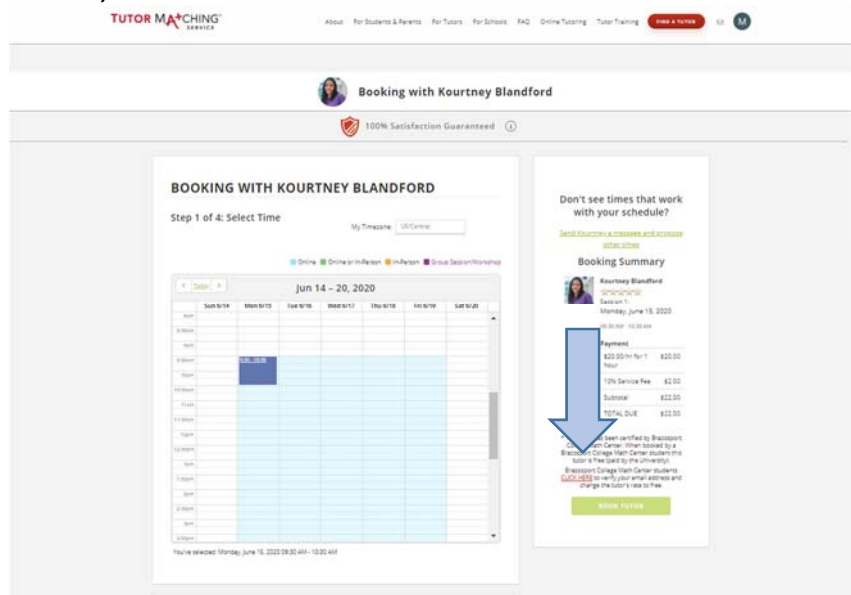
FIRST TIME: HOW TO BOOK AN ONLINE MATH TUTORING APPOINTMENT

- 9. CLICK ON THE APPOINTMENT DAY AND TIME. THEN CHOOSE THE GREEN **GO TO CHECKOUT AND BOOK** BUTTON. MAKE SURE TO HAVE US/CENTRAL AS YOUR TIMEZONE.



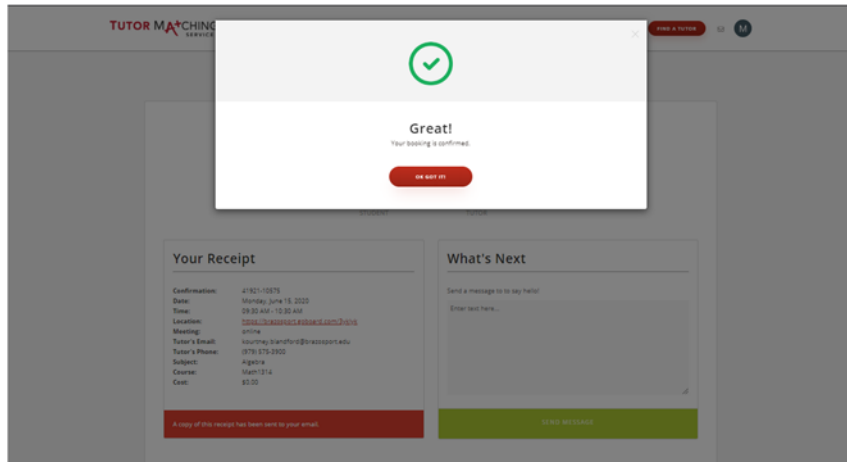
- 10. VERIFY YOUR BRAZOSPORT COLLEGE STUDENT EMAIL BY CLICKING ON THE RED HIGHLIGHTED **CLICK HERE** UNDER THE BOOKING SUMMARY ON THE LEFT HAND SIDE. (YOU WILL NEED TO VERIFY YOUR EMAIL FIRST, BEFORE BOOKING BECAUSE YOUR EMAIL IS YOUR DISCOUNT CODE FOR FREE TUTORING.)

ONCE THIS IS DONE, YOU WON'T HAVE TO VERIFY AGAIN.

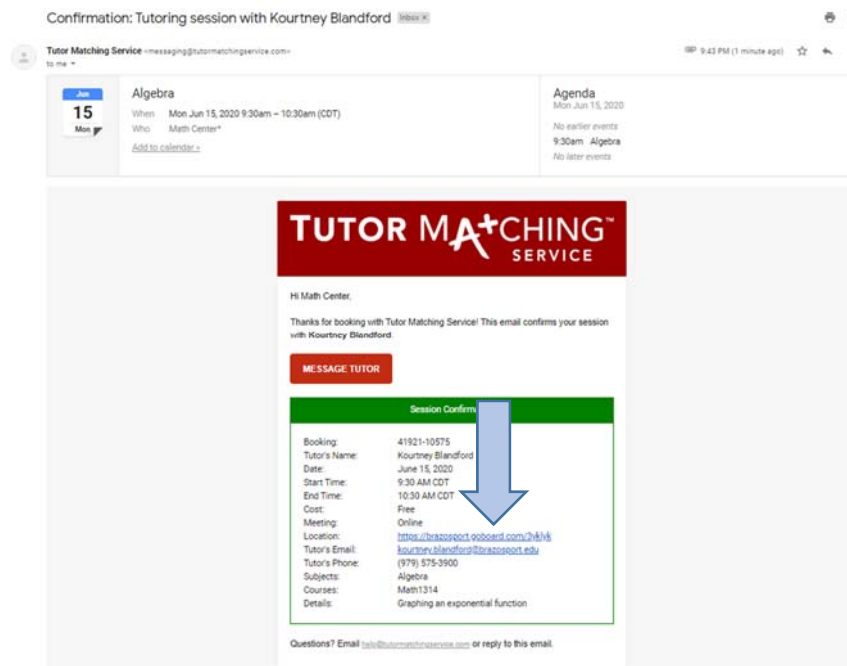


FIRST TIME: HOW TO BOOK AN ONLINE MATH TUTORING APPOINTMENT

- 11. AFTER VERIFYING YOUR BC STUDENT EMAIL, SCROLL DOWN THE PAGE TO CHOOSE THE SUBJECT, COURSE, AND GIVE AN EXPLANATION OF WHAT YOU NEED HELP ON, THEN CLICK ON THE GREEN **BOOK TUTOR** BUTTON. ONCE BOOKED, TMS WILL SHOW A BOOKING WINDOW.



- 12. YOU WILL RECEIVE VERIFICATION OF YOUR BOOKED APPOINTMENT THROUGH YOUR EMAIL AND THROUGH THE TUTOR MATCHING SERVICE APP (IF DOWNLOADED) ON YOUR MOBILE PHONE. YOUR TUTORING LINK WILL BE IN THIS EMAIL.



- 13. ANY FUTURE BOOKINGS CAN BE DONE BY CLICKING ANY OF THE TUTOR MATCHING SERVICE LINKS FROM OUR WEBSITE.