TutorBird Website Address: http://app.tutorbird.com

RESCHEDULE OR CHANGE REGULARLY SCHEDULED

- Select existing lesson, click edit, change time/date
- Select "This event only" for one-time time/date changes
- Select "Future events" if you are changing a regularly scheduled time/date

DELETE A SESSION

- Select session, click delete.
- Select "This event only" for one-time deletion
- Select "Future events" if they are quitting or you want to delete a recurring event

ADD A SESSION

- Click "New Default Lesson"
- Select correct student
- Enter date/time
- Select "This event repeats" if it's a regularly schedule time that will repeat
- Make sure you save

ATTENDANCE

- **Present ($$) -** Student attended session
- **Absent, No Makeup ($$) -** No shows, Last minute cancellations (less than 24 hours)
- **Absent, Notice Given (No charge) -** Notice given well in advance, sick/extreme circumstances within 24 hours (up to 2 per year)

PARENT AND STUDENT INFORMATION

- Click "Students"
- Click on the blue magnifying glass to view their contact information
- Parent information is on Parents tab

SYNC WITH YOUR CALENDAR

- Go to Calendar page
- Click "Setup Sync" button
- Select appropriate service/software, follow on-screen directions