



Sign-up Tool User Manual

Getting started from a meeting participant's perspective

This guide will explain how to find the events and meetings available to you in an *Interact* site, how to obtain information about them, and how to sign up for them.

Find available events and meetings for a site

- Navigate to the Sign-up tool main page by clicking on **Sign-up** (if it is available) in the *Interact* site. Important: only those events/meetings that are available to you will appear.

The screenshot shows the 'SIGN-UP' page with a 'Meetings' section. Below the section title is the instruction 'To sign up for a meeting, click the meeting title.' and a 'View:' dropdown menu set to 'all future meetings'. Below this is a table with six columns: Meeting Title, Organiser, Location, Date, Time, and Status. The table contains four rows of meeting information.

Meeting Title	Organiser	Location	Date	Time	Status
Welcome	Greg Hardham	Room 101	Thu, 26/08/10	3:00 PM - 4:00 PM	Sign-up Not Req
Discussion group	Greg Hardham	Room 202	Fri, 27/08/10	3:00 PM - 4:00 PM	Available
Group meeting	Greg Hardham	Room 303	Sun, 29/08/10	3:00 PM - 4:00 PM	Signed up
Assessment preview	Greg Hardham	Room 404	Tue, 31/08/10	9:00 PM - 10:00 PM	Available on 29/08/10

- Click on the **View** dropdown to select the time frame for the view.

In the table of events/meetings shown above, there are six columns. The following information is displayed:

- **Meeting Title**
- **Organiser**
- **Location**
- **Date**
- **Time**
- **Status**
 - **Available:** at least one time slot is still available
 - **Full:** no time slot is open; wait list may be available
 - **Available on x/xx/xxxx:** participants can start to sign up on the date shown
 - **Signed up:** you are already signed up for the event/meeting
 - **On Wait List:** you are currently on the wait list
 - **Sign-up not Req:** event/meeting is an open session and sign-up is not required
 - **In Progress:** The event/meeting is in progress now
 - **Closed:** The event/meeting is over.

View event/meeting information and sign yourself up

- Navigate to the Sign-up tool main page.
- Click the desired event/meeting title to display the meeting information:



The screenshot shows the SIGN-UP tool interface. At the top, there is a header with a home icon and the text "SIGN-UP". Below this is a "Meetings" section with the following details:

- Title: Group meeting
- Organiser: Greg Hardham
- Location: Room 303
- Meeting Date: Sunday, 29 August 2010
- Time Period: 3:00 PM - 4:00 PM
- Sign-up Begins: Monday, 23 August 2010, 3:00 PM
- Sign-up Ends: Sunday, 29 August 2010, 3:00 PM
- Available To: [Show site\(s\)/group\(s\) details](#)
- Description:

Below the meeting details is a table with five columns: Time Slot, Available Slots, Participants, Your Status, and Action. The table contains four rows of data, each with a "Sign Up" button in the Action column. A "Back" button is located below the table. A link "Hide meeting info above" is visible in the top right corner of the table area.

Time Slot	Available Slots	Participants	Your Status	Action
3:00 PM - 3:15 PM	1	Private		Sign Up
3:15 PM - 3:30 PM	1	Private		Sign Up
3:30 PM - 3:45 PM	1	Private		Sign Up
3:45 PM - 4:00 PM	1	Private		Sign Up

In the table above, there are five columns. The following information is displayed:

- **Time Slot:** Shows the time frame for each segment in the event/meeting
- **Available Slots:** Indicates the current status for this time slot:
 - **Cancelled:** This time slot is cancelled
 - **Locked:** This time slot is locked, you cannot sign up
 - **Number:** number of available vacant spots
 - **On Wait List:** The slot is full. It also indicates how many people are currently on wait list for this spot
- **Participants:** Displays the names of signed-up participants. Names are displayed only if the organiser has opted to make them public.
- **Your Status:** Displays your current status
 - **Signed Up:** You have signed up for this time slot
 - **On Wait List:** You are on the wait list. You can find out your status on the wait list by pointing the mouse arrow over the 'On Wait List' text.
- **Action** - there are four types of actions:
 - **Sign up**
 - **Cancel**
 - **Join Wait List**
 - **Remove from Wait List.**

If you click the **Sign up** button, you will be removed from any wait lists associated with this meeting. However, you can add yourself to a wait list after you have signed up.

When the time slot is locked, you are still allowed to cancel your appointment. However, you cannot sign up for this time slot again.

Once you have cancelled your appointment, it becomes available immediately to other people. If there are people on wait list, the participant on top of the wait list will be promoted to this time slot.

If you click the **Sign up** button, you will advance to the next page and may add a comment.

Click **Finish** to complete the sign-up process and return to the previous page.