SCHEDULE AN APPOINTMENT WITH THINKINGSTORM

1. In ThinkingStorm, click the yellow **Start Now** button on the right side under the ThinkingStorm logo.
2. Choose **Drop-In Tutoring** (for immediate help), **Reserve an Appointment** (to schedule an appointment), **Start Online Appointment** (to start a previously scheduled appointment) or **Submit a Paper** (to upload a paper to be reviewed). Click the appropriate red button.
3. If you click the **Drop-In Tutoring** button, you will then need to choose a category, then choose a subject, then click the red **Get Help Now** button to start the session.
4. If you click the **Reserve an Appointment** button, you will then need to select **Schedule a session**.
5. Select option in each drop down menu as appropriate,
   1. Remember that Thinking Storm will not use our course numbers but what they call Categories (like Math or Business) and Subjects (like Calculus or Accounting)
   2. Pick the category and subject that most closely matches the course for which you are seeking help and then provide more detail to the tutor during your session.
6. You will then choose a date and time from the calendars on the right.
7. Finally, click **Book** and you'll receive an email confirmation.
8. Just before your scheduled appointment, you need to enter ThinkingStorm again following the above steps to get into the scheduler from BlazeVIEW and click on the yellow Start Now button on the right side of the page.
9. You will then click on the red **Start Online Appointment** button and follow the instructions.
10. Finally, if you click the **Submit a Paper** button complete all the instructions and upload your documents.
11. Click the red **Submit** button.