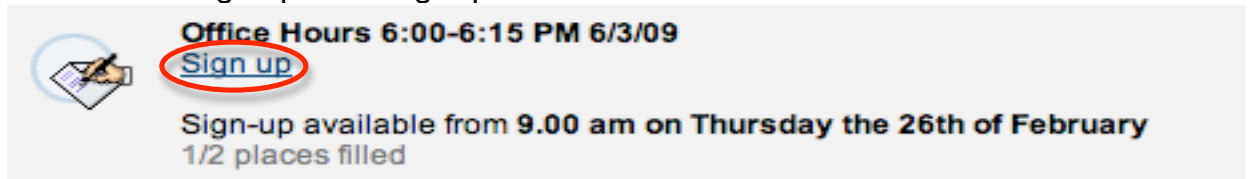


WHY WOULD YOU USE THIS FEATURE?

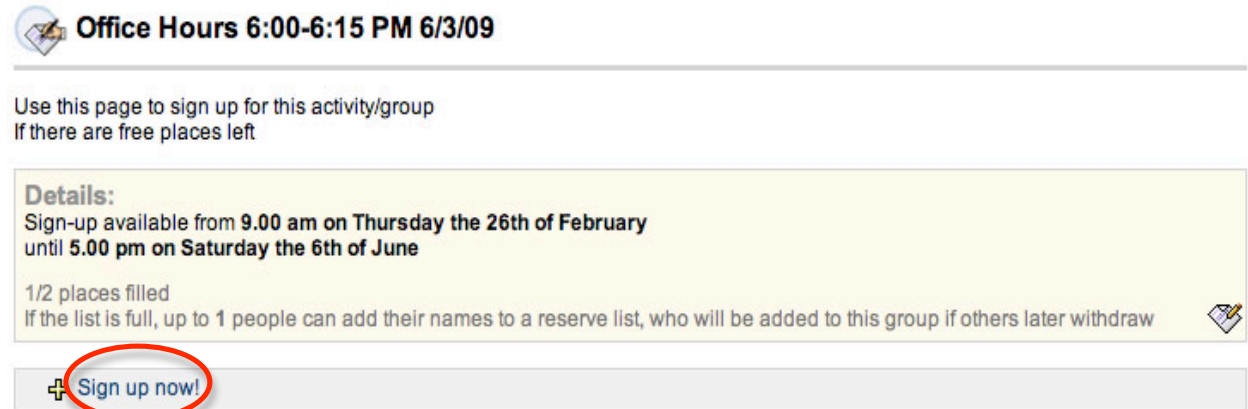
Sign-Up Lists allow you to sign up for specific times that are open for appointments, group meetings, etc.

TO SIGN-UP

1. Click the button of the content area where your instructor has placed the Sign-Up List. (For example, Assignments is a common place to locate the list.)
2. You will see the Name of the Sign-Up List, the time restrictions that the list will be available, the number of spaces, and the number of spaces already taken.
3. Click the blue Sign-Up link to sign-up.



4. You will then see the details page. Click the blue link that says Sign-Up Now! to sign up.



Members

First Name	Last Name	Account Information	Application Date
		OK	2.28 pm on Tuesday 05-May-2009

The reserve list is empty

OK

5. A message that says you have successfully signed up will appear.




6. Click OK. You will be redirected back to the details page.



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- If you wish to remove your name from the list, you may click the Withdraw button next to your name at any time. If you do not want to remove your name, click OK.


 **Office Hours 6:00-6:15 PM 6/3/09**

Use this page to sign up for this activity/group
If there are free places left

Details:

Sign-up available from **9.00 am on Thursday the 26th of February**
until **5.00 pm on Saturday the 6th of June**

List Full

If the list is full, up to 1 people can add their names to a reserve list, who will be added to this group if others later withdraw 

 [Sign up now!](#)

Members

First Name	Last Name	Account Information	Application Date	
		OK	2.28 pm on Tuesday 05-May-2009	
Scrappy	Doe	OK	9.37 am on Wednesday 27-May-2009	Withdraw

The reserve list is empty

OK

- If you wish to sign-up again after withdrawing, you may, as long as there are still spaces available.
- Note that if you tried to sign up but the list was full, you may be able to add yourself to a reserve list if this has been allowed by an instructor.

To add yourself to a reserve list simply click on Sign up now.

If an existing list member withdraws or is removed from the list then the next person from the reserve list will automatically be added to it. You should receive an email if this occurs.



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Note 2: Withdraw Part 1



Monday Morning Tutorial Group

[Sign up](#)

Please sign up if you wish to attend the tutorial group on Monday mornings. The session runs from 10.00 - 11.00 AM.

Sign-up available from 9.00 am on Thursday the 11th of December
3/5 places filled

9. If it has been allowed by the instructor you may find that you wish to withdraw from a sign up list. To do so go back to the sign up list and click on Sign Up.

Note 2: Withdraw Part 2

Members

	First Name	Last Name	Account Information	Application Date	
B	btrain2	OK		1.41 pm on Friday 12-Dec-2008	
C	btrain3	OK		1.42 pm on Friday 12-Dec-2008	
D	btrain4	OK		2.18 pm on Friday 12-Dec-2008	Withdraw
E	btrain5	OK		2.24 pm on Friday 12-Dec-2008	
F	btrain6	OK		2.26 pm on Friday 12-Dec-2008	

Reserve List

	First Name	Last Name	Account Information	Application Date	
G	btrain7	OK		2.29 pm on Friday 12-Dec-2008	

10. Find your entry in the list and click on Withdraw.



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