



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Sign-up

Video - [ReggieNet: Sign-Up](#)

The **Sign-up** tool lets instructors schedule, and students to sign up for, a variety of events, such as office hour visits, review sessions, and study groups.

SIGN-UP
[Link](#) [Help](#)

Add Permissions Export

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: All Future Meetings By category: All

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Lunch Period	Charles Bristow	Wherever you like		Mon, 8/6/18	12:00 PM - 1:00 PM	Available	<input type="checkbox"/>
Mayuko's Office Hours	Mayuko Nakamura	Mayuko's Office		Mon, 8/6/18	3:00 PM - 5:00 PM	Available	<input type="checkbox"/>

Accessing the Sign-up Tool

On the home page of Sign-up, you may:

- View the title, organizer, location, date and time, and status of each meeting.
- Click on a meeting title to modify, copy, export, or print that meeting.
- Filter the list of meetings by using the View dropdown menu. You may select all meetings, all future meetings, meetings scheduled in the next 30 or 90 days, meetings available for sign up, or meetings for which you have signed up.
- Remove a meeting, by clicking on the appropriate checkbox and clicking the **Remove Meetings** button.
- View each occurrence of all recurring meetings, by clicking the checkbox for Expand all recurring meetings, or view each occurrence of a specific recurring meeting, by clicking the “+” icon next to its title.
- Add a new meeting, by clicking the **Add** tab.
- Export all or selected meetings, by clicking the **Export** tab.
- Change permissions for using the Sign-up tool, by clicking the **Permissions** tab.

Adding a Meeting

1. Click the **Add** tab. The **Create New Meeting: Basic Information** page is displayed.
2. Provide meeting information, organizer, location, and time.
 - **Title** – enter a title for the meeting. This information is required.
 - **Organizer** – optionally select an organizer for the meeting. If you're the site owner, you will be the meeting organizer by default, but you may also choose another user as an organizer. (Note: only users with the appropriate permission will be displayed in this menu.)
 - **Location** – if you have already added meetings, you may use the dropdown menu to select from previously entered locations. Or, you may enter a new location. This information is required.
 - **Description** – enter any further information you wish to convey about the meeting
 - **Start Time** – when the meeting period begins
 - **End Time** – when the meeting period ends
 - **Meeting Frequency** – how often the meeting occurs; can be used to set up a recurring meeting period
 - **Sign-up begins** – date/time at which students can begin signing up
 - **Sign-up ends** – date/time after which participants can no longer sign up
 - **Attendance** – choose to track attendance
 - **Available To** – default is to all site members; if there are groups, they will be displayed
 - **Meeting Type** – choose among Open; Single slot; or Multiple slots. Multiple slots allow you to, for example, divide a one-hour meeting time into four 15 minute slots.
3. Click **Next**.
4. A summary page will be shown
 - **Display Participant Names** – other participants will be shown to all
 - **Notifications of participant actions** – choose to receive notifications when participants sign up or cancel
 - **Announce Availability** – send an email announcing the sign-up is available

Other Default Settings – displays more options

 - **Allow Wait List** – allows a wait list
 - **Allow Adding Comment** – permits a student to add a comment when they sign up
 - **Auto Reminder** – system sends an automatic reminder before the time
 - **Publish to Calendar** – adds an item to the calendar corresponding to the meeting
 - **Create groups for timeslots** – automatically creates a group for each timeslot
 - **Max # of time slots per participant** – define how many time slots an individual can sign up for
5. Click **Publish** to save and publish; Click **Assign Participants & Publish** to be taken to the Assign Participants screen, where you can manually add people.
6.
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Changing Information and Settings for a Meeting

1. On the Sign-up tool home page, find the meeting and click on its title.

SIGN-UP

Modify Copy Export as Excel Print

Meeting Details

Title: Mayuko's Office Hours
 Organizer: Mayuko Nakamura
 Location: Mayuko's Office
 Category:
 Meeting Date: Monday, August 6, 2018
 Time Period: 3:00 PM - 5:00 PM
 iCalendar link: [Download](#)
 Sign-up Begins: Tuesday, July 31, 2018, 3:00 PM
 Sign-up Ends: Monday, August 6, 2018, 4:00 PM
 Available To: [Show site\(s\)/group\(s\) details](#)
 Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants (Email all)	Wait List
3:00 PM - 3:30 PM	2	Add Participant	Add Participant
3:30 PM - 4:00 PM	2	Zzstudent7, Zzdemo7 Add Participant	Add Participant
4:00 PM - 4:30 PM	2	Add Participant	Add Participant
4:30 PM - 5:00 PM	2	Add Participant	Add Participant

*Note:- Click on a time slot to lock or cancel it.
 - Click to change or swap participants.
 - Click to delete a participant.
 - Click to email a participant.
 - Click to view/edit a attendee's comment.
 - Meeting organizers can add participants even if the time slot is full.

2. Click on **Modify** in the menu bar at the top of the page.
3. If the meeting is recurring, you'll see a **Modify Options** section at the top of the page. By default, the Modify all future recurring meetings setting is selected. Make all necessary changes.
4. Click Publish Modification to save your changes.

You can also manually add participants from this screen.

Student screen

When students click on a meeting, they will see a **Sign Up** button for any available slot. If they have already signed up, there will be a **Cancel Sign-up** button.

Time Slot	Available Places	Participants	Your Status	Action
3:00 PM - 3:30 PM	2	Private		Sign Up
3:30 PM - 4:00 PM	2	Private		Sign Up
4:00 PM - 4:30 PM	2	Private		Sign Up
4:30 PM - 5:00 PM	2	Private		Sign Up

[Back](#)

