

## How to Schedule a Freshman Summer Class

Click on the URL provided after the following directions, it will take you to a website called pickAtime which we use to schedule various activities

- When next screen comes up, enter your email address
- Then enter the password you want to use to enter pickAtime site
- At the next screen, click on “Introductory Classes for Freshman June 14 July 16”
- The next screen to appear is color-coded showing 3 choices. Click on the color-coded time slot of the class you want to schedule
  
- Another screen will appear showing “Create Appointment” and asking for student name, mailing address, phone number
- Once you click “Create Appointment, you will return to the page, and your confirmed appointment will now appear in black. Repeat this procedure until you have a time with each class you’d like to schedule.

**[CLICK HERE TO REGISTER](#)**

- If you want a hard copy of your schedule click on Printable Schedule
- This website will be available to schedule or cancel appointments until 11:30am on June 9, 2010. If any problems arise, contact Mr. Piening at 761-7815.369