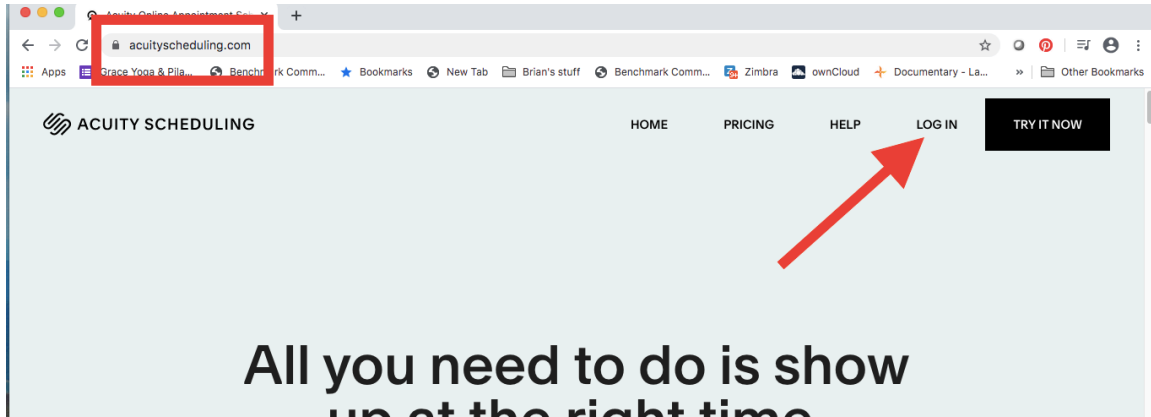


# ACUITY SCHEDULING

*See who has signed up for a class & message your students*

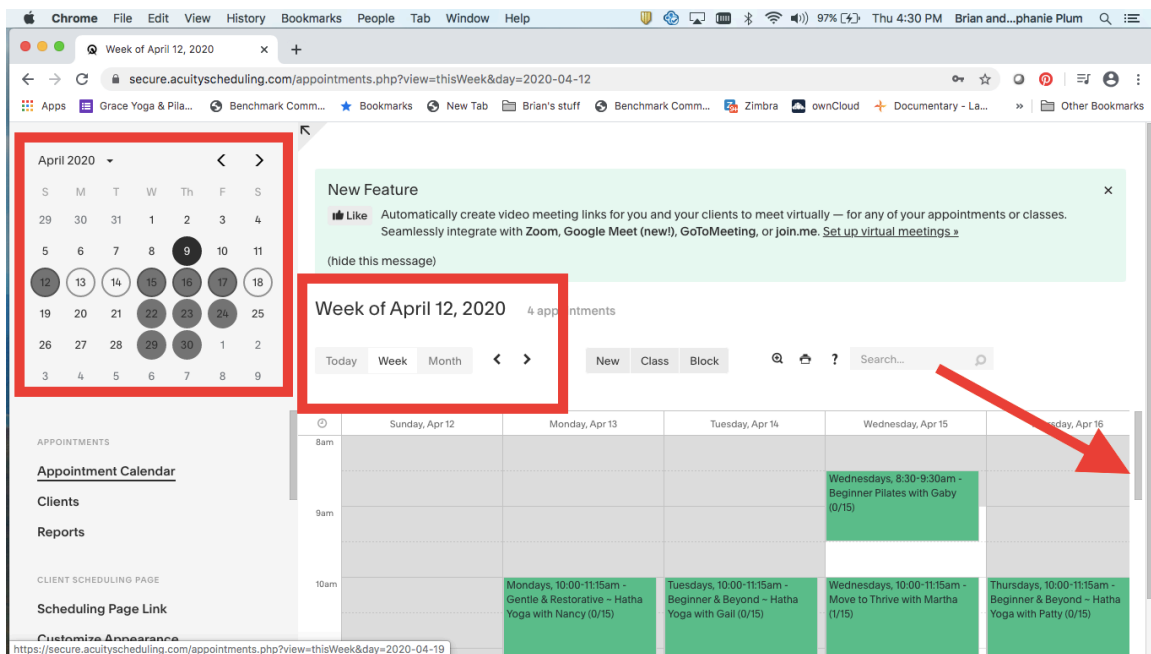
## Step 1. Log in

- Go to [acuityscheduling.com](https://acuityscheduling.com) and select Log In.
- Username: [graceyogaroanoke@gmail.com](mailto:graceyogaroanoke@gmail.com)
- Password: Same as for Zoom



## Step 2. Find your class

- Use the arrows to advance to a different week or the mini calendar on the left to select the date of your class
- If your class is later in the day, you may need to scroll down to see it



Step 3. Click on your class. Small screen will pop out.

- This will show you who has signed up.
- From here, you can email your students by clicking Email Attendees. Please know that the system is programmed to send attendees a reminder email with the Zoom information 1 hour before the class begins, so you don't need to send a reminder.

The screenshot shows a web browser window with the URL `secure.acuityscheduling.com/appointments.php?view=thisWeek&day=2020-04-12`. The page displays a calendar for April 2020 on the left, with a sidebar containing navigation options like 'Appointment Calendar', 'Clients', 'Reports', 'Scheduling Page Link', and 'Customize Appearance'. The main content area shows the 'Week of April 12, 2020' with a search bar and a calendar grid. A class titled 'Wednesdays, 10:00-11:15am - Move to Thrive with Martha' is highlighted in green. A red arrow points from this class to a detailed pop-up window on the right. The pop-up window has a title bar with 'Back', 'Edit', 'Print', and 'Delete Class' buttons. It shows the class details: 'April 15, 2020 at 10:00am with Grace Yoga & Pilates', 'Wednesdays, 10:00-11:15am - Move to Thrive with Martha', and '15 people can schedule this'. Below this, there is an 'Attendees' section with '14 slots available' and a list of attendees, including 'Freyja Williams' with a 'Certificate' button. At the bottom of the pop-up, there are three buttons: 'Attendee', 'Email Attendees' (which is highlighted with a red box), and 'Reschedule Selected'.