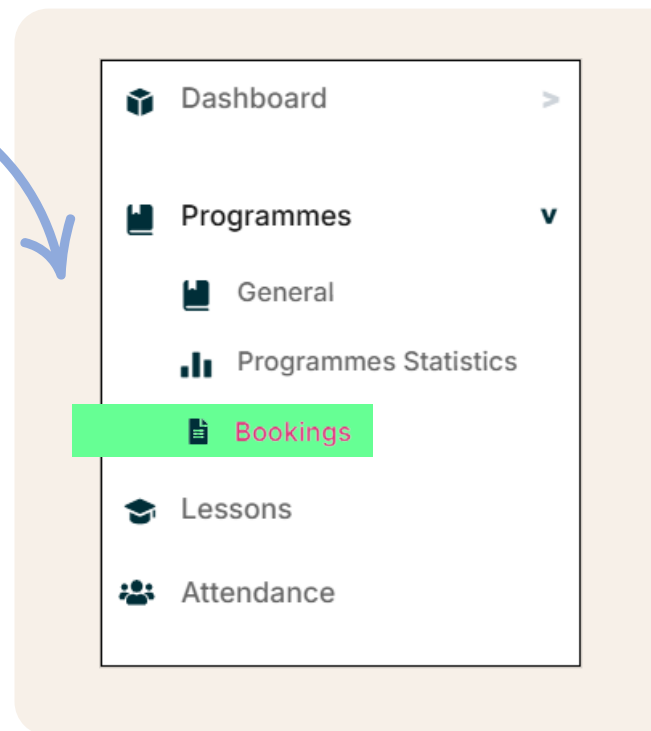


Self-service booking guidance.

Option one →

Adding existing student(s) to a shared pathway

1. On the left-hand side menu, click the grey arrow next to 'Enrolments'.
2. Under this, select 'Bookings'.
3. This will take you to the Bookings page. In the upper right corner, click the green 'New shared booking' button. This will open the Bookings wizard.
4. **Stage 1** captures general information. Once you've filled that in, click 'Next step' at the top of the page to move forward.
5. **Stage 2** offers pathways of provision available to the student, based on the year group for the programme you selected. You can learn more about our [pathway offering here](#). Again, once you've selected 'Next Step' at the top of the page, you'll be moved forward.



6. At **Stage 3**, you'll be able to select which students to enrol onto this programme by clicking the green arrow beside each name. Please note, all students in this booking must be at the same level for each subject you are enrolling them onto. You also have the opportunity at this point to add any students to Tute that you haven't yet created by clicking the green 'Add new student' button, which is covered in more detail below in section 2.

General Information Pathway **Participants** Subjects & Levels Summary

SELECT STUDENTS

10 Search Search selected

USERNAME	FIRST NAME	LAST NAME	PARTNER	SELECT
alfie.B@tute	Alfie	Brown	Tute High School	
alice.w@tute	Alice	Williams	Tute High School	
andrew.j@tute	Andrew	Jones	Tute High School	
craig.wa@tute.com	Craig	Williams	Tute High School	
daniel.f@tute	Daniel	Ferrier	Tute High School	

2 STUDENTS SELECTED

alfie.B@tute Alfie Brown

alice.w@tute Alice Williams

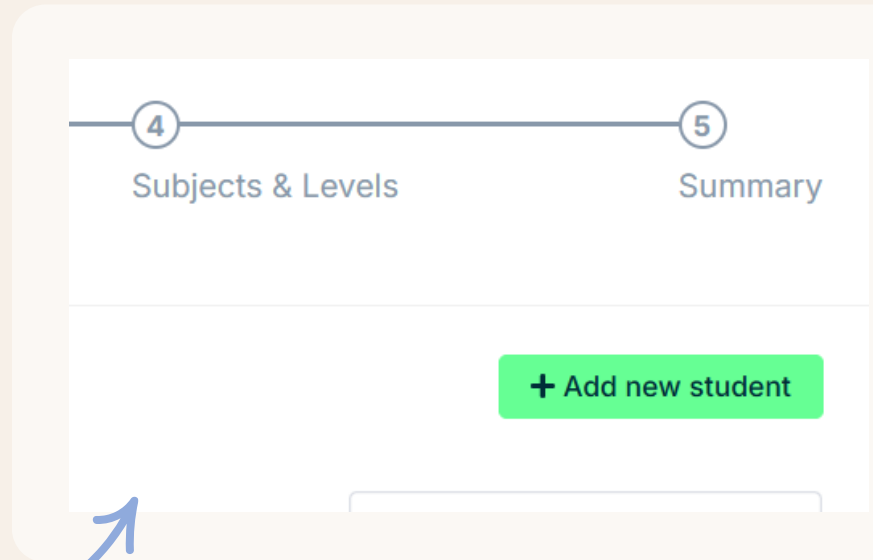
+ Add new student

7. In **Stage 4**, you'll be presented with each subject from the pathway you selected. Here, choose which level of provision is appropriate for your student(s). Once chosen, you will be shown available timings and if there is more than one option available, you'll need to pick one.
8. **Stage 5** is a summary of what you've chosen. If you're happy with this, simply click the green 'Create booking' button at the bottom of the screen. This will go to our operations team to review and respond to within 2 hours. If you need to make any changes, you can use the 'Previous step' button in the upper lefthand corner.

Note: If this is your first student learning on-site, please complete an IT network test before scheduling their first lesson. While we can accept same-day bookings, we strongly recommend the student is introduced to Tute in advance and ready to learn.

Option two →**Creating a student user while making a booking**

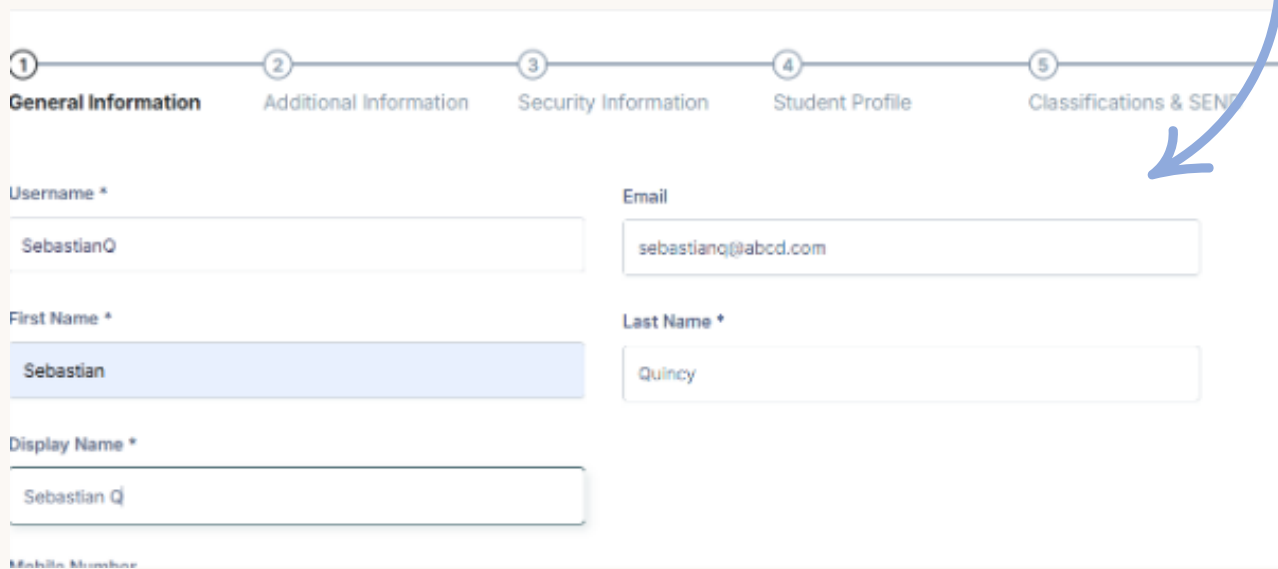
1. **Picking up from step 6 above**, after putting in the initial details for the shared booking and selecting a pathway, you will be given the option to **'Add a new student'** if the student(s) you want to enrol aren't already users in the Tute platform.



4 Subjects & Levels 5 Summary

+ Add new student

2. This takes you to the **student creation wizard**. Follow the steps to add all the information for the student you are adding.



1 General Information 2 Additional Information 3 Security Information 4 Student Profile 5 Classifications & SEND

Username * SebastianQ

Email sebastianq@abcd.com

First Name * Sebastian

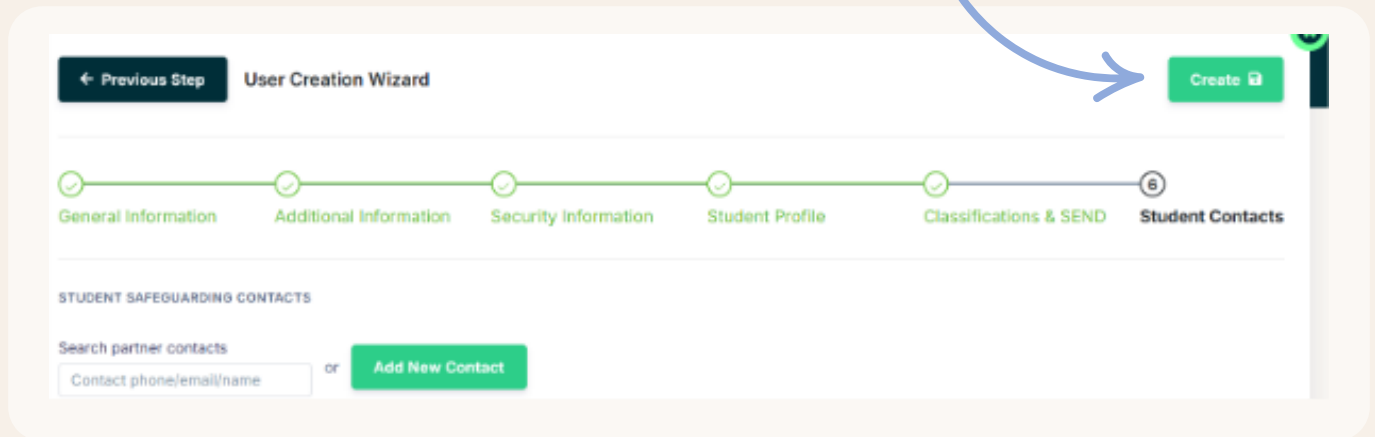
Last Name * Quincy

Display Name * Sebastian Q

Mobile Number



3. On the last pane, click 'Create' in the upper right corner when you've input all details.



← Previous Step User Creation Wizard Create

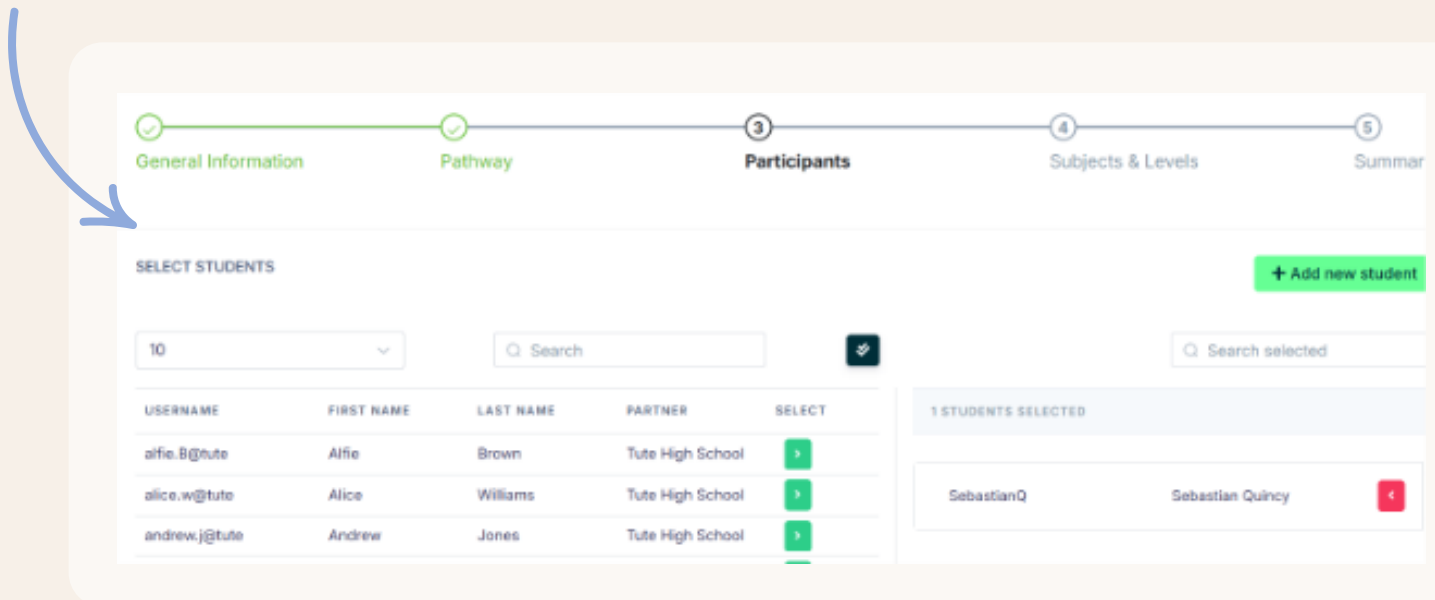
General Information Additional Information Security Information Student Profile Classifications & SEND **Student Contacts**

STUDENT SAFEGUARDING CONTACTS

Search partner contacts

Contact phone/email/name or Add New Contact

4. This will take you right back to where you left off on the shared booking, with the new student already selected. You can continue adding new or existing students from here.



General Information Pathway **Participants** Subjects & Levels Summer

SELECT STUDENTS + Add new student

10 Search Search selected

USERNAME	FIRST NAME	LAST NAME	PARTNER	SELECT
alfie.b@tute	Alfie	Brown	Tute High School	>
alice.w@tute	Alice	Williams	Tute High School	>
andrew.j@tute	Andrew	Jones	Tute High School	>

1 STUDENTS SELECTED

SebastianQ Sebastian Quincy <

5. From here, you can **carry on from step 5 from section 1** to submit your booking to our operations team to review.