

**Step 1:** Navigate to <https://www.facebook.com/BurmanWritingCentre/> (you do not need a Facebook account) and click on the "Book Now" button.

**Step 2:** Clicking on "Book Now" will take you to our booking page. If you have never made an appointment at the library, click on "I'm a new client." If you have made an appointment at the library previously, click on "I'm a returning client"

**If you are a new client, follow the directions in blue.**

**Step 3:** Select what type of service you would like to schedule:

- **Library Help** – this will schedule a meeting with a librarian who can help you do research for any of your assignments.
- **Study Room Reservation** – this reserves the study room downstairs for two hours. You can use this to meet with a group for group projects (please note that this does **NOT** schedule you a meeting with the librarian or a writing tutor)
- **Writing Help** – this will schedule a meeting with a writing tutor who can help you with any writing assignment.

**Step 4:** Confirm that you have picked the right service for you.

**Step 5:** Choose an appointment time that works for you. If there are no times listed, it is because we are fully booked that day. You can use the arrows to move forward and backward through weeks.

**Step 6:** Enter your contact information. Please use your Burman email address, and provide a cell number if you want appointment reminders via text message. You are not required to leave a home number.

**Step 7:** Make sure that the time you are requesting is a time that works for you and click "Send Appointment Request" button.

**Step 8:** You will see a notification that your appointment has been booked and that you will be sent an email confirmation.

**Success! You have booked an appointment  
at the Writing Centre! We'll see you soon!**

## If you have never made an appointment at the library, follow the directions in green.

**Step 3:** Enter your first name, last name, and email address (most likely your Burman address).

**Step 4:** Choose "Book Appointment" to make a new appointment, or "View My Schedule" to make changes to existing appointments.

**Step 5:** Select what type of service you would like to schedule:

- **Library Help** – this will schedule a meeting with a librarian who can help you do research for any of your assignments.
- **Study Room Reservation** – this reserves the study room downstairs for two hours. You can use this to meet with a group for group projects (please note that this does **NOT** schedule you a meeting with the librarian or a writing tutor)
- **Writing Help** – this will schedule a meeting with a writing tutor who can help you with any writing assignment.

**Step 6:** Confirm that you have picked the right service for you.

**Step 7:** Choose an appointment time that works for you. If there are no times listed, it is because we are fully booked. You can use the arrows to move forward and backward through weeks.

**Step 6:** Make sure that the time you are requesting is a time that works for you and click "Send Appointment Request" button.

**Step 7:** You will see a notification that your appointment has been booked and that you will be sent an email confirmation.

**Success! You have booked an appointment at the Writing Centre! We'll see you soon!**