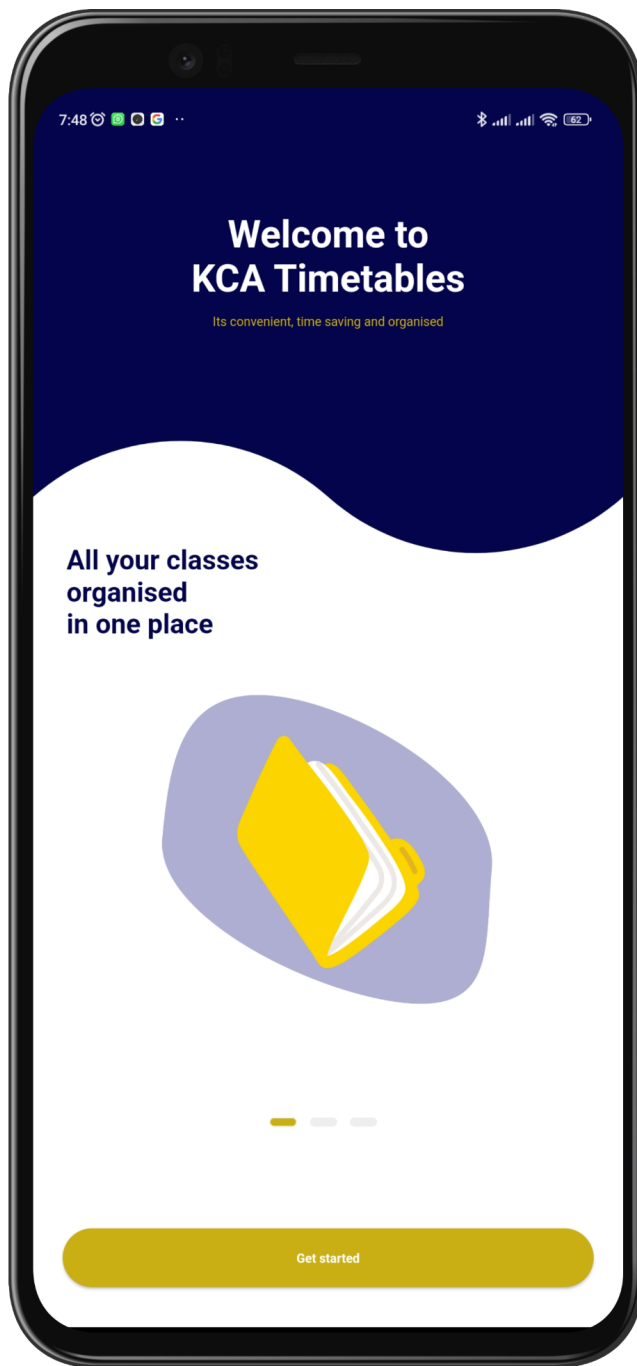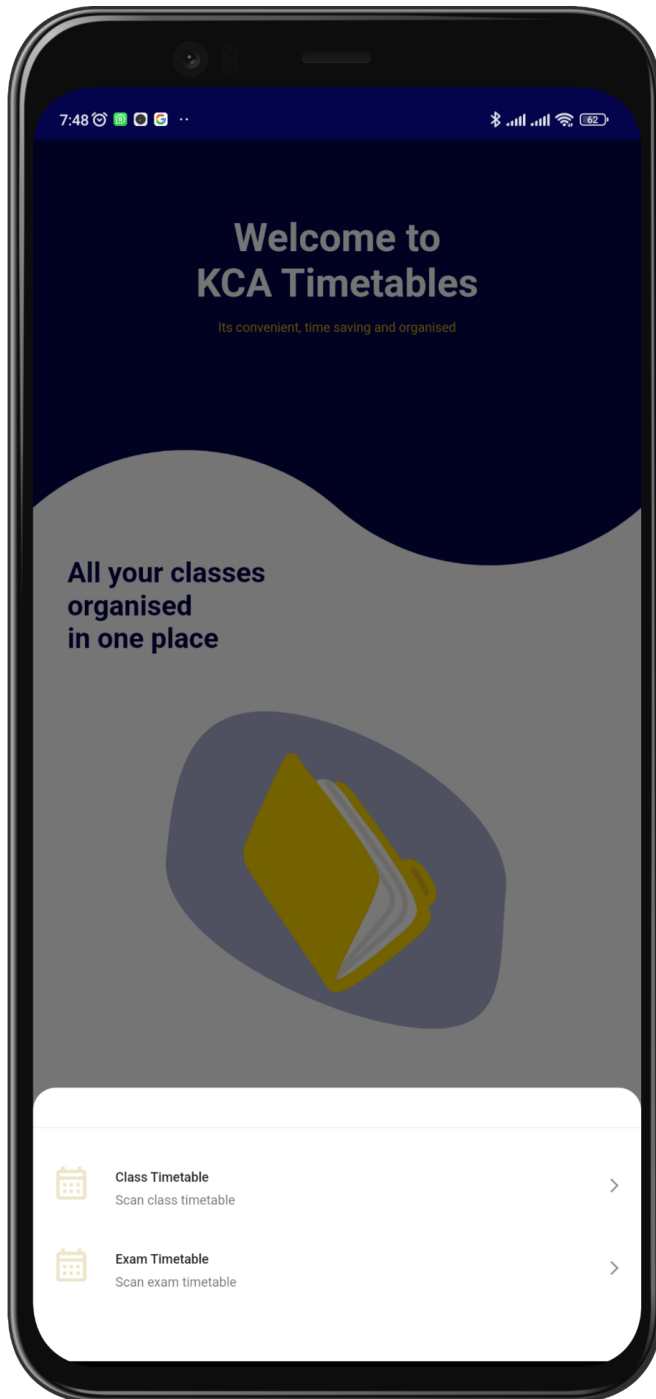# How to use the KCA Timetables App

Step 1: Once you open the app tap on "**Get Started**"

Step 2: Select either class or exam timetables

Welcome to
KCA Timetables

Its convenient, time saving and organised

All your classes
organised
in one place

Class Timetable	
Scan class timetable	>

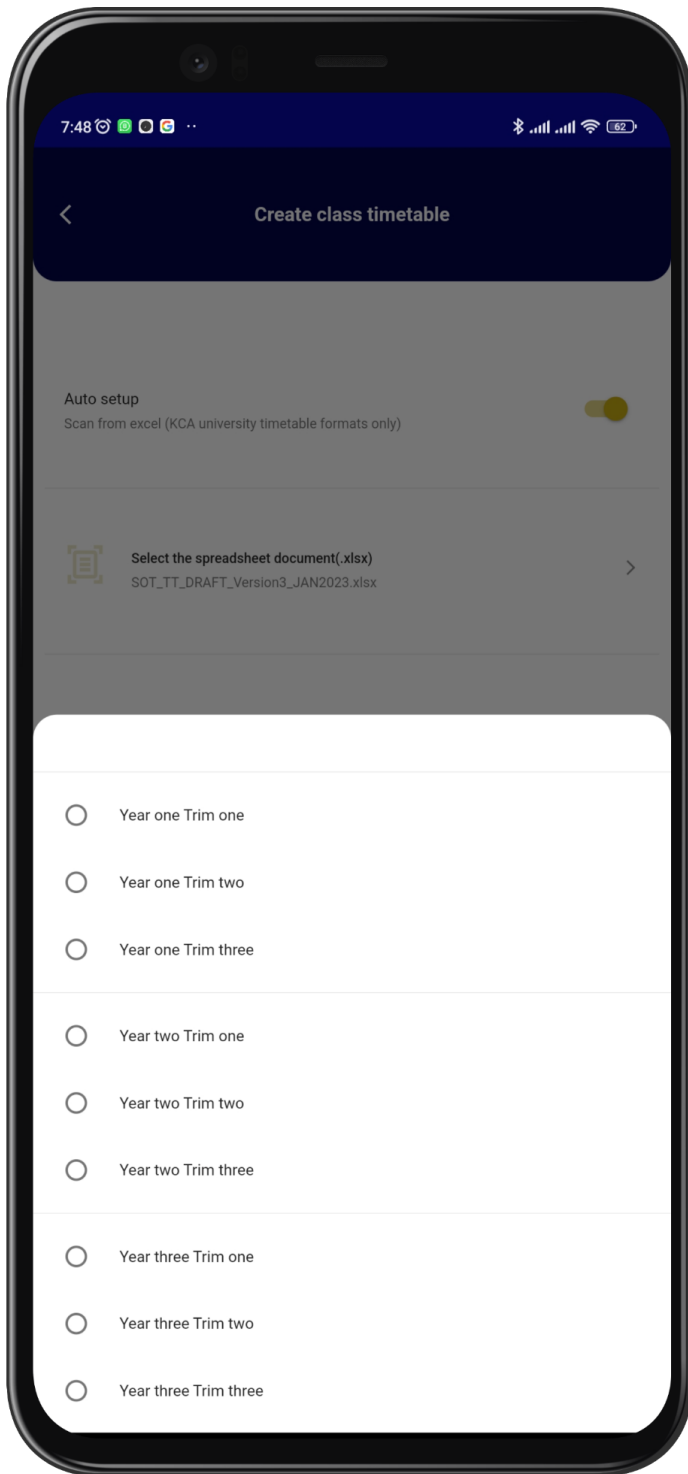| Exam Timetable	
Scan exam timetable	>

Step 3: Tap on "**Select the spreadsheet document**" to choose the excel timetable document shared with you.
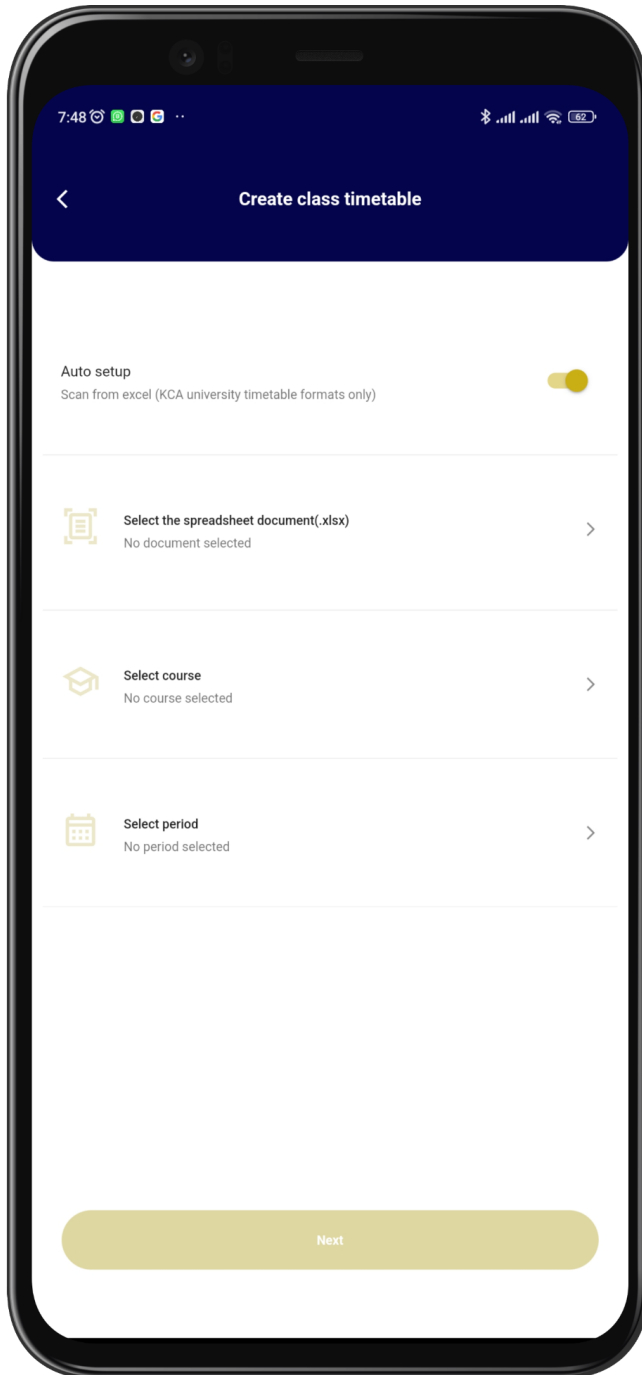
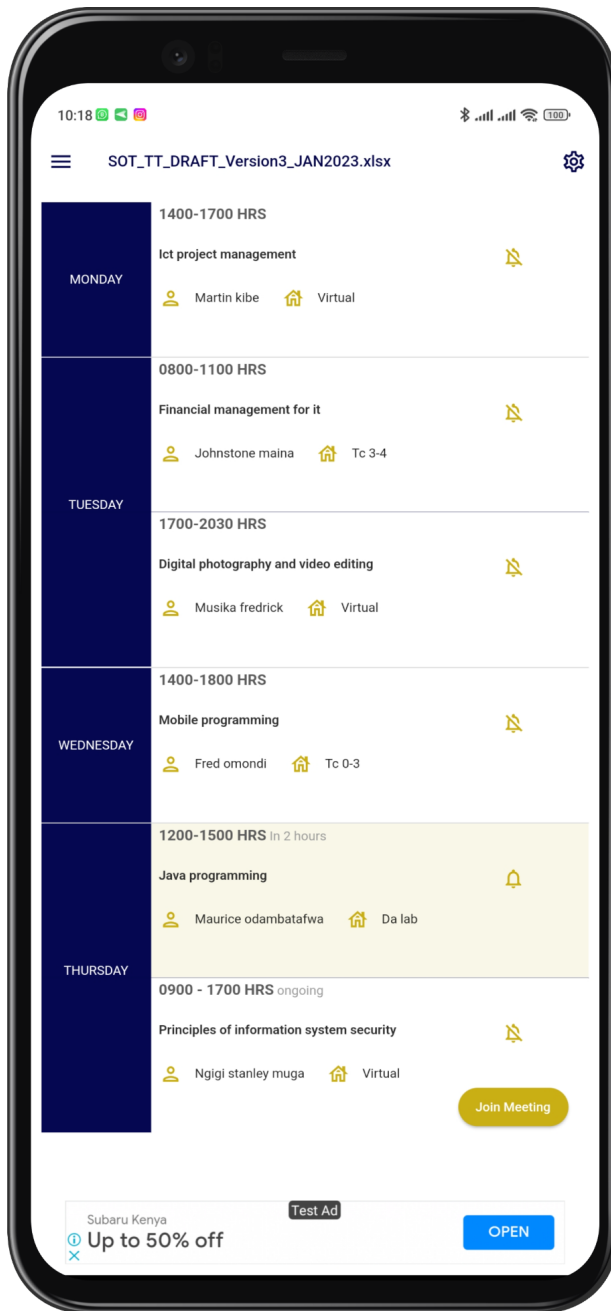**Step 4:** Tap on "**Select course**" to choose your course from the list of courses
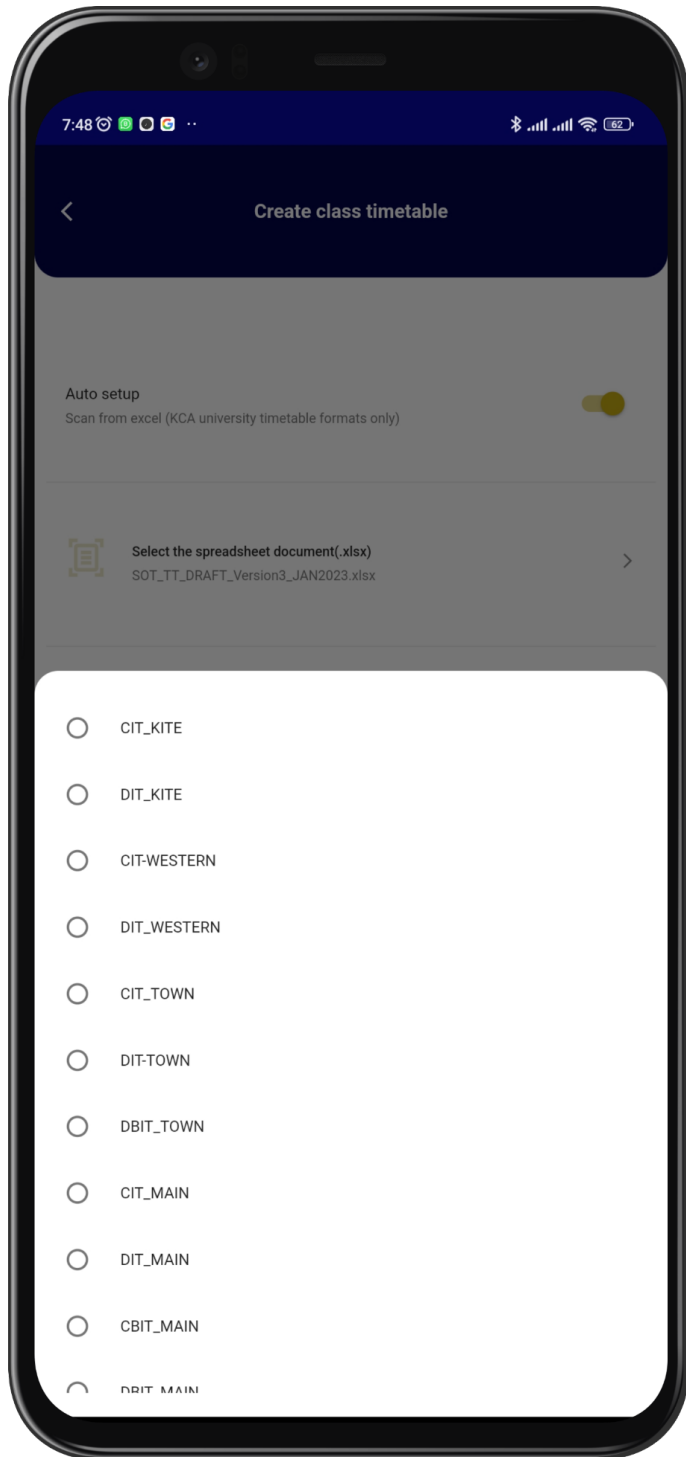
Step 5: Tap on "**Select period**" to choose your current period then tap the "**Next**" button
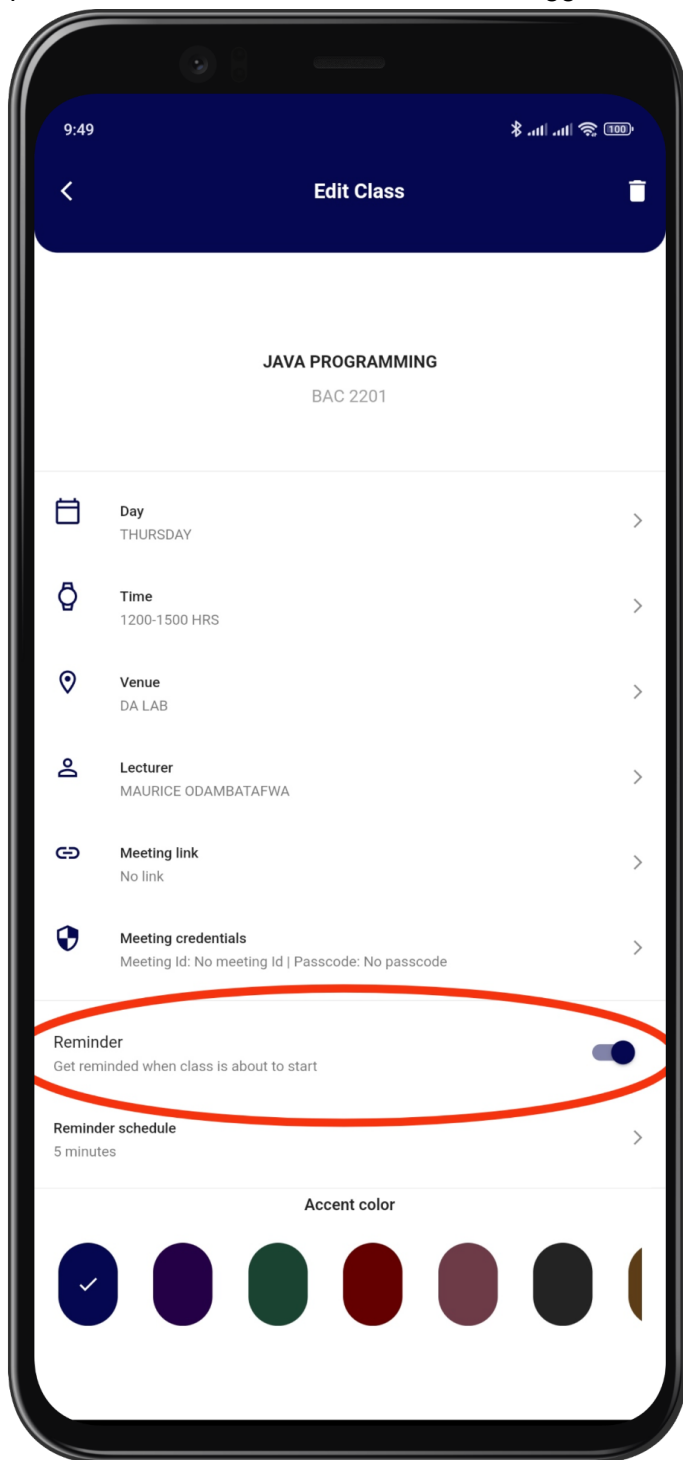
Adding reminders

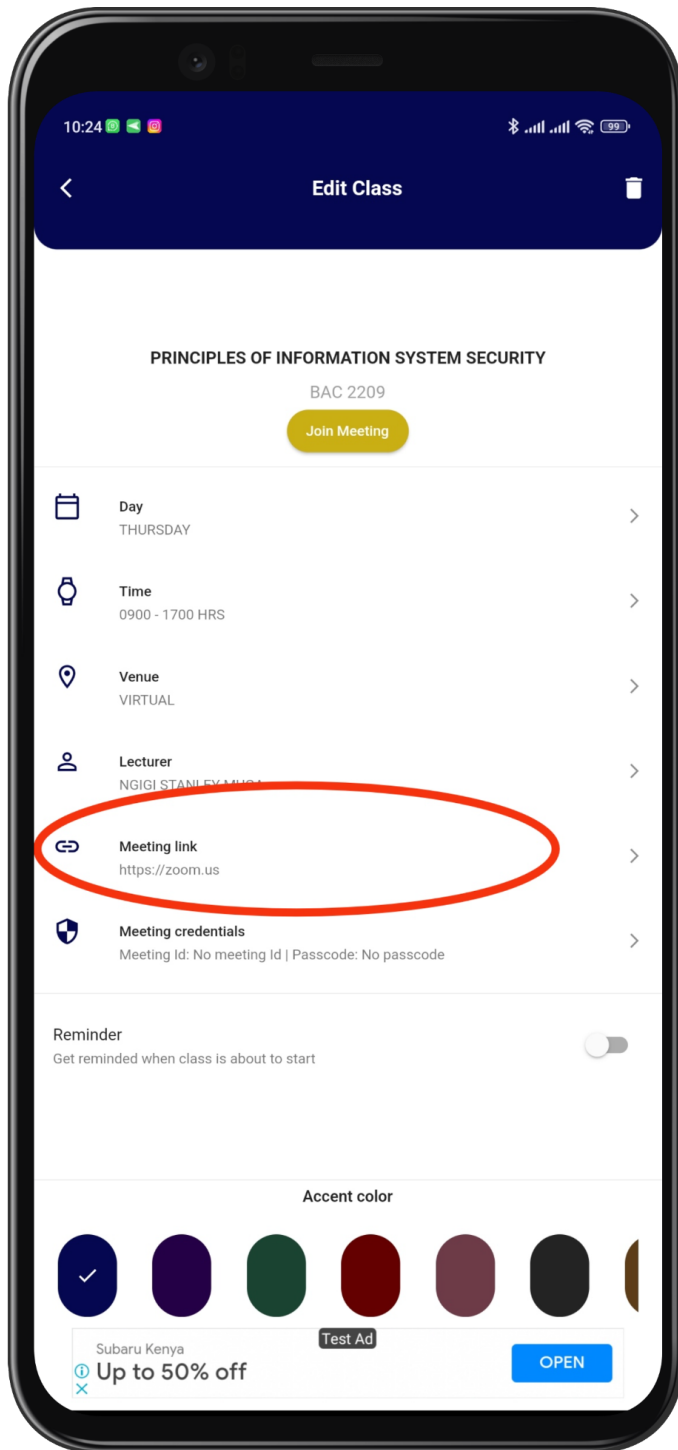**Step 1:** On the home screen tap on the unit you want to set a reminder for

Step 2: At the bottom turn the "**Reminder**" toggle on then select the **"reminder schedule"**

Joining Virtual meetings

Step1: Set the recurring zoom meeting link for that unit by tapping "**Meeting link**"

Step 2: Paste or type the zoom meeting link then tap "**Save**"

Step 3: once the class is due, tap on "**Join Meeting**"