

**Week 5 Bookings**  
**6 Sept - 10 Sept**

Tuesday									
1800hrs - 1930hrs					1930hrs - 2100hrs				
S/N	Full name	NUSNET ID	New Member (Y/N)	Tele Handle	S/N	Full name	NUSNET ID	New Member(Y/N)	Tele Handle
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
	Waiting list								
1					1				
2					2				

[illegible]

Timestamp	Full Name	Telegram Handle	Are you Experienced?	Do you want training?	Guaranteed Slot Day	Waiting Slot Day		
04/09/2021 12:31:09			No		Friday	Monday	Confirmed List	
04/09/2021 12:30:41			No		Friday	Monday	Monday	21
04/09/2021 12:30:42			Yes		Monday	Wednesday	Wednesday	18
04/09/2021 12:30:44			No		Friday	Monday	Friday	30
04/09/2021 12:30:44			No		Friday	Wednesday		
04/09/2021 12:30:45			No		Friday	Monday	Waiting List	
04/09/2021 12:30:45			No		Monday	Wednesday	Monday	17
04/09/2021 12:30:46			No		Monday	Wednesday	Wednesday	24
04/09/2021 12:30:47			No		Monday	Friday	Friday	17
04/09/2021 12:30:47			No		Monday	Wednesday		
04/09/2021 12:30:48	Marijae gab	@gabthelshen17	No		Monday			

Student leaders are desperate to find an easy-to-use tool to schedule sessions and events for their members. Most of them use *Google Sheets*, which is very flexible. However, the processes of setting it up with a decent format and gathering information from members can be tedious. Another worth mentioning tool is *NUSync*. However, it is rarely used among student leaders due to its complex interface. The workflow required is also confusing and difficult to manage.

One can view and manage groups easily using Slotify. The user can explore all groups under the “Explore” page and use keywords to search for the relevant organizations that they want to join. Once approved by the group admin, the user will become a member and has the right to

join private group events. On the other hand, a user can also create his own group and set up events easily. Group admins no longer need to create complex Google Sheets for slot allocation and reservation. They can simply manage member status and tag them according to their experience. The tagging system works together with events such that only members of a certain tag can add themselves to the respective tagged slot of an event.

Slotify can also elegantly finish the viewing and scheduling events tasks. Similar to groups, events will be listed under the “Explore” page, showing the most important information such as time and location. And users can find the event they are interested in using the search function. To sign up for a slot, they can simply tap the sign up button for any eligible slot under the event page. No more repeated entering of details on Google Forms and Sheets. The registration for events can also handle waitlisting of potential attendees. If the event slots are filled, a user can still indicate their interest to get on to the waitlist. Should someone be removed from the slot, the waitlisted user will be notified and added to the slot successfully. This is a much more intuitive way to create, view, and sign up for events compared to the widely used Google Sheets approach. Using Slotify, admins of groups no longer have to manually check member’s eligibility or move people from the “waiting list” to “confirmed list” if a member on the “confirmed list” cannot make it.

Moreover, Slotify makes taking attendance so much simpler for event hosts. Normally, if event hosts use Google Sheets for event sign-ups, they usually have to extract the sign-up information and print out a piece of paper to take attendance. Often it is the attendee's job to draw a checkmark to indicate their attendance. However, this approach makes it very easy for friends to fake each other’s attendance. Additionally, admins will have a hard time compiling the attendance data later on if they need to. In comparison, all sign-up data are stored digitally on Slotify, and admins can just click checkboxes to effortlessly take attendance.

With Slotify, event scheduling and signing up will no longer be painful. Using slotify, normal users can browse various groups and events and sign up for events they are interested in, and student leaders can effortlessly take attendance and manage members, groups, and events. Go to <https://slotify.club/> and try out today!