

## Calendly Scheduling Guide

The link (<https://calendly.com/losfa-eventscheduling>) will bring you to the main scheduling page. You will be able to see all available event types by scrolling down on the webpage.

Welcome to LOSFA's Event Request  
Scheduling System. Please follow be sure to  
read the event descriptions prior to booking  
an event for your school/organization. If you  
have any questions - please email me at  
[breanna.paul@la.gov](mailto:breanna.paul@la.gov)

### FSA ID & FAFSA Completion Workshop

Starting, October 1st - LOSFA Representatives will assist both students and parents in creating their FSA ID at this workshop. The FSA ID is a combination of a user...

### Financial Aid Seminar

This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also inc...

### TOPS & FAFSA Seminar

This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS) as well as the Free Application for Federal Student Aid (FAFSA). It ...

### Browse Session/College Fair

This is neither a seminar nor a workshop. A browse session is usually held at a college fair or expo. Students and/or parents will be able to approach a LOSFA repre...

You must schedule your event within 30 days. Events that are not scheduled within this specified deadline will not able to be booked with the link. In the example below, the first available date is 30 days away from the current date (this was created on July 1st; therefore, dates July 1-30 are grayed out).

The availability of each event type per day varies; it is best to plan all event dates with your regional coordinator at the beginning of the school year. This will alleviate the chance of your event not being able to be scheduled.

## Financial Aid Seminar

1 hr

This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also include information on TOPS and FAFSA. It is usually conducted in 50-60 minutes.

### Select a Date & Time

July 2020



Friday, July 31

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2:30pm

3:00pm

3:30pm

4:00pm

### How to Schedule an Event:

Use the main scheduling link (provided above) or an event specific link (provided with descriptions below). Paper/PDF-Fillable Event Request Forms will not be accepted. All events must be scheduled using the provided links. Select your date and time. Please note, there are select dates and times that may be unavailable. If you need a date/time that is not available on the link – please contact Breanna Paul, Events Coordinator (Breanna.Paul@la.gov or 225-219-2396) to see if your request can be accommodated.

## Financial Aid Seminar

1 hr

This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also include information on TOPS and FAFSA. It is usually conducted in 50-60 minutes.

### Select a Date & Time

August 2020

Thursday, August 20

SUN	MON	TUE	WED	THU	FRI	SAT
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11:30am

12:00pm

4:00pm

4:30pm

5:00pm Confirm

5:30pm

6:00pm

6:30pm

On this example, August 20th at 5pm was selected for a Financial Aid Seminar.

Complete ALL fields on the details page. All fields are required. If you do not have a response for a field, please type "N/A" as prompted. You will not be able to submit the schedule request if all fields are not completed.



LOSFA Scheduler

## Financial Aid Seminar

1 hr

5:00pm - 6:00pm, Thursday, August 20, 2020

Central Time - US & Canada

### Enter Details

Name \*

Your Name

**Your full name (first and last) should be entered here.**

Email \*

Breanna.paul@la.gov

**Enter your email address. Please make it's valid.**

Add Guests

Name of School/Organization \*

LOSFA School

**Enter the school's name here.**

School's Address \*

123 Main Street

**Enter the school's address here.**

Please name the specific location of the event (gymnasium, library, cafeteria, Room 123, etc.) \*

Library

**Enter the specific location of the event, if not virtual here. If a virtual event, please type "virtual" or "N/A"**

Contact Number (on the day of the event)



+1 225-219-2396

**Please enter your contact number here. The LOSFA Rep may need to reach you.**

What are the grade levels of students attending this event? \*

- 6th
- 7th
- 8th
- 9th
- 10th
- 11th
- 12th
- \_\_\_\_\_

**Please be sure to select grade  
levels of students attending.  
This information is helpful  
when assigning events.**

Will parents be attending this seminar? \*

- Yes **Please let us know if**
- No **parents will be attending.**

Do you have a preference for a specific LOSFA Representative to attend this event? If so, please name them. If not, please type N/A. \*

Jane Doe

Are there any additional details we may need to know prior to the event? Please type "N/A" - if there are none. \*

Please bring TOPS Requirements handouts for the upcoming graduating class.

**If you have any additional requests pertaining to the event you are scheduling, please list them here.**

Schedule Event

Once you've answered all fields, please press "Schedule Event." After this, you will be brought to a confirmation page.

#### Confirmed

You are scheduled with LOSFA Scheduler.

[+ Add to your calendar](#)

 Financial Aid Seminar

 5:00pm - 6:00pm, Thursday, August 20, 2020

 Central Time - US & Canada

After this, a LOSFA Representative will be assigned to your event. You will then receive a confirmation email with the assigned LOSFA Representative's name and email. This email will have all details entered on the event details page. This email will be the only confirmation you receive. Since the dates and times of events when a LOSFA Representative is unable to attend are already blocked off, your event is confirmed upon completing the schedule booking link. The only communication you will receive will be with the LOSFA Representative's name and email address along with the details you submitted. If you need to cancel or reschedule your event, you can do so from this confirmation email.

Below are examples of a confirmation email after your event is scheduled.

<input type="button" value="Send"/>	To...	Kyleigh Quiroga; ssullivan@rrbulldogs.com;	The attending LOSFA Rep's name/email link and the School Contact's name/email appear here.
Subject	Financial Aid Seminar with Kyleigh Quiroga		
Location	The title of the Event along with the LOSFA Rep's name will appear here.		
Start time	Thu 8/20/2020	5:00 PM	<input type="checkbox"/> All day event
End time	Thu 8/20/2020	6:00 PM	

Name of School/Organization: LOSFA School

These are the details submitted using the Scheduling Link.

School's Address: 123 Main Street

Please name the specific location of the event (gymnasium, library, cafeteria, Room 123, etc.): Library

Contact Number (on the day of the event): +1 225-219-2396

What are the grade levels of students attending this event?:

9th

10th

11th

12th

Do you have a preference for a specific LOSFA Representative to attend this event? If so, please name them. If not, please type N/A.: Jane Doe

Are there any additional details we may need to know prior to the event? Please type "N/A" - if there are none.: Please bring TOPS Requirements handouts for the upcoming graduating class.

These are the details submitted using the Scheduling Link.

Event Type Description:

This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also include information on TOPS and FAFSA. It is usually conducted in 50-60 minutes.

Note: Should you need to cancel or reschedule the event, we recommend you use the cancel and reschedule features from your Calendly Scheduled Events page:  
[https://calendly.com/app/scheduled\\_events/user/me?uuid=FEMZLLODBB6IGMTW](https://calendly.com/app/scheduled_events/user/me?uuid=FEMZLLODBB6IGMTW)

If you need to cancel/reschedule, please refer to this email and use the link provided.

## FSA ID/FAFSA Completion Workshops:

FSA ID/FAFSA Workshops will be able available for scheduling beginning October 1, when the FAFSA opens. You can schedule your event prior to this date but the workshops will not begin until October 1.

LOSFA Scheduler

### FSA ID & FAFSA Completion Workshop

 3 hr

Starting, October 1st - LOSFA Representatives will assist both students and parents in creating their FSA ID at this workshop. The FSA ID is a combination of a username and password required to submit the FAFSA. Students and parents will receive support completing their Free Application for Federal Student Aid (FAFSA). LOSFA Representatives will be providing step-by-step assistance during this workshop. Both students and parents will need to bring their tax return information from two year's prior. For example, if a student is entering college as a freshman in the fall semester of 2021; students and parents need to bring tax information from 2019.

#### Select a Date & Time



October 2020



SUN MON TUE WED THU FRI SAT

1	2	3				
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Central Time - US & Canada (2:20pm) ▾

## **Event Type Direct Links & Descriptions:**

### **► FSA ID/FAFSA Completion Workshops**

<https://calendly.com/losfa-eventscheduling/fsa-id-fafsa-completion-workshop>

- ▶ LOSFA Representatives will assist both students and parents in creating their FSA ID at this workshop. The FSA ID is a combination of a username and password required to submit the FAFSA. The FSA ID workshop can be held in conjunction with a FAFSA Completion Workshop or separately.
- ▶ Students and parents will receive support completing their Free Application for Federal Student Aid (FAFSA). LOSFA Representatives will be providing step-by-step assistance during this workshop. Both students and parents will need to bring their tax return information from two year's prior. For example, if a student is entering college as a freshman in the fall semester of 2022, students and parents need to bring tax information from 2020.

### **► Financial Aid Seminar**

<https://calendly.com/losfa-eventscheduling/financial-aid-seminar>

- ▶ This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also include information on TOPS and FAFSA. It is usually conducted in 50-60 minutes.

### **► TOPS & FAFSA Seminar**

<https://calendly.com/losfa-eventscheduling/tops-fafsa-seminar>

- ▶ This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS) scholarship as well as the Free Application for Federal Student Aid (FAFSA). It is usually conducted in 30-40 minutes.

### **► Browse Session/College Fair**

<https://calendly.com/losfa-eventscheduling/browse-session-college-fair>

- ▶ This is neither a seminar nor a workshop. A browse session is usually held at a college fair or expo. Students and/or parents will be able to approach a LOSFA representative with questions on TOPS, Financial Aid and College Access information.

### **► Aspire to Inspire Mentoring Sessions**

<https://calendly.com/losfa-eventscheduling/aspire-to-inspire-mentoring-sessions>

- ▶ LOSFA's Aspire to Inspire (A2I) comprehensive mentoring program provides services to those students who are identified as needing additional support inside and outside of the classroom. Typical issues addressed during mentoring meetings include academic, social, organization/life skill development and college & career guidance. Students are referred by an On-Site School Coordinator (OSSC), Explorers' Club Sponsor (ECS), other school staff, and partner organizations or by self-identification.

### **► Cross-Curricular College Activities**

<https://calendly.com/losfa-eventscheduling/cross-curricular-college-access-activities>

- ▶ The Cross-Curricular College Access Activities are classroom lessons that integrate content and skills from multiple college access and career areas into one cohesive learning experience. During these lessons, students can learn and apply the LOSFA 5-Point Match, explore their career interests along with colleges that offer their degree and examine their cost of living after college.

### **► College Acceptance/Aware Recognition Day**

<https://calendly.com/losfa-eventscheduling/college-acceptance-award-recognition-day>

- ▶ As a follow-up to Louisiana College Application and Access Month (LCAAM), students who have been accepted to a college will be formally recognized in existing school award ceremonies.

► **Pre-TOPS Retention Workshop**

<https://calendly.com/losfa-eventscheduling/pre-tops-retention-workshop>

- The TOPS Retention Workshop will provide students the information needed to determine whether the student is progressing successfully toward TOPS Award eligibility. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award once they enroll in postsecondary education institutions.

► **Louisiana College Application and Access Month**

<https://calendly.com/losfa-eventscheduling/louisiana-college-application-and-access-month>

- The purpose of LCAAM is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students. LCAAM events may include college applications, career searches, employment applications, military searches and military applications.

► **College Match & Fit Workshop**

<https://calendly.com/losfa-eventscheduling/college-match-and-fit-workshop>

- The College Match and Fit Workshops are designed to incorporate LOSFA's 5-Point Match Tool. The LOSFA 5-Point Match is used to help students find their own unique postsecondary fit, whether it be a university, community college, technical college, proprietary school, cosmetology school, the military or the workforce. Students can explore their career interests while learning about colleges that offer their program of study.

► **START Seminar**

<https://calendly.com/losfa-eventscheduling/start-seminar>

- This seminar provides information on Louisiana's 529 College Savings Plan. Adults will receive information on the savings plan, investment options, and the process to open an account for their student(s). It is usually conducted in 30 minutes.

► **TOPS Retention Seminar**

<https://calendly.com/losfa-eventscheduling/tops-retention-seminar>

- This seminar is usually held at postsecondary education institutions catering to students who were awarded TOPS. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award as they matriculate through their postsecondary education institutions.

► **FAFSA Seminar**

<https://calendly.com/losfa-eventscheduling/fafsa-seminar>

- This seminar provides information on completing the Free Application for Federal Student Aid (FAFSA). A Completion Workshop assists parents and students when completing the FAFSA; this seminar provides information. It is usually conducted in 15 minutes.

► **TOPS Seminar**

<https://calendly.com/losfa-eventscheduling/tops-seminar>

- This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS). This seminar includes information on program requirements in high school and continuation requirements once students enter postsecondary education institutions. It is usually conducted in 20-30 minutes.

► **Other/College Access Event**

<https://calendly.com/losfa-eventscheduling/other>

- If your dreams include anything with college access for your students, LOSFA will be able to help. Some examples of seminars/workshops include but are not limited to: Scholarship Searches, How to create a Student Hub Account, etc.