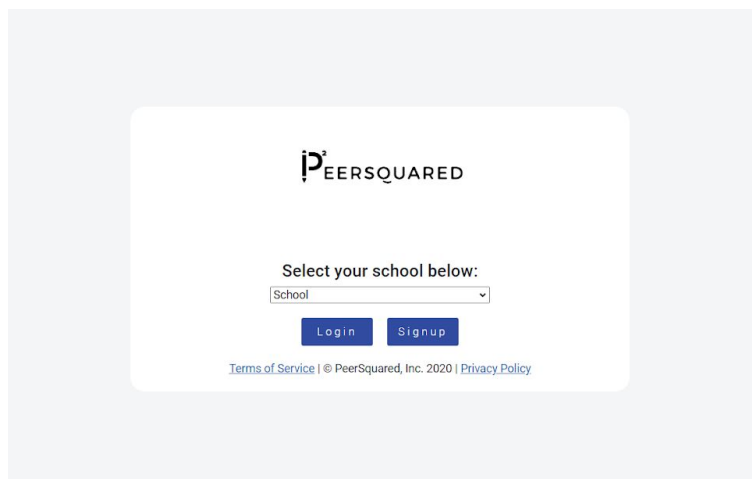


How to register an account TO BOOK FREE SESSIONS!!:

1. Go to peer-squared.com
2. Select the school that you want to create an account in and click *Signup*
 - a. For PeerSquared Provides, select **PeerSquared Provides Summer Tutoring. Code is PeerSquaredProvides4AZ**
 - b. For Mandarin tutoring, select **Mandarin. Code is chinesepeertutoring**



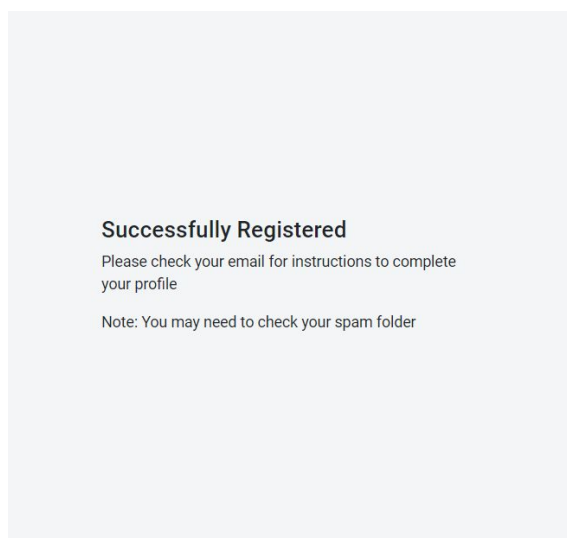
3. Create a student account. One account per email address per child. **If you have more than one child, you must use another email to create a new account.**

Note: Later, you will have the option to request all emails be sent to a single parent email to make it easier for you to track all your accounts.

4. Put in your email (Gmail preferred), your password, and the school code. Please review the terms of service and privacy policy before Registering

A screenshot of the PeerSquared registration form. At the top is the PeerSquared logo. Below it are radio buttons for "Student" (selected) and "Teacher". There is a text input field for "Student email" with a note: "If you are under 13, your parent needs to sign up for you. Use parent email address. If you are 13 or over, you may use your own email address". Below this are three text input fields for "Password", "Re-enter Password", and "School code", each with a lock icon. A blue "REGISTER" button is below the password fields. At the bottom, there is a line of text: "By creating an account, you agree to PeerSquared's Terms of Service and Privacy Policy." followed by a copyright notice "© PeerSquared, Inc. 2020".

5. Almost there! Now check your email for confirmation (you may need to check Spam/Junk)

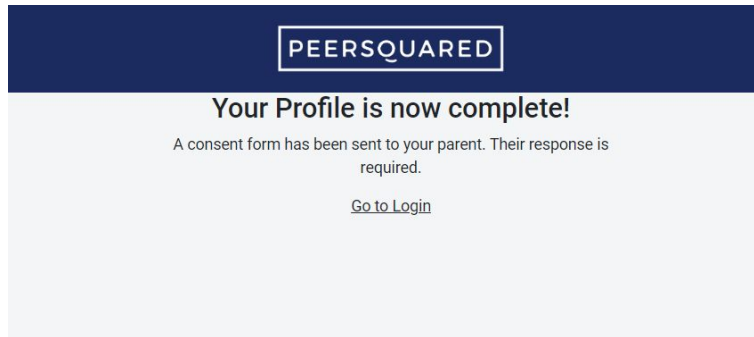


6. Click through the link in your email to *Complete Your Profile*

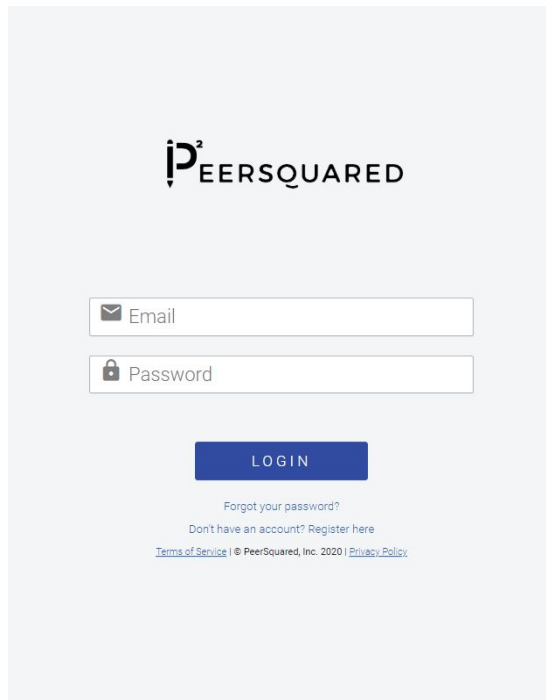
The form is titled "Complete Your Profile" with the subtitle "Enter the student's information". A note states "Fields with * means required". The form contains the following fields and options: "First Name*", "Last Name*", "School Name*", "Birthday*", "Gender*" (dropdown), "Carrier" (dropdown) and "Cell Phone #*" (text), a checkbox for "Send tutoring updates to my phone via text message.", "Grade*" (dropdown), "Student ID*", "Student's Personal Email", and "Parent's Email*". Below these is a checkbox for "I have more than one child and would like all email to go to the parent email instead of the account email." and a privacy notice: "Your privacy is very important to us. Please complete this form to show you've reviewed and agree to our privacy policy & terms of service. This is required as part of complete your profile." There is a link for "Privacy Policy & Terms" and a blue "COMPLETE" button. At the bottom, it says "By creating an account, you agree to PeerSquared's Terms of Service and Privacy Policy." and "© PeerSquared, Inc. 2020".

7. Follow the instructions on the screen CAREFULLY to *Complete Your Profile*. Fields with an * are required.
- a. Enter the *school* the student goes to

- b. Enter only numbers for the student's *grade* (**the one they just completed**) (e.g. 7 not 7th)
8. After you complete your profile, a consent form will be sent to the *Parent Email* you listed. If you are a minor, please ask your parents to complete that.

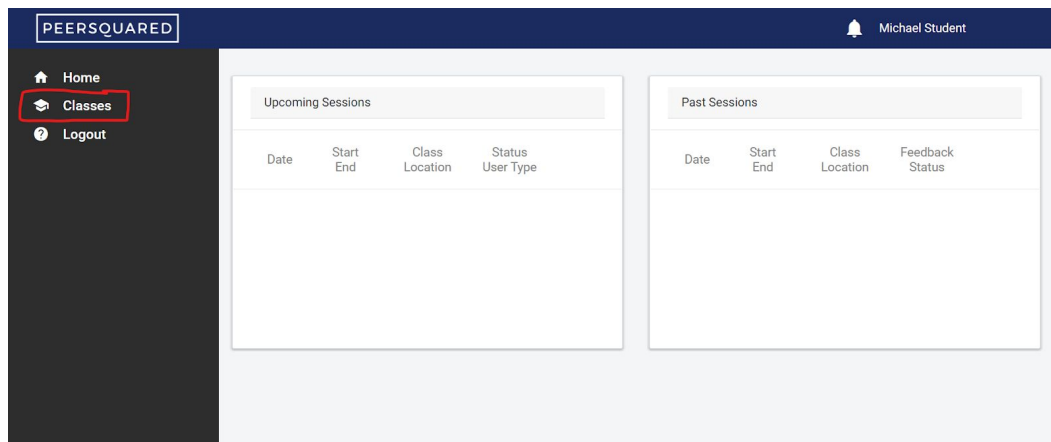


9. You are now ready to log in!

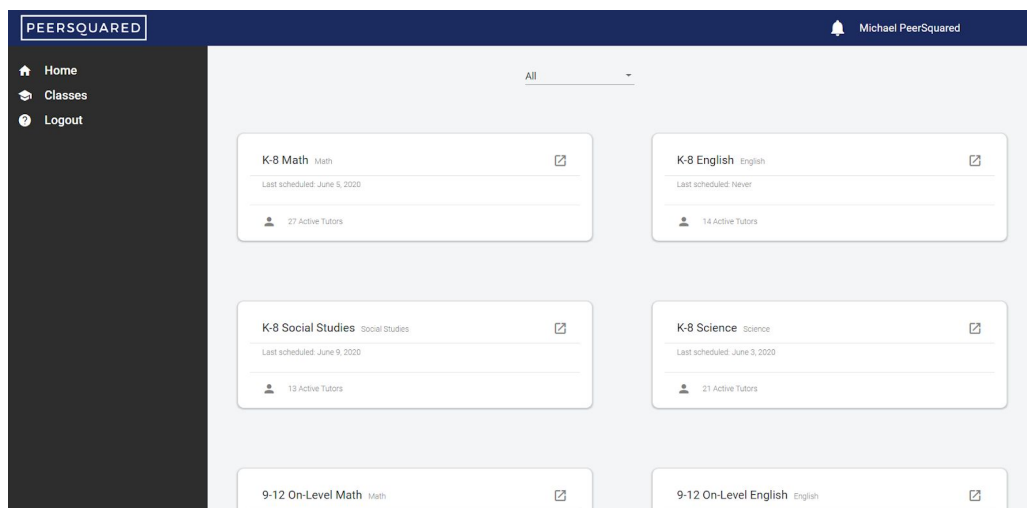


How to book a tutoring session:

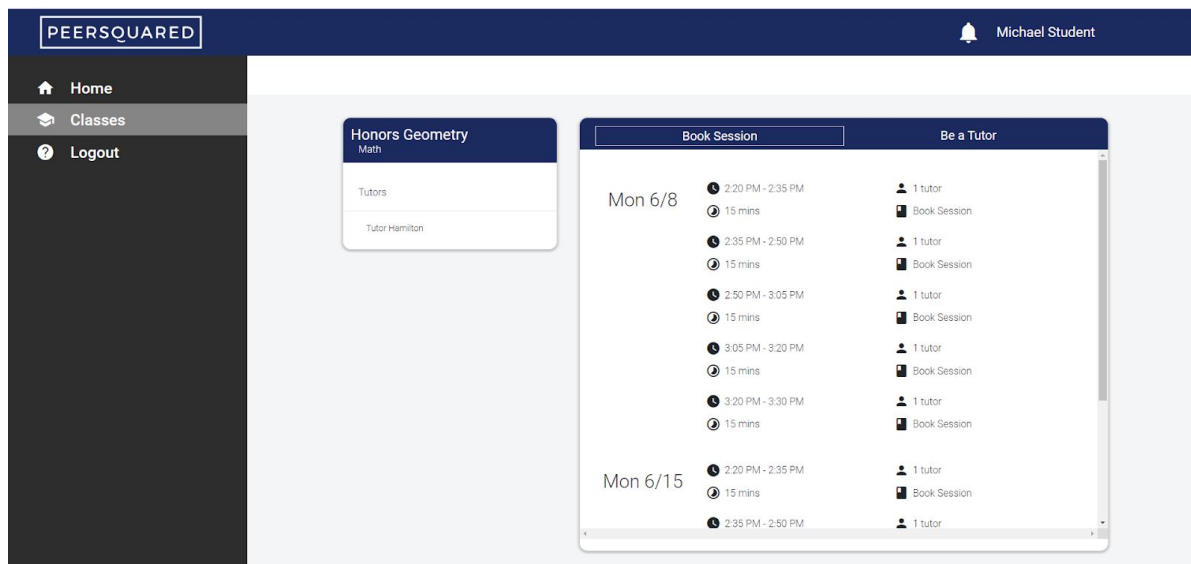
1. Go to peer-squared.com, select your school and login
2. After login, from the *Home* page, select *Classes*



3. Choose the class you'd like to book a session in



4. Find a time that works for you and click *Book Session*



Session Information Form

Class: Honors Geometry Math Time: 2:20 PM - 2:35 PM Location: Online

Who's your teacher? Dana Butler ▼

Available Tutors Tutor PeerSquared ▼

Let the tutor know what you need help with

☒ Homework help ☐ Test prep ☐ Class content ☐ Get organized ☐ Other

Enter questions or comments

Upload

Please add files or take pictures so the tutor knows what you're working on.
Up to 3 files allowed.

Submit

5. If applicable, select the student's teacher
6. Select the tutor you'd like to have
7. Complete the rest of the form by providing details on what you'd like to cover in the tutoring session. If you do not submit any content, the tutor might reject your request. You can add links or upload up to 3 documents.
8. Click *Submit*
9. Now the request has been sent to the tutor. When they respond, you will receive a Calendar Invite email from the tutor's email, so keep an eye on that.
 - a. Add noreply@peer-squared.com and success@peer-squared.com to your contact list to prevent them from going to junk/spam!

Changing schools:

PeerSquared's tutoring platform is used by different programs/schools, so it is split up into different "schools" or spaces for the different programs.

If you belong to multiple schools, to switch from one school to another:

1. Log out
2. Go to peer-squared.com
3. Select the school you want to log in to

Applying as a tutor:

1. After logging in to your portal, click "Classes" to the left
2. Select the class you want to tutor
3. Click on the "Be a tutor" tab

4. Select the day of week that you are available (e.g. Monday, Tuesday, etc)
5. Select your start time and your end time
6. If you are available for one time range than have something to do, but want to come back for tutoring, click “Add time range” and select additional start times and end times
 - a. Example:
 - i. Time range #1: 9:00AM - 10:30PM
 - ii. Time range #2: 12:30PM - 3:00PM
 - b. Up to 3 time ranges available
7. If you list all the times you’re available, but don’t actually want to have x number of sessions back to back, you can set a Daily Limit. The limit will apply to all classes you’re registered in for that day of the week.
 - a. Example: On Mondays, you’re available from 9:00AM - 2:00PM, but only want a maximum of 4 sessions.
 - i. Select Monday as day of week
 - ii. 9:00AM as start time
 - iii. 2:00PM as end time
 - iv. 4 as Daily Limit
 - b. Remember to keep your Daily Limits consistent. If you have 4 as the limit on Mondays for one class, then go to Science and set it to 3, your limit for Monday will be updated to 3 for consistency.
8. After filling out your times, click “Submit Application”
9. For each additional days of the week you want to be available for tutoring, select the drop-down for “day of week” and repeat steps 5 through 8
10. After you are done, go to your Home Dashboard and you will see the selected classes, days, and times listed under “Classes You’re Tutoring”

Changing your availability:

1. Repeat the steps for **Be a Tutor** for any “day of week” you would like to change the parameters of
2. Click Submit Application

Deleting your availability:

Contact Michael to have your availability(ies) deleted or removed temporarily