**MEETING MY LECTURERS**

CREATE SLOT INSTRUCTIONS

1. Slot must be create at least 6 hours from now and maximum 30 days from now
2. Each slot must be at least 15 minutes long and maximum 2 hours 15 minutes long
3. If you have multiple slots in a day, the next slot’s start time must be after the previous slot’s end time at least 15 minutes
4. Mode:

* Manual approve: Every Students can book this slot and you can choose student to accept in the “Booking requests” section
* Accept the first booker: Every Students can book this slot and system will accept the first student book this slot
* Assign student: You will assign the student email to your slot, other students can not book this slot

1. Type:

* Offline: You will select a Location that you have been created in “Settings -> Locations” section, there are some common locations have been created already in the system.
* Online: Online location is the Google Meet link that you have updated in “Settings -> Personal informations”, if you didn’t have any Google meet link, please update it in “Settings -> Personal informations”

1. Subjects: You can select multiple subjects that you want to discuss 1 or many of them in your meeting slot
2. Passcode: If you want to enable passcode, please check the box and fill the passcode, notice that passcode can not contain space