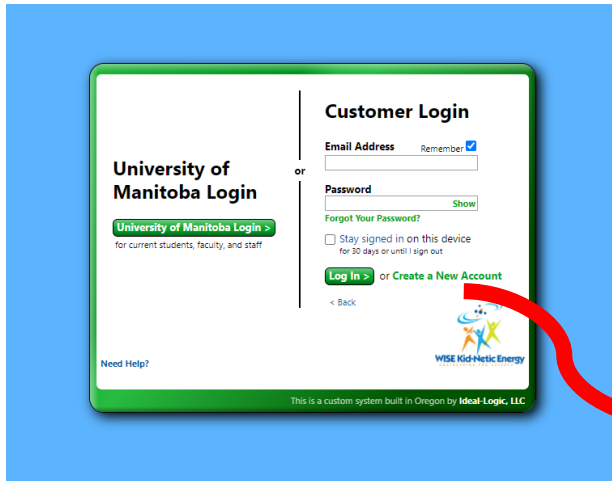


# WISE Kid-Netic – HOW TO BOOK YOUR WORKSHOPS TODAY!

Once you click **“Book now!”** on our website, you will be taken to a portal where we require to log in as a Customer.

- Press “Customer Login” on the right hand side of the page



If you are NEW to our Portal, we will require you to create an account. If you already have an account from last year, please proceed as before.

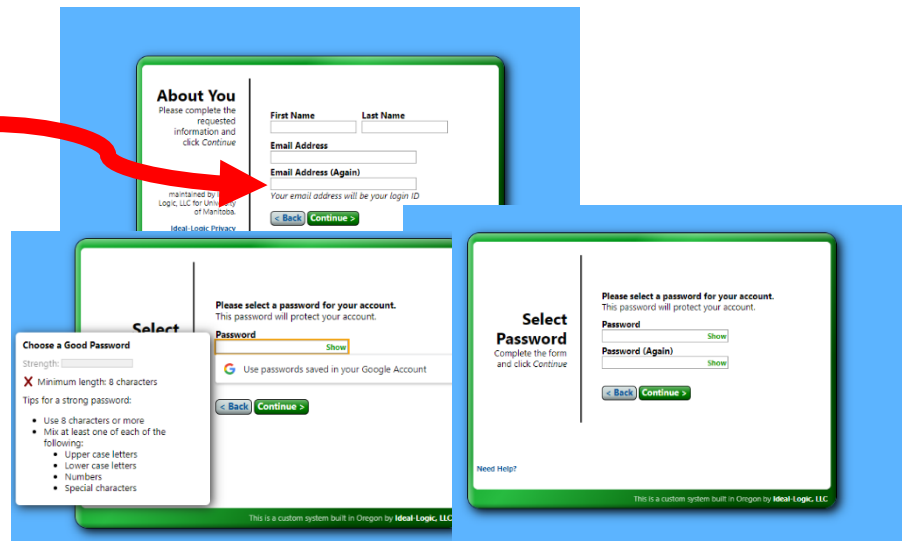
- Press **“Create a New Account”** in the green bold lettering on the right hand side of the page.

Fill in all of the text boxes and press continue.

- Your email address will be your login ID

Create your password and continue

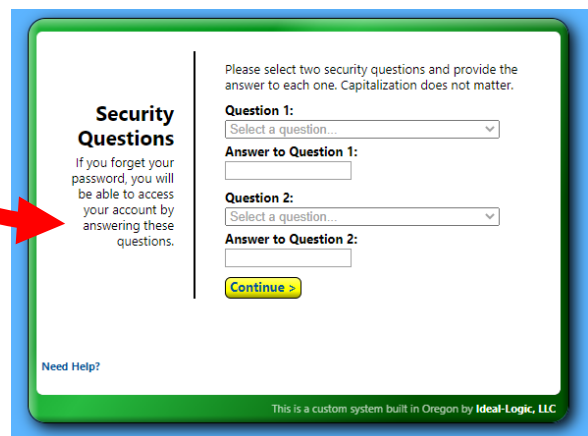
- **Requirements:**
  - o Minimum 8 characters
  - o Mix in as least 1 of each
    - Upper Case
    - Lower Case
    - Numbers
    - Special Characters



You will be prompted to agree to the terms and conditions.

To protect your information further, you will be asked to set up **Security Questions**, in case you forget your log in!

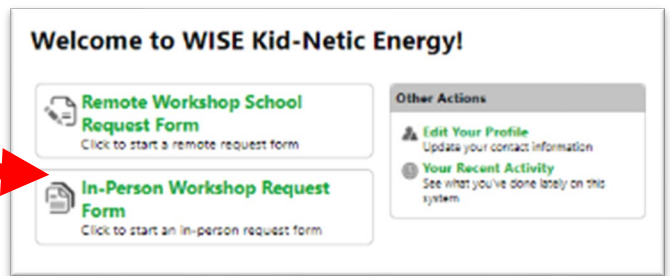
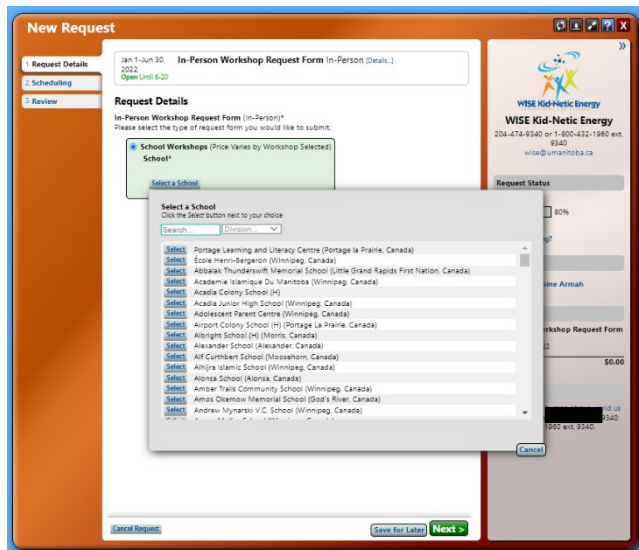
Click **“Continue”** and you’re in! Your account has been created and it is time to **BOOK! Yay!**



# WISE Kid-Netic In-Person Workshops – Your Account – How to book!

Once you have completed creating your account, you will be taken to your Home Page

- You can now fill out your Request form



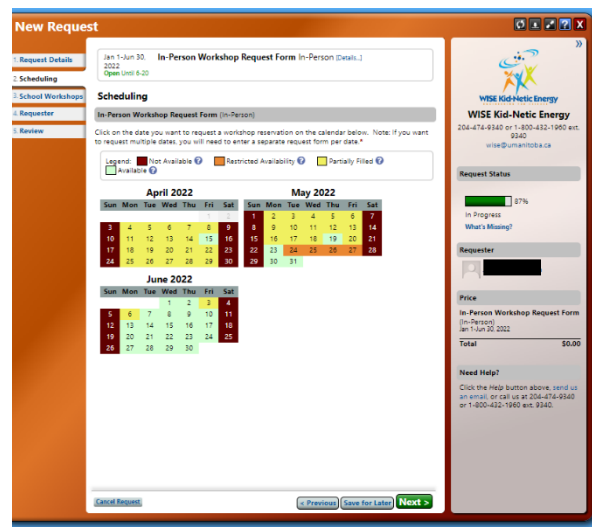
You will be required to select the school you would like us to visit.

- Type in the school Name

**PLEASE NOTE:** If your school is not coming up, please email us at [wise@umanitoba.ca](mailto:wise@umanitoba.ca) it may be missing for this list, this is rare but does happen when new schools are opened.

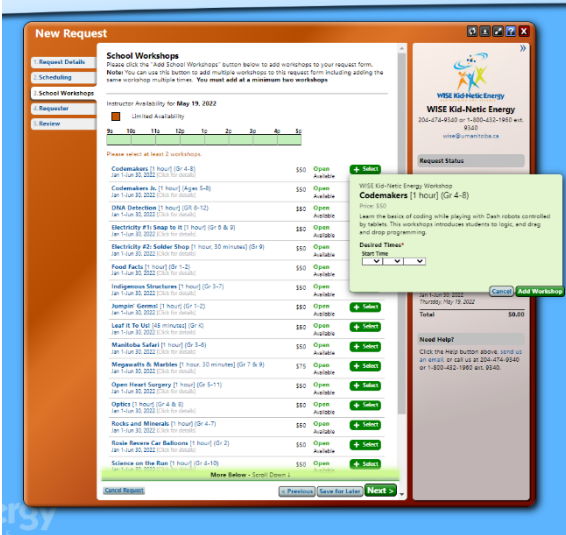
Choose your date for which you would like to request visit for.

- Please note the different availabilities. Even if the calendars are showing **Partially Filled** for the day you would prefer, go ahead and book for that date.
- If there are **Restricted Availability**, it is not available **at the moment**, as we are prioritizing particular communities at that point. These days will be released when they have made their requests.
- You can have multiple workshops to run on a single day, you may even request simultaneous workshops, whether the request is approved will be entirely dependent on staff availability. You may be contacted to make other arrangements.



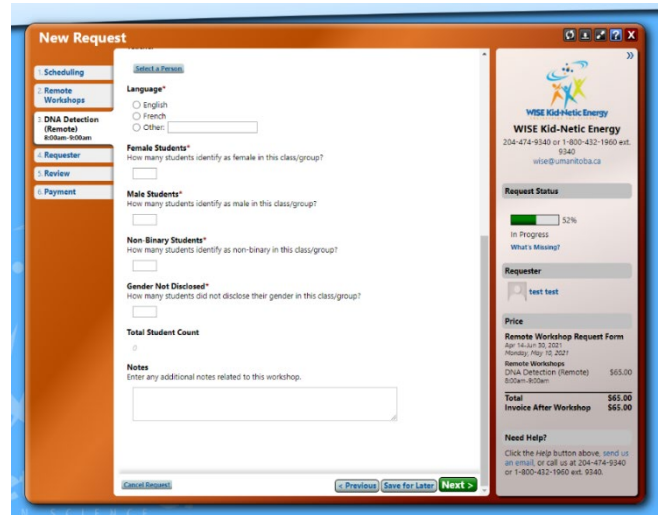
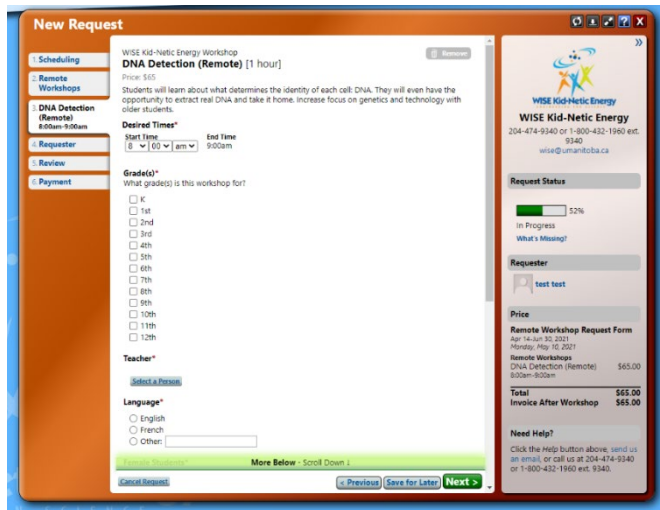
**PLEASE NOTE:** If you are open to alternative dates, please list those dates in the **NOTE SECTION** when filling out the rest of the form. That way if your primary date is not available we will consider those as secondary and confirm with you whether we can make them happen.

After you select your day, click next at the bottom right corner of the form. Now you can select all of the workshops you are interested in.



**PLEASE NOTE:** We require at least 2 workshops for a visit, and that workshops are back-to-back accounting for breaks like recess & lunch hours.

- When you press “+ Select” you will be given the Workshop Description.
- Choose the desired “Start Time”, please make sure to input AM or PM following the time selected.
- All workshops are 1 hour long. If your school’s time slot is only 45 or 50 minutes long, please let us know in the notes section of the Request Form.



Next, you will be taken the Classroom details of your request, once finished click next.

- Please account for all of the students that will be participating in the workshop, so we can provide the appropriate amount of materials so all students can participate equality. Some workshops do require group work.
- **If you are requesting on the behalf of another teacher, please list their Name and Contact information** so they will be the ones to receive all of the relevant information and contact information of the instructor they will be interacting with.
- Select English or French instruction reference, we try our best to accommodate French requests, but this will depends entirely on the demand. We have a limited number of students fluent in French.
- If your school’s time slot is only 45 minutes long, **please let us know in the notes section of the Request From**

### Final Steps!

Once you have filled out the Request, you can click “Submit”. Your request will be reviewed, you will be notified if request was approved or not, with the next steps. All invoices will be issued after the workshops have been completed. The invoices will be emailed to the person who made the requests.