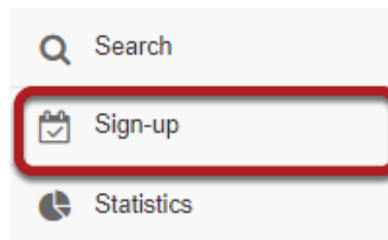# How do students or participants sign-up for meetings?

Sign-up, if activated by you lecturer, could be used to have students sign-up for meetings or appointments in specified timeslots.

Go to Sign-Up tool in the relevant module site.

Select the Sign-Up tool from the Tool Menu of your site.

Click on a meeting title.

Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.

Click Sign Up.

Meeting Details

Title:	Office Hours
Organizer:	Kristine Instructor
Location:	Room F123
Meeting Date:	Tuesday, February 20, 2018
Time Period:	12:00 PM - 2:00 PM
Sign-up Begins:	Wednesday, February 14, 2018, 12:00 PM
Sign-up Ends:	Tuesday, February 20, 2018, 1:00 PM
Available To:	▸ Show site(s)/group(s) details
Description:	Individual office hours by appointment.

▲ Hide meeting info above

Time Slot	Available Places	Participants	Your Status	Action
🔒 12:00 PM - 12:15 PM	**Locked**	Private		Join Wait List
⊘ 12:15 PM - 12:30 PM	**Canceled**	Private		Sign Up
12:30 PM - 12:45 PM	None	Private		Join Wait List
12:45 PM - 1:00 PM	1	Private		Sign Up
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up
1:45 PM - 2:00 PM	1	Private		Sign Up

Back

Click the button labeled Sign Up beside the time slot you want.

Note: If a lock icon appears in Meeting Details next to a time slot, your lecturer has removed that time slot from further sign-up.

Add a comment. (Optional)

Complete Sign-Up

Title:	Office Hours
Location:	Room F123
Time Slot:	12:45 PM - 1:00 PM, Tuesday, February 20, 2018
Participant Name:	Erin Martin

📋 **Add a comment**

Finish   Cancel

If your lecturer has allowed, you will see a comment field where you can type a message, which is seen only by the lecturer.

Click Finish.

View your status.

Once you have signed up, you will see Signed up in the Your Status column for this meeting.

Join Wait List. (Optional)

If the meeting is full and your lecturer has given the Wait List option, you will be able to add your name to the Wait List by clicking Join Wait List. If space becomes available, you will be added to the list of attendees, and notified by email.

Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
🔒 12:00 PM - 12:15 PM	**Locked**	Private		Join Wait List
⊘ 12:15 PM - 12:30 PM	**Canceled**	Private		Sign Up
12:30 PM - 12:45 PM	None	Private		**Join Wait List**
12:45 PM - 1:00 PM	None	Private	Signed up	**Cancel Sign-up**
1:00 PM - 1:15 PM	1	Private		Sign Up
1:15 PM - 1:30 PM	1	Private		Sign Up
1:30 PM - 1:45 PM	1	Private		Sign Up
1:45 PM - 2:00 PM	1	Private		Sign Up

You may cancel any appointment you have signed up for, within the time period allowed by your lecturer, by clicking the Cancel Sign-up button.