

Sign up for Member Meetings How to sign up for a meeting your County has set up. 1) Login to a family account. Logged in as & Smith **Change Password** 2) From the Home Page, click on My Meetings. Welcome to the family home page! Announcements & Newsletters Continue to Family (3) Your available meetings will be listed. 4) Click Sign Up to sign up for a timeslot. **Available Meetings** Recordbook Interviews My Meetings SCHEDULED MEETINGS Meeting Time 5) Select the <u>family member</u> who is Sign Up [close] signing up. 6) Select the Project Area. Meeting Recordbook Interviews 7) Select an available timeslot. Aiesha Smith Member 8) Click Save. Topic Static Interviews 02/07/2015 9:00 AM - 9:20 AM Time Save Cancel 9) The timeslot information will be listed **Available Meetings** under Scheduled Meetings. Open Registration 10) Click Sign Up again to sign up another Recordbook Interviews family member. ► My Meetings SCHEDULED MEETINGS Meeting Time 02/07/2015 9:00 AM -9:20 AM Static Interviews

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