

TDC Team Up Calendar

*Viewing only

Instructors may view the TDC Team Up Calendar from their handheld devices, or they may visit with office staff, to view which studios are available for Private Lessons and Studio Rentals.

To view the Calendar:

- 1) Go to the following: <http://teamup.com/ksc64a1715f8d4179c/>
- 2) You can view all scheduled classes, studio rentals, private lessons, and other events. It is most beneficial to view by the day, week, or list view.
- 3) Make a note of the time slot you need to reserve for PL or rental.
- 4) Email the Office Staff to ask them to reserve that time slot for you.

TDC Team Up Calendar

*Access to schedule reservations

Some instructors may be invited to create their own access to the TDC Team Up Calendar from their handheld devices to view and schedule Private Lessons and/or Studio Rentals.

To access the TDC Team Up Calendar:

- 1) Follow the link emailed to you
- 2) Set up your account
- 3) You can view all scheduled classes, studio rentals, private lessons, and other events. It is most beneficial to view by the day, week, or list view.
- 4) Follow the steps below to fill in your reservation:

Title: Please use either "Private Lesson" or "Studio Rental" as this determines how these are charged to you or the dance family.

When: Check date and time for accuracy.

Calendar: Choose one of the "PL/Studio Rental-BE" or "PL/Studio Rental-BZ". Color determines studio.

Who: Enter your name - and the students' name or event, if applicable.

Where: Nothing needed.

- 5) Save