

How to Request a Lesson

This Quick Start Guide explains how to request a lesson with us.

1 Login to Teachworks

1. Login to Teachworks with your selected username and password. If you don't have an account yet, keep an eye out for an email from us.

The email will contain a link that you can click to confirm your account and set a password.

2 Open the Calendar

1. Go to Calendar → Calendar
2. Click the “Request a Lesson” button.

Request a Lesson

3 Make Your Selections

1. Select a **Student** and set/verify **Teacher**, **Service**, **Location** and your preferred **times**.
2. If you have any questions or comments, leave them in the Comments box.
3. Click “Submit”

To help avoid having your request declined, use the “Check Availability” button to identify any conflicts, then adjust your selections as needed.

4 Alternative Method

1. Go to the Calendar and filter “Teacher Availability” by your preferred teacher/tutor.
2. Switch to the Day or Week view. Unavailable times will be greyed out, while available times will appear in white. Click any white section to select the specific date and time for your lesson.

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What Happens Next?



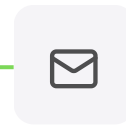
Review

We check teacher availability and session details to ensure we can meet your requirements.



Process

We approve, adjust, or decline your request based on schedule fit.



Respond

You receive an email with your final session confirmation or suggested next steps.