



# WRITING CENTRE

BOOK A WORKSHOP

## How to Book a Workshop Session

Please read the instruction pages carefully!

### STEP 01

Go to <https://fduworkshops.youcanbook.me> (mobile friendly)

### STEP 02

You will be directed to the page that lists all available workshops. Each workshop shows in the heading **the date** when the workshop will take place. **Choose the date** that applies to the workshop you want

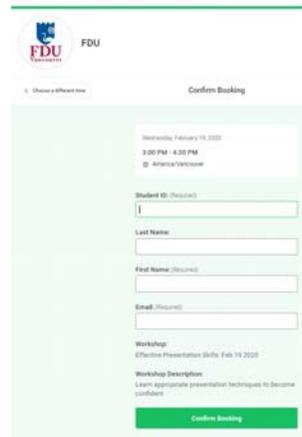
FDU  
Please select the workshops you would like to attend

Effective Presentation Skills: Feb 19 2020 Learn appropriate presentation techniques to become confident.	← Date of workshop
Memory Enhancement & Exam Coping Strategies: Feb 26 2020 Increase your memory power and retention to perform well in exams	
Time Management: March 04 Find out how to balance academic life and work	
Writing Your Paper: March 09 2020 Effective research & writing techniques using MLA/APA	
Note Taking Skills: March 18 2020 Effectively process data and turn your note into a study guide	
Critical Thinking Skills: April 01 2020 Improve your thinking skills to make make better decisions & generate ideas	
Reading Strategies: April 08 2020 How to enhance reading comprehension	



## STEP 05

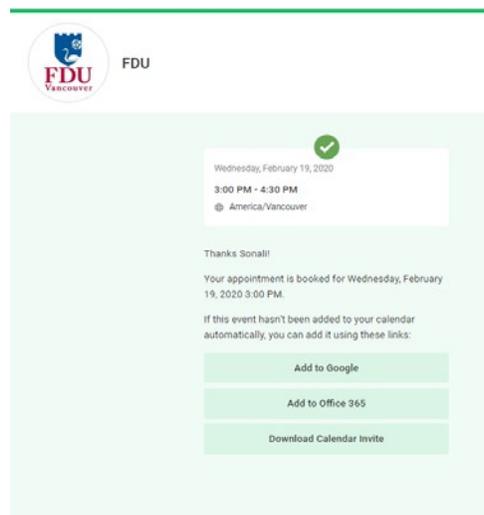
Fill out the form without using an abbreviation or nickname. Click on [Confirm Booking](#) to complete the booking



The screenshot shows the 'Confirm Booking' page for FDU Vancouver. At the top left is the FDU Vancouver logo. The page title is 'Confirm Booking'. Below the title, the event details are displayed: 'Wednesday, February 19, 2020', '3:00 PM - 4:30 PM', and '📍 America/Vancouver'. There are four input fields for user information: 'Student ID (Required)', 'Last Name (Required)', 'First Name (Required)', and 'Email (Required)'. Below these fields, the event details are repeated: 'Workshop: Effective Presentation Skills, Feb 19 2020' and 'Workshop Description: Learn appropriate presentation techniques to become confident'. At the bottom of the form is a green 'Confirm Booking' button.

## STEP 06

The [booking confirmation](#) page will verify the appointment and a [confirmation email](#) will be sent to the email address provided. Modify, cancel, or reschedule the booking through the [confirmation email](#)



The screenshot shows the 'Booking Confirmation' page for FDU Vancouver. At the top left is the FDU Vancouver logo. The page features a green checkmark icon in a circle. Below the icon, the event details are displayed: 'Wednesday, February 19, 2020', '3:00 PM - 4:30 PM', and '📍 America/Vancouver'. The text reads: 'Thanks Sonali!', 'Your appointment is booked for Wednesday, February 19, 2020 3:00 PM.', and 'If this event hasn't been added to your calendar automatically, you can add it using these links:'. There are three buttons for calendar integration: 'Add to Google', 'Add to Office 365', and 'Download Calendar Invite'.