How to Book a Workshop Session

Please read the instruction pages carefully!

**STEP 01**

Go to [https://fduworkshops.youcanbook.me](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.
STEP 03
To pre-book a workshop, make sure to choose the desired workshop with the assigned date and then click on the calendar icon and navigate to the actual workshop date.

STEP 04
To book a workshop, click on a time slot (white rectangle):
- a time slot with a green outline means the workshop is available
- a time slot in a faded green rectangle means no workshops are offered
**STEP 05**

Fill out the form without using an abbreviation or nickname. Click on Confirm Booking to complete the booking.

![Form Image]

**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.

![Confirmation Email Image]