



The following document contains the instructions on how to set up Team Teachers in the Online Scheduler. This process will allow parents to view both of the names of the teachers as one group when making an appointment.

1. By looking at the student records in the district database, determine which teacher has the students assigned to their teacher id. This teacher will be called “Teacher A” in this document. The partner to this teacher will be called “Teacher B”.
2. Teacher A must set up their user account by doing the following:
 - a. Log into the Online Scheduler
 - b. Click the Update Teacher Info link at the top of the page
 - c. Set the last name to read:
“LAST NAME OF TEACHER A/SALUTATION LAST NAME TEACHER B”
 - i. Example, if Mrs. Smith is Teacher A and Mr. Jones is Teacher B, this field would read SMITH/MR. JONES
 - d. Set all other fields as needed.
 - e. Ensure that the Show name on Parent selection screen is Y.
 - f. Click the CHANGE INFO button.
 - g. Personalize the appointment schedule as needed.
3. Teacher B must set up their user account by doing the following:
 - a. Log into the Online Scheduler
 - b. Click the Update Teacher Info link at the top of the page
 - c. Choose “N” on the Show name on Parent Selection screen.
 - i. This will remove Teacher B from the screen that parents use to make appointments. No appointments will be made with Teacher B – all appointment will be made with Teacher A.
 - ii. Change all other fields, if required.
 - d. Click the CHANGE INFO button.
 - e. There is no need to personalize your schedule as nobody will be able to view it.

If you have any trouble, please send an email to support@canyoncreeksoftware.com