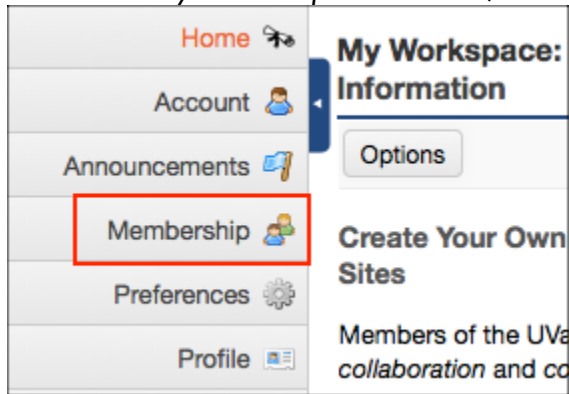


To sign-up for an in-person appointment in Monroe 253 with the Economics Program Coordinator, Chris Swenson, please join the “ECON Appointments” Collab Site (further instructions below).

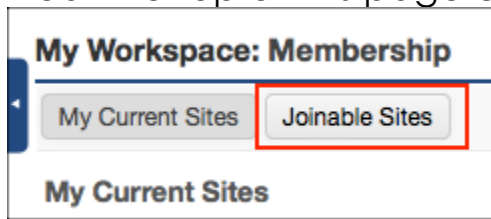
There are a total of 9 steps. Please follow ALL steps.

Instructions for joining the ECON Appointments Collab site

1. On the *My Workspace* tab, click on **Membership** in the left menu.



2. Near the top of this page click **Joinable Sites**.

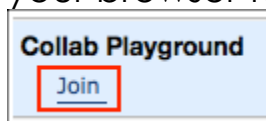


3. Use the **Search** field to enter the following: **ECON Appointments**.



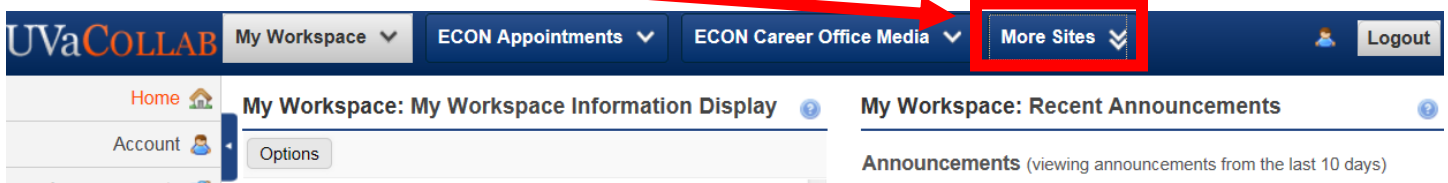
Be sure to **click** the *Search button* (the Search function will not work in Internet Explorer if you press the Enter key to submit the search command: you must click the Search button).

4. Click the **Join** link under the name of the site. The new site tab will appear in the site tab bar or under the *More Sites* tab. You may need to refresh your browser to force the display of the new site tab.

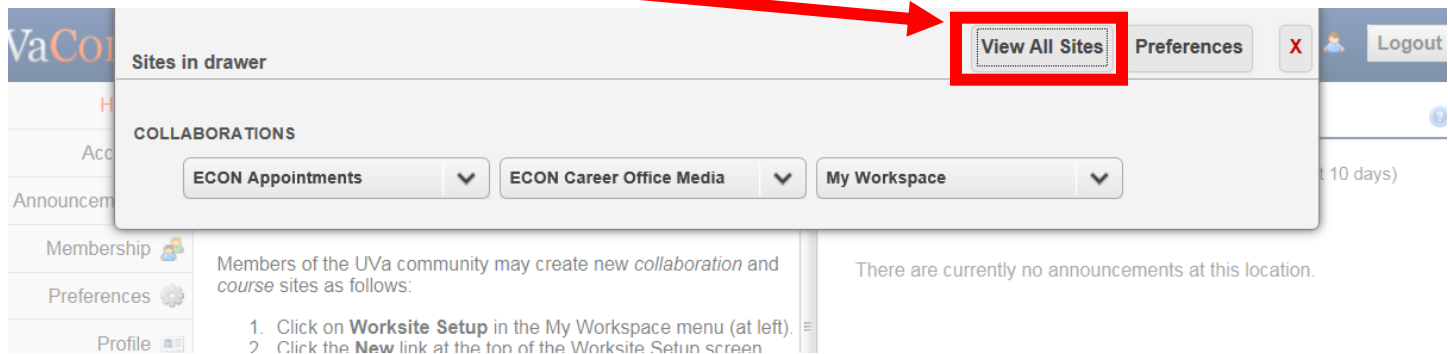


(Scroll down for more instructions)

5. Next click on “More Sites”.

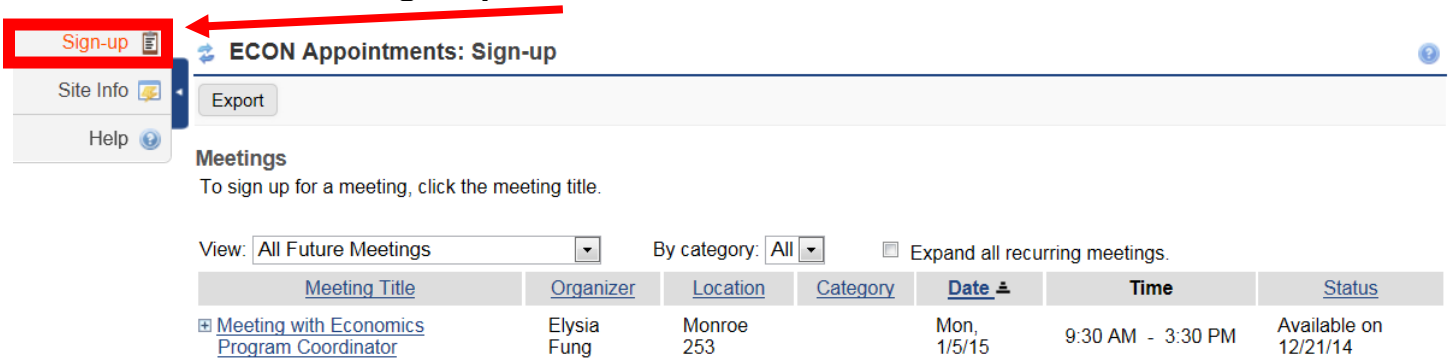


6. Click on “View All Sites”.



7. Find the “ECON Appointments” Worksite.

8. Next click on ‘Sign-up’ on the Left menu bar.



9. Select the day and time slot you wish to sign-up for. **You MUST include a comment**, please follow the instructions listed.

Please email econ-dus@virginia.edu if you have any problems with signing-up.