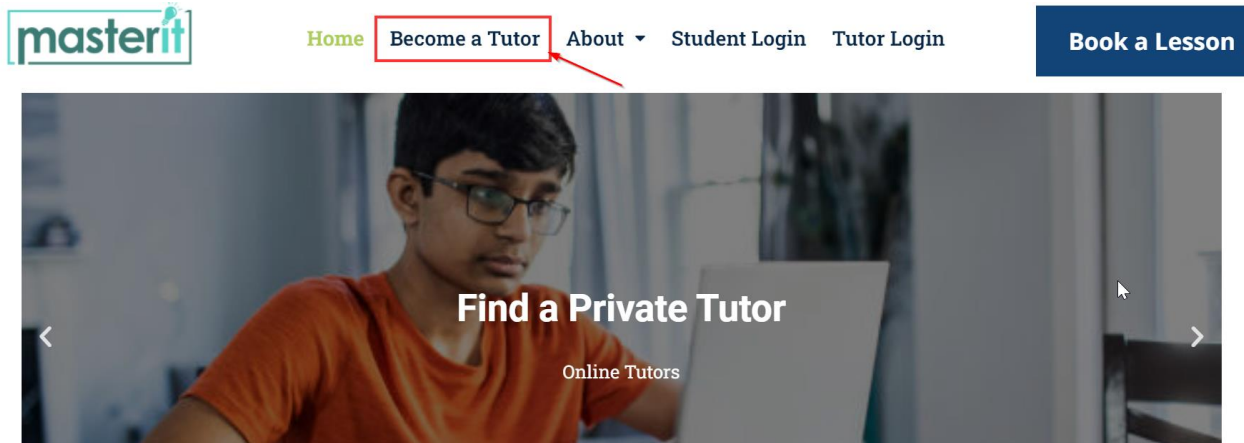
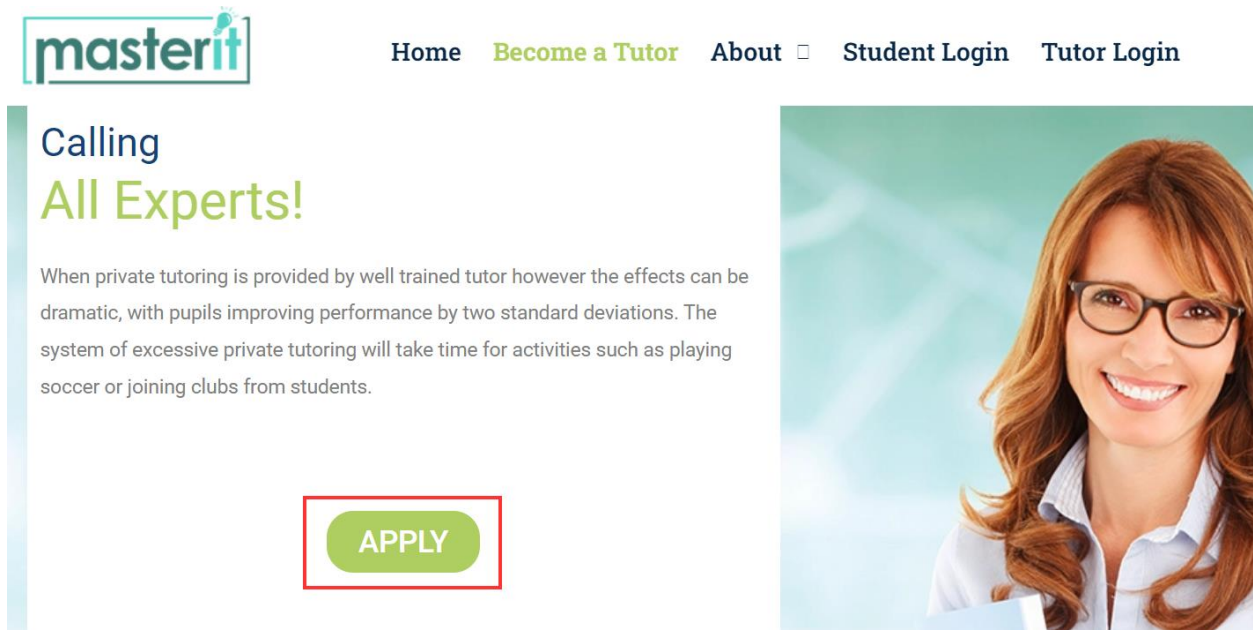


## Instructions on “Become a Tutor”

- 1) In the Home Page, click on the ‘Become a Tutor’ link.



- 2) In the ‘Become a Tutor’ page, click ‘Apply’ button



- 3) Enter the username, Name, email, address details on this page.



**Username \***

**Name \***

First

Last

**Email \***

Send OTP

**Address \***

Address Line 1

City

State / Province / Region

United States of America



**4) Select the category you want to teach**

**Enter an Hourly rate**

**Add a Photo (make sure the photo looks professional)**

**Add a Self-Video (less than 2 min. duration).**

Go to <https://www.movavi.com/webcam-recorder.html>

and record the video (should be in mp4 format)

In the Video, explain about your teaching skills. Speak in English and in the Category-Language you selected, so the student can hear how well you speak in English and in your tutoring language. The students will select you as their tutor, by seeing this video.

**Categories \***  
Categories

**Hourly Rate \$ \***  
\$ 10.00  
Minimum \$10

**Add the Photo \***

Click or drag a file to this area to upload.

**Add the Video/mp4\* \***

Click or drag a file to this area to upload.

5) Enter the Tutor Bio and click **Submit** button.

**Enter Tutor Bio \***

Enter the bio, explaining your tutoring skills, how long you have been teaching, etc.

Tutor Bio (limit 250 chars.)  
0 of 250 max characters.

Submit

6) You will see "Your confirmation is Pending" message.

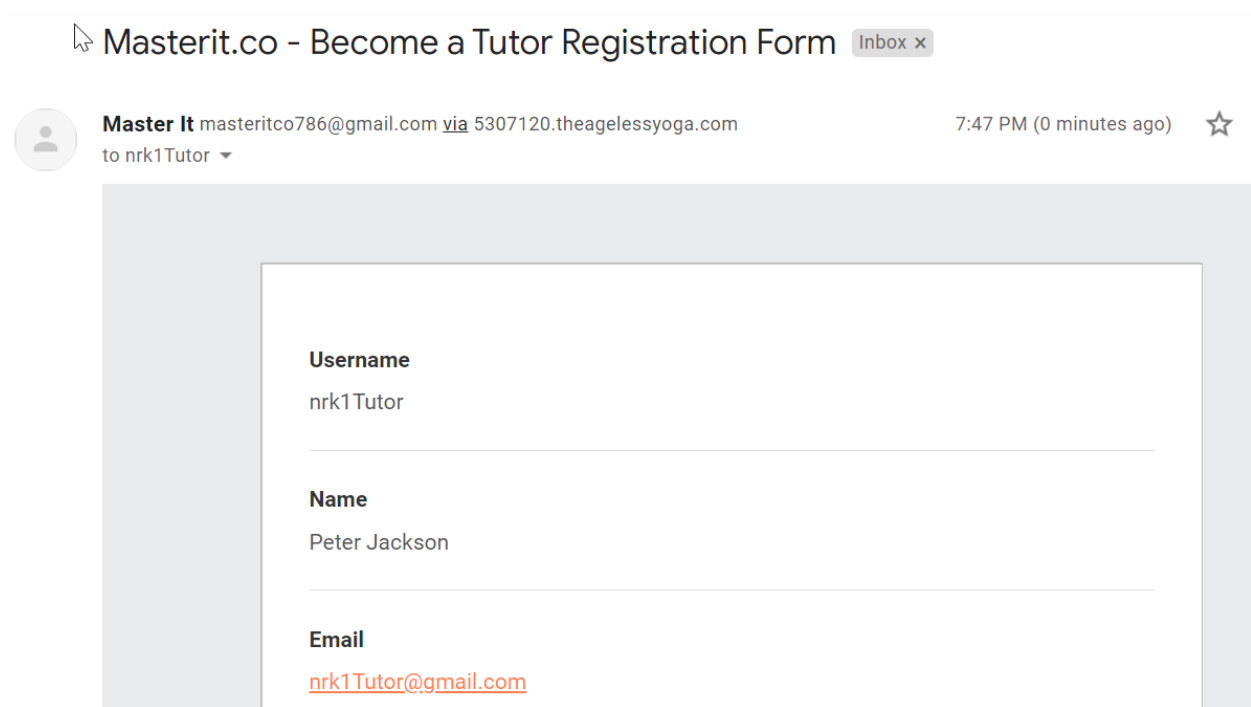


Your confirmation is Pending

You will receive a confirmation email within 24 hours.

Please check your SPAM folder too.

7) Check your email INBOX or SPAM folder for 'Masterit.co – Become a Tutor Registration Form' email.



8) Once you are approved as a Tutor, you will receive a Confirmation email with, Tutor Panel Access link with Login details

## Masterit.co - Your login information Inbox x



**Masterit.co**  
to me ▾

Wed, Feb 2, 9:12 PM (4 days ago)



Hello nrk4 tutor,

An account was created for you at [Masterit.co](https://masterit.co)

**Your user details:**

Login URL: <https://masterit.co/tutor-panel>

Username: [nrk4tutor@gmail.com](mailto:nrk4tutor@gmail.com)

Password: TMHs4t

Thanks,

**Masterit support team.**

9) Click the **Tutor Panel Access** link in the email, will go to Tutor Login page.

**Enter the Login details**

**Tutor Days Off** **Tutor Schedule**

Username or Email Address

Password

Remember Me

**Log In**

10) Now you can access the Tutor Calendar & Schedule page.

The screenshot displays the 'Tutor Schedule' interface. At the top, there are two tabs: 'Tutor Days Off' and 'Tutor Schedule'. Below the tabs is a navigation bar with a left arrow, the year '2022', and a right arrow. The main content area shows three calendar grids for the months of January, February, and March. Each calendar grid has columns for the days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The dates 21, 22, 23, 24, 25, 26, and 27 in the February calendar are highlighted in orange. Below the March calendar, the start of the April, May, and June calendars is visible.

11) You can select the 'Days Off' by selecting the appropriate days.

- a) By selecting the days
- b) Checking the 'We are not working on this day'
- c) And click 'Close'.

**Tutor Days Off**    **Tutor Schedule**

< 2022 >

**January**

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

**February**

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  |     |     |     |     |     |     |

**March**

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  |     |     |     |     |

**April**                      **May**

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |
|     |     |     |     |     |     |     |

We are not working on this day

Repeat every year

**Close**

12) You can select each day schedule hours by clicking the 'Tutor Schedule' tab, set the hours and click 'Save' button.

**Tutor Days Off**    **Tutor Schedule**

|           |         |    |          |                           |
|-----------|---------|----|----------|---------------------------|
| Monday    | 8:00 AM | to | 10:00 AM | <a href="#">add break</a> |
| Tuesday   | 8:00 AM | to | 10:00 AM | <a href="#">add break</a> |
| Wednesday | 8:00 AM | to | 12:00 PM | <a href="#">add break</a> |
| Thursday  | 8:00 AM | to | 12:00 PM | <a href="#">add break</a> |
| Friday    | 8:00 AM | to | 9:00 PM  | <a href="#">add break</a> |
| Saturday  | 4:00 AM | to | 6:00 PM  | <a href="#">add break</a> |
| Sunday    | OFF     |    |          |                           |

**Save**    **Reset**