

1) After you are approved as a Tutor, you should get an email with your login details.



Hello Nrk8 Tutor,

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

Your user details:

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

Username: nrk8tutor@gmail.com

Password: ab5Q3y

Thanks,

Masterit support team.

2) Click the link in the email to go to 'Tutor Login' page. Otherwise, you can go to 'Tutor Login' page from the home page (masterit.co).



Home Become a Tutor About ▾ [Tutor Login](#)

Tutor Days Off **Tutor Schedule**

Username or Email Address

Password

Remember Me

3) After login, click 'Tutor Days Off' and select what days you do not want to teach. The dates will turn yellow as shown below.

Tutor Days Off Tutor Schedule

< 2022 >

January **February** **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
31						

April **May** **June**

4) Then select 'Tutor Schedule' tab and select what hours you want to teach each day. Click the 'from' hours and the 'to' hours (as per the red arrows shown) and select the time. And click 'Save' button.

Tutor Days Off **Tutor Schedule**

Monday 11:00 AM to 5:00 PM add break

Tuesday 8:00 AM to 10:00 AM add break

Wednesday 8:00 AM to 12:00 PM add break

Thursday 8:00 AM to 12:00 PM add break

Friday 8:00 AM to 9:00 PM add break

Saturday 4:00 AM to 6:00 PM add break

Sunday OFF

Save Reset

- 5) Now you are all set as the Tutor. Once students select you as the tutor and schedules a class, you will get an email with the
- Student's name
 - Meeting date and time (as shown below)



Hello *nrk3 tutor*,

You have a new **Masterit.co** pending booking request.

Service: 1-1 Virtual Meeting
Date: February 24, 2022
Time: 9:00 AM
Student name: Renu Bapatla
Student note:

You can **approve** here.

- 6) If you are OK with the date and time of the meeting, click 'Approve' button in the email. Then the student and you will get a confirmation email about the meeting (as shown below). You are all set for the tutoring class for that date and time.



Hello nrk3 tutor,

You have an approved booking.

Student name: Renu Bapatla
Service: 1-1 Virtual Meeting
Date: February 24, 2022
Time: 9:00 AM

Zoom URL: <https://us05web.zoom.us/j/84231548088?zak=eyJ0eXAiOiJKV1QiLCJzdiI6IjAwMDAwMSIsInptX3NrbSI6InptX28ybSIsImFsZyI6IkhTMjU2In0.eyJhdWQiOiJjbGllbnRzbSIsInVpZCI6InZR0kTXlaVG9IMy1nSUMyNGRDT3ciLCJpc3MiOiJ3ZWliLjZayl6ljAilCjzdHkiOiJFwMCwid2NkljoidXMwNSIsImNsdCI6MCwibW51bSI6Ijg0MjMxNTQ4MDg4IiwiaXhwaWJoxNjQ1NzA3NTQ2LjZpYXQiOiJF2NDU3MDAzNDYsImFpZCI6IjNTRjZ3Z3AyUUZtY1pnaDhXMGcydEEiLCJjaWQiOiJlifQ.3c6EQ36Yxx8vPPXsVkwec6MRHn6sdcckpZhloCJlDeA>

Thanks,
Masterit support team.

- 7) On the meeting date and time, please go to the meeting by clicking the Zoom link in the email.
We advise to go to the meeting 5 minutes before class.

If you have any questions, please send us an email to support@masterit.co

HAPPY TUTORING
