

AARP ACUITY SCHEDULE

*The LEAD CF at each site is able to print the desired number of copies of the client schedule for the day. The SC may do it for you.

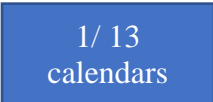
*It is suggested that the schedule be printed the night before after 8:00pm for the next day. This allows you and your team to be prepared.
Printing at the site is also available.

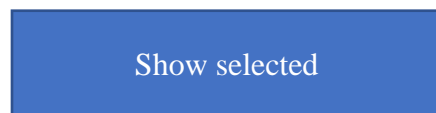
All CFs should have a copy of the schedule to check taxpayers in.

Directions to Print Daily Tax-Aide AARP Schedule

1. Open Acuity Schedule in Browser (www.acuityscheduling.com).
2. Log onto site.
3. On the main CALENDAR screen select **Week**



4. Next, open box 
5. Choose the site by putting a check in the appropriate site and then choose show selected (at the bottom of the drop down box).



6. Click on the Desired date in the main calendar on the left side of screen.
7. Select **Printer icon**,
8. Select **Print Agenda**
9. Select number of copies desired and print them.