

STUDENTS: How to register for supports and activities in Flex Time Manager

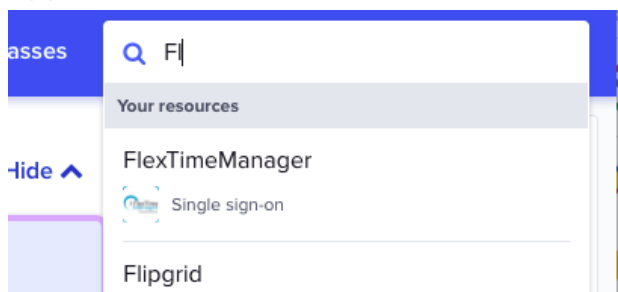
IMPORTANT: Make sure of the following **before** you start making choices in FTM:

- You understand the difference between Student Support (Tuesday 2nd) and Activities Block (Thursday 6th)
- You have an idea of your **top choices** of what you want to choose for each block. *Note: The [Student Guide for Support and Activity Choices](#) has all the information you need to help you choose, including the course guide for Support block and Activities block, as well as a worksheet where you can write down your top choices. Make your own copy of this document and have it ready to go for Tuesday.*
- Remember that we will have our registration/choice on Tuesday 10/19, and then again in four weeks on Tuesday, 11/23. Some clubs and supports will require a commitment of longer than 4 weeks, but you will hear more about this from individual faculty leaders when you attend your first meeting.

STEP 1: Log In to Clever using your BPS ID.

- You can do this by googling “BPS Clever”
- Use your BPS account and log in

STEP 2: In Clever, search for FlexTime Manager, and click on the Flex Time Manager App:



STEP 3: Click on the app and it will take you here: The reason why you aren't seeing anything here is because nothing is running on this day. You will go to the day when something is running (Thursday 10/21 and Tuesday 10/26) and make your choice there.

NOTE: Make sure you are in the “day” view in the top right corner, as shown here.

DAY TODAY + 4 WEEK MONTH

Support Block
08:24 AM - 09:19 AM

The flex is not available for this day.

Activities Block
12:45 PM - 01:40 PM


The flex is not available for this day.

STEP 4: Go to Thursday, Oct. 21, where you will register for your Activity for the next four weeks (and depending on the activity/club, you may stay with this for longer than four weeks). Do this by advancing the calendar on the top left side to Thu Oct 21 2021, as shown below

Support Block
08:24 AM - 09:19 AM

The flex is not available for this day.

Activities Block
12:45 PM - 01:40 PM

 **Join activity**

STEP 5: Click the Join Activity button then, a box will appear with all of the selections available to you. You can also search for specific activities you are hoping to register for.

Join activity



Activity types

Select type



Select room

Search



THU Oct 21 2021

ACTIVITIES BLOCK; OTHER

Zen Den, chill room



Kara Stafford



344

0/30

ACTIVITIES BLOCK; CLUBS

Mentoring Club



Viet Luong



239

0/28

ACTIVITIES BLOCK; CLUBS

Muslim Student Association



Katherine Quackenbush



217

0/31

ACTIVITIES BLOCK; CLUBS

Debate Team



Sneha Walia



B12

0/30

ACTIVITIES BLOCK; CLUBS

**Sudoku & Crossword
Puzzles**



Zainab Nandawula



102

0/30

STEP 6: Click on the activity you want to join (or you can click around and read descriptions if you want) and once you have decided and the activity is available, click “Join This Activity”

ACTIVITIES BLOCK; CLUBS



Classics Club

Thu Oct 21 2021 12:45 PM - 01:40 PM

TEACHER Stephanie Lindeborg
 ROOM 307
 CAPACITY 0/30

LEAVE COMMENT (OPTIONAL)

Close

Join This Activity

STEP 7: Click Close at the bottom

**Sudoku & Crossword
Puzzles**

Zainab Nandawula 102



ACTIVITIES BLOCK; OTHER

**Arts and Crafts for Grade
7/8**

Andrea MacIsaac 231



Close

STEP 8: Make sure that the correct activity is showing for you:

The flex is not available for this day.

Activities Block
12:45 PM - 01:40 PM

[Join activity](#)

ACTIVITIES BLOCK; CLUBS
Classics Club

Stephanie Lindeborg 307 1/30

STEP 9: Now advance to Tuesday, October 26, to register for your Student Support Choice

< Tue Oct 26 2021 DAY TODAY + 4 WEEK

Support Block
08:24 AM - 09:19 AM

[Join activity](#)

Catchall Lower Cafeteria 157

Activities Block
12:45 PM - 01:40 PM

The flex is not available for this day.

STEP 10: Click the “Join Activity” button and you will be able to see the choices and register for a Student Support (for Tuesdays 2nd) in the same way you were able to register for an activity.