

How to make an appointment to shop at LP PENCIL Box using the online scheduling system

Step1: Click Make an Appointment (our hours are to the right)

LP PENCIL Box Online Appointment Scheduler		3125 Ironwood Drive Nashville, TN 37214 USA (615) 974-0438																
Make Appointment	My Calendar	My Appointments	My Profile	Login														
Services		Business Hours																
LP PENCIL Box Teacher Shopping Trips Make your appointment to shop for free supplies at LP PENCIL Box which is located at 3125 Ironwood Drive, Nashville, TN 37214. <div style="text-align: center; border: 1px solid gray; padding: 2px; margin-top: 5px;"> Make Appointment for LP PENCIL Box Teacher Shopping Trips </div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Sunday</td><td>Closed</td></tr> <tr><td>Monday</td><td>Closed</td></tr> <tr><td>Tuesday</td><td>03:00 PM - 06:00 PM</td></tr> <tr><td>Wednesday</td><td>03:00 PM - 06:00 PM</td></tr> <tr><td>Thursday</td><td>03:00 PM - 06:00 PM</td></tr> <tr><td>Friday</td><td>Closed</td></tr> <tr><td>Saturday</td><td>09:00 AM - 01:00 PM</td></tr> </table>			Sunday	Closed	Monday	Closed	Tuesday	03:00 PM - 06:00 PM	Wednesday	03:00 PM - 06:00 PM	Thursday	03:00 PM - 06:00 PM	Friday	Closed	Saturday	09:00 AM - 01:00 PM
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Step 2: Select a day and time.

Days with available appointments are darker boxes. Once you select a day, please pick a time you would like to come shop.

Service Requested: LP PENCIL Box Teacher Shopping Trips																																																																												
Date and Time > My Profile > Review and Confirm																																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">April 2007</td> <td colspan="3" style="text-align: center;">2007</td> </tr> <tr> <td>Sun</td><td>Mon</td><td style="background-color: #cccccc;">Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> <td>Jan</td><td>Feb</td><td>Mar</td> </tr> <tr> <td>1</td><td>2</td><td style="background-color: #cccccc;">3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td style="background-color: #cccccc;">Apr</td><td>May</td><td>Jun</td> </tr> <tr> <td>8</td><td>9</td><td style="background-color: #cccccc;">10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>Jul</td><td>Aug</td><td>Sep</td> </tr> <tr> <td>15</td><td>16</td><td style="background-color: #cccccc;">17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>Oct</td><td>Nov</td><td>Dec</td> </tr> <tr> <td>22</td><td>23</td><td style="background-color: #cccccc;">24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td colspan="3" style="text-align: center;">Today is Monday March 26, 2007</td> </tr> <tr> <td>29</td><td>30</td><td style="background-color: #cccccc;"> </td><td> </td><td> </td><td> </td><td> </td> <td colspan="3"> </td> </tr> </table>							April 2007							2007			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Jan	Feb	Mar	1	2	3	4	5	6	7	Apr	May	Jun	8	9	10	11	12	13	14	Jul	Aug	Sep	15	16	17	18	19	20	21	Oct	Nov	Dec	22	23	24	25	26	27	28	Today is Monday March 26, 2007			29	30								
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Available appointment times (CDT) for Tuesday, April 03 <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid gray; padding: 5px;">03:00 PM</td> <td style="border: 1px solid gray; padding: 5px;">03:30 PM</td> <td style="border: 1px solid gray; padding: 5px; background-color: #cccccc;">04:00 PM</td> <td style="border: 1px solid gray; padding: 5px;">04:30 PM</td> <td style="border: 1px solid gray; padding: 5px;">05:00 PM</td> </tr> </table> <div style="text-align: center; margin-top: 5px;"> Cancel </div>							03:00 PM	03:30 PM	04:00 PM	04:30 PM	05:00 PM																																																																	
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If a teacher selected April 26 at 4:00, she/he would then fill in the following information.

LP PENCIL Box Online Appointment Scheduler		3125 Ironwood Drive Nashville, TN 37214 USA (615) 974-0438		
Make Appointment	My Calendar	My Appointments	My Profile	Login
Service Requested: LP PENCIL Box Teacher Shopping Trips				
Date and Time: Thursday, April 26, 2007 04:00 PM - 04:30 PM CDT				
Date and Time > My Profile > Review and Confirm				
At this point we would like to ask you to complete your customer profile Please, complete the form by filling in required fields				
New Customer Profile				
First Name:	<input type="text"/>			
Last Name:	<input type="text"/>			
Business Name:	<input type="text"/>			
Daytime Phone:	<input type="text"/>	ext. <input type="text"/>	(optional)	
E-mail:	<input type="text"/>			
E-mail Preference:	<input type="radio"/> Rich Text (HTML) <input checked="" type="radio"/> Plain Text (ASCII)			
<input type="button" value="Proceed"/>		<input type="button" value="Cancel"/>		

Troubleshooting:

- ❑ Please make the Business Name YOUR SCHOOL, and complete the other boxes.
- ❑ Include the area code for the phone number.
- ❑ Please make sure you type your email address in correctly because the program will email you a reminder. Usually the email address is First Name(period)Last name@mnps.org. (no spaces! i.e. sarah.killpack@mnps.org)
- ❑ Then you would click proceed.

The screenshot shows the 'LP Pencil Box Online Appointment Scheduler' interface. At the top right, the address is listed as 1300 56th Ave. North, Nashville, TN 37209, USA (615) 974-0438. The navigation bar includes 'Make Appointment', 'My Calendar', 'My Appointments', 'My Profile', and 'Login'. The service requested is 'LP Pencil Box Teacher Shopping Trips' and the date and time is 'Wednesday, August 01, 2007 02:00 PM - 02:30 PM CDT'. The 'My Profile' tab is active, showing a 'New Customer Profile' form with the following fields: First Name: Sarah, Last Name: Killpack, Business Name: ABC School, Daytime Phone: 615-242-3167, E-mail: sarah.killpack@mnps.org, and E-mail Preference: Plain Text (ASCII). The 'Proceed' button is circled in red.

Your next screen should look like this if you typed in all of your information correctly. If you are making an appointment for other MNPS teachers you would change the number of customers to include you and the other teachers coming with you. Then click make an appointment.

The screenshot shows the 'LP Pencil Box Online Appointment Scheduler' interface. At the top right, the address is listed as 1300 56th Ave. North, Nashville, TN 37209, USA (615) 974-0438. The navigation bar includes 'Welcome, Sarah Killpack', 'Make Appointment', 'My Calendar', 'My Appointments', 'My Profile', and 'Login'. The service requested is 'LP Pencil Box Teacher Shopping Trips' and the date and time is 'Wednesday, August 01, 2007 02:00 PM - 02:30 PM CDT'. The 'Review and Confirm' tab is active, showing a 'Customer Profile for Sarah Killpack' with the following fields: First Name: Sarah, Last Name: Killpack, Business Name: ABC School, Daytime Phone: (615) 242-3167, E-mail: sarah.killpack@mnps.org, and E-mail Preference: Plain Text (ASCII). Below this is a 'Group Scheduling' section with a 'Number of Customers' dropdown set to 1. There are three checkboxes: 'Send me notification for this appointment' (unchecked), 'Send me confirmation for this appointment' (checked), and 'Send me reminder for this appointment' (checked). The 'Make Appointment' button is circled in red.

You have made your appointment! You should receive an email reminder. Please do not forget your appointment, and call if you are going to miss the appointment or are running more than 15 minutes late. If you still have questions, please call 974-0438!