



HOW TO SIGN-UP FOR CAFÉ DE PARIS

You need to sign-up for Café de Paris via **GroupWise**.

New participants can sign-up for three sessions only to start*. If you send a request for more than 3 dates, the requests will be declined.

Previous participants can sign up for a limit of one session per month up to a maximum of 4 sessions until the end of March. If you send a request for more sessions, the requests will be declined.

*We need to limit the number of sessions so as many employees as possible can participate and join throughout the year. Participants will be notified of available or cancelled sessions so they can sign up in addition of what they have already booked.

Please follow the following steps in order, to successfully sign up for the sessions with GroupWise :

1. Click on New Appt (appointment) and fill out the Appt request as follow:
2. **TO:** In the **TO** box of the Appt request write **cafedeparis-ipe** so your request will go to the cafedeparis-ipe calendar and email.
3. **PLACE:** Write Charlottetown or Summerside depending on where you attend Café de Paris
4. **START DATE:** **Do a Busy Search first** to find out when sessions are free to book an appointment. Many employees book sessions so it is important to assure that the session that you request is available. Contact us if you are not familiar with using the Busy Search option.
5. Choose one of the 30 minute sessions available for booking:
 - Charlottetown: Mondays from 9 a.m. with the last appointment being scheduled at 11:30 a.m.
 - Summerside: Tuesdays from 1 p.m. with the last appointment at 3:30 p.m.
6. **SUBJECT :** Write **YOUR NAME** so it will show up in the calendar and inform us of who attends.
7. **SEND** your request.
8. Once we receive the requests we accept and confirm the appointment.
9. Please respect the maximum number of sessions you book. We will let you know if there are more times available.

If you have any questions regarding this process, you can communicate with Tara by phone 902-368-6175 or by email at tmcguirk@gov.pe.ca