![maialearning®]

University Reps: Schedule school visits through MaiaVisits

Universities can schedule in-person or virtual visits with MaiaLearning schools through the **MaiaVisits** feature.
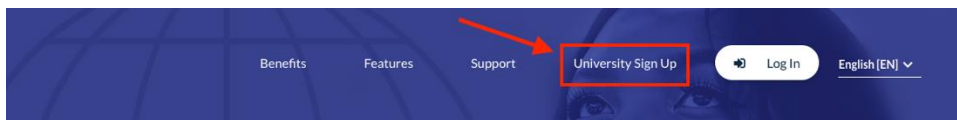
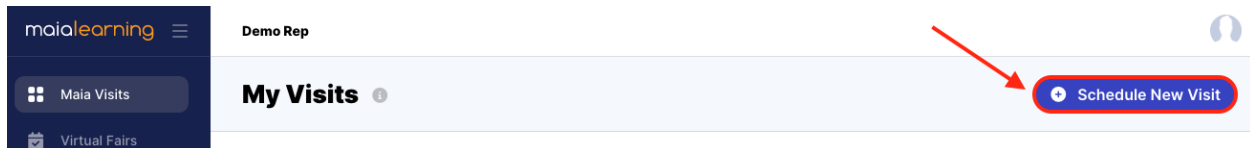> Click here to see a video on how to request visits

Jump to...

Create a University Rep account

- Click **University Sign Up** at www.maialearning.com and fill in the required fields to create a university rep account
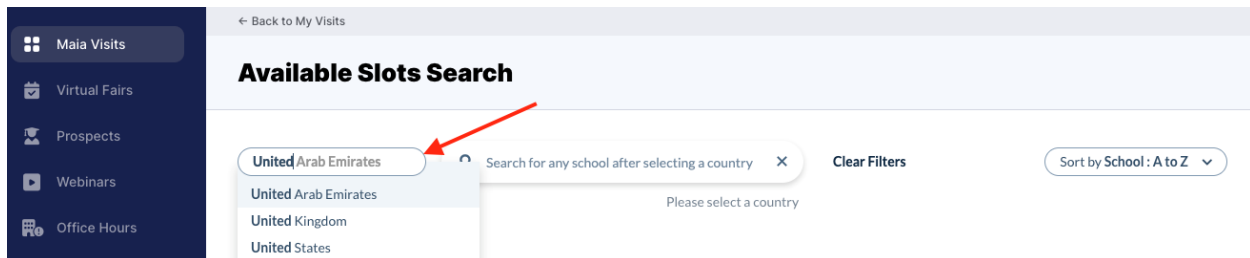

Schedule a new visit

- Log in to www.maialearning.com with your university rep account.
- Click **Maia Visits** on the left-side navigation menu.
- Click the **Schedule New Visit** button.

- Type the country name and select the desired country from the list of suggested filters:

- This will show a list of MaiaLearning schools in that country that have available visit slots. You can then filter by state (if applicable) and/or search by school name (only **after**selecting a country filter).
- *If you do not see a school listed, please contact the school directly for guidance on how to schedule a visit.*

University Reps: Schedule school visits through MaiaVisits

- Click **Check Availability** to see available time slots for each school

Available Slots Search

United States	Select State ⌄	🔍 demo	✕		Clear Filters

Sort by **School : A to Z** ⌄

School Name	Address	Number of Students	Available Slots	Phone	Schedule Visit
MaiaDemoSchoolB	Palo Alto, CA, United States	37	10		Check Availability ›
MaiaLearning Demo School	Palo Alto, CA, United States	384	243		Check Availability ›

- On the next page, select a time slot to see details about that visit slot and to request the time.

Schedule New Visit ✕

Aug 08, 2022 To Aug 14, 2022 › **Reset Date**

Viewing Available Slots in Europe/Berlin   Show in my local timezone

Monday Aug 08, 2022	Tuesday Aug 09, 2022	Wednesday Aug 10, 2022	Thursday Aug 11, 2022	Friday Aug 12, 2022	Saturday Aug 13, 2022	Sunday Aug 14, 2022
8:00AM-9:00AM CET 🏛|📹	6:00PM-8:00PM CET 🏛	8:00AM-9:00AM CET 🏛|📹	4:00PM-5:00PM CET 📹 ← **Virtual**			
1:00PM-2:00PM CET 🏛|📹		1:00PM-2:00PM CET 🏛|📹 ← **Rep Choice (in person or virtual)**				
4:00PM-5:00PM CET 🏛		4:00PM-5:00PM CET 🏛 ← **In Person**				

Counselor Message ← Notes/information about the visit slot

DemoSchoolB College Night
Join us for our annual College Night from 6pm - 8pm . Connect with over 300 talented, college bound students and their families, to help them learn more about your institution.

This is a sample listing for demo purposes

🏛 **In-person Visit**   📹 **Virtual Visit**

☁ Upload university profile or flyer here

Drag and drop here
or
upload

Cancel   **Save Time Slot**

University Reps: Schedule school visits through MaiaVisits

- A building icon indicates the visit is in-person, a video camera icon indicates the visit is virtual. Both icons mean you can choose whether to visit in-person or virtually.
- A yellow background indicates the slot is already reserved.
- Click on an unreserved slot to request that date/time.
- If the visit is 'Rep Choice' (both the building and video camera icon are selected), select whether you will visit in-person or virtually.
- If schools are requiring university reps to provide their own virtual meeting link (visit slot is set to "**University Provides Virtual Conference Link**" on the counselor side)**,** you will be required to provide a virtual conference link and meeting details.
- If schools are providing their own virtual meeting link, you will not see the option to enter their own link and will instead receive the meeting link and details in the confirmation email once the counselor accepts the visit request.
- Upload a PDF of your university profile or visit flyer if desired and click **Save Time Slot** to submit your request to the school.

View scheduled and requested visits

- Log in to www.maialearning.com with your university rep account.
- Click **Maia Visits** on the left-side navigation menu.
- Scheduled visits will be visible on the Maia Visits landing page.
- You can filter by month, and/or organize the visit list by school or chronologically.
- Request status shows in green (accepted), yellow (pending), or red (declined). You also receive email notifications when requests are approved or denied.

MaiaLearning Demo School

🇺🇸 MaiaLearning Demo School 🗑️	🇺🇸 MaiaLearning Demo School 🗑️	🇺🇸 MaiaLearning Demo School 🗑️
🎥 This is a virtual visit — Accepted	🎥 This is a virtual visit — Accepted	🎥 This is a virtual visit — Pending
Date — 09/03/2020	Date — 09/08/2020	Date — 09/10/2020
Time — 9:00 AM - 10:00 AM PDT	Time — 1:00 PM - 2:00 PM PDT	Time — 9:00 AM - 10:00 AM PDT
Virtual Visit — Join Now	Virtual Visit — Join Now	Virtual Visit
Address — add	Address — add	Address — add
Palo Alto	Palo Alto	Palo Alto
CA 123	CA 123	CA 123
Counselor — Michelle Cosner	Counselor — Zoom Demo	Counselor — Michelle Cosner
Phone — 12155551234	Phone	Phone — 12155551234
Email — michelle@nomail.com	Email — implementation@maialearning.com	Email — michelle@nomail.com
Notes — Send Message	Notes — Send Message	Notes — Send Message

- Click **Send Message** on the bottom right of the visit, or use the counselor contact information listed on the card to contact the school counselor, if needed.
- Reps will also see a "Join Now" link for each accepted virtual visit on the My Visits page, that can be used to join the virtual meeting at the day/time of the visit.

Need additional assistance? Contact MaiaLearning Support at support@maialearning.com