

Quick Reference Guide

How to Find and Get in Contact with your Tutor

Overview	<p>Our Tutors are here to help. There are times that you may need to get in touch with your Tutor outside of class hours.</p> <p>This guide will step you through how to locate your Tutor and make contact.</p>
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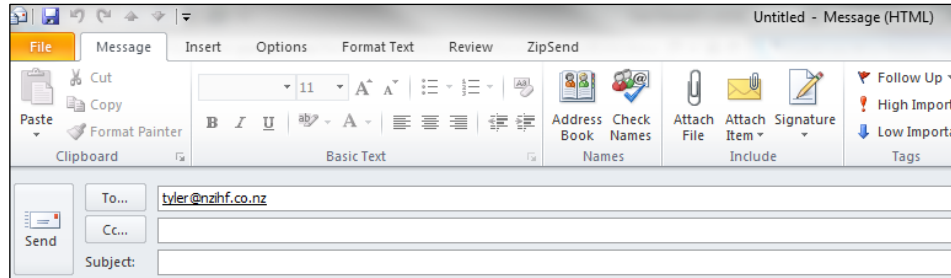
How to Find your Tutor

<p>The following steps describe how to Find your Tutor</p>	
Steps	Description
<p>1</p>	<p>Click on the required Certificate in Fitness Homepage option within the menu box located to the right hand side of the screen</p> <div data-bbox="716 1125 1003 1289" style="text-align: center; border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Certificate III in Fitness Homepage</p> <p>Certificate IV in Fitness Homepage</p> </div> <p><i>Note: You will be taken to the relevant Certificate in Fitness Homepage</i></p>
<p>2</p>	<p>Click on the Tutor Contact Details button</p> <div data-bbox="667 1478 1057 1570" style="text-align: center; border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Tutor Contact Details</p> </div> <p><i>Note: You will be taken to the Tutor contact details page</i></p>
<p>3</p>	<p>Scroll down the page until you locate the required Tutor.</p>
<p>4</p>	<p>There are 2 contact options available</p> <ol style="list-style-type: none"> 1. Call the Office Phone number provided and if necessary leave a message 2. Click on the email address provided

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If you have clicked on the email address, depending on which browser you use either **Google's Gmail** or your **local email** (eg Microsoft Outlook) will be launched.

The **To...** address will be prefilled with the email address of the Tutor selected.



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Enter the **email subject** and **message** then **send**

Note: Your Tutor will receive the email and contact you at the earliest opportunity.