

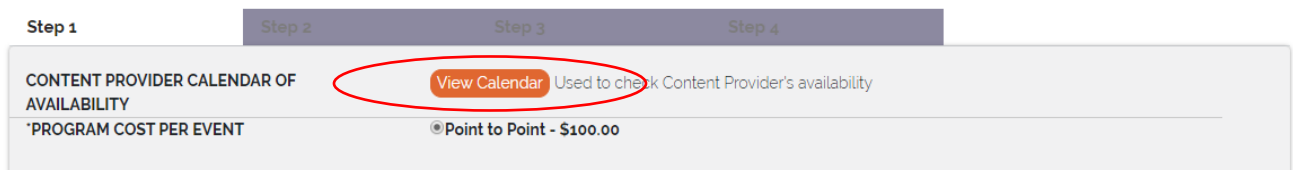
CILC Programming Quick Reference Guide

Once you have created a FREE account with [CILC](#) you are ready to book your program.

[Roper Mountain Virtual Field Trip Programs on CILC](#)

Select “Book It” from the program’s page:

Step 1:



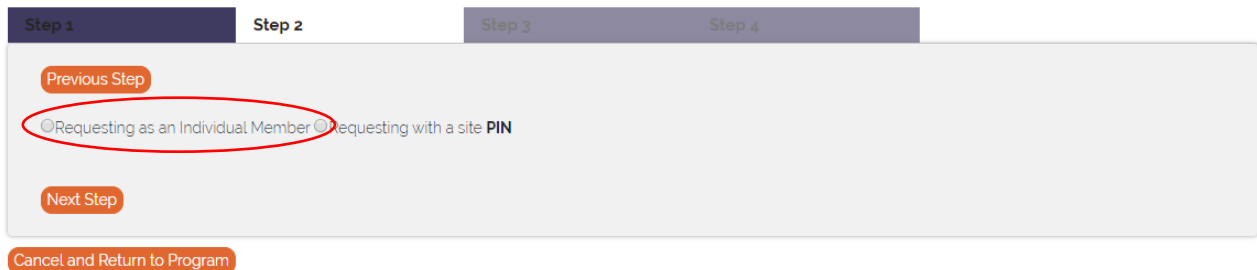
Step 1 Step 2 Step 3 Step 4

CONTENT PROVIDER CALENDAR OF AVAILABILITY [View Calendar](#) Used to check Content Provider's availability

PROGRAM COST PER EVENT Point to Point - \$100.00

By selecting to “View Calendar” you are able to see blocks of time that are not available.

Step 2:



Step 1 Step 2 Step 3 Step 4

[Previous Step](#)

Requesting as an Individual Member Requesting with a site PIN

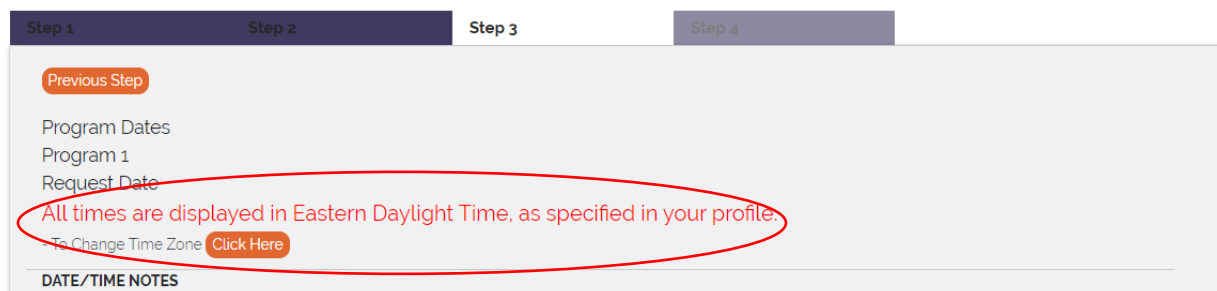
[Next Step](#)

[Cancel and Return to Program](#)

For Greenville County Teachers select “Request as an Individual Member”

Step 3:

Check your time zone is correct when scheduling.



Step 1 Step 2 Step 3 Step 4

[Previous Step](#)

Program Dates
Program 1
Request Date

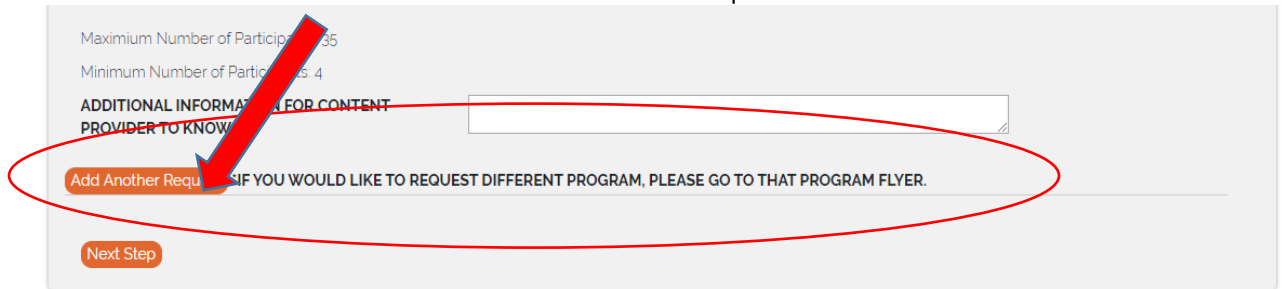
All times are displayed in Eastern Daylight Time, as specified in your profile.

[To Change Time Zone Click Here](#)

DATE/TIME NOTES

Please check the program length when scheduling. Our programs vary in length depending on the program.

If you wish to add a request for the same program for another class, select the “Add Another Request” button



The screenshot shows a form with the following elements:

- Maximum Number of Participants: 35
- Minimum Number of Participants: 4
- ADDITIONAL INFORMATION FOR CONTENT PROVIDER TO KNOW: [Text input field]
- Add Another Request** button (circled in red)
- IF YOU WOULD LIKE TO REQUEST DIFFERENT PROGRAM, PLEASE GO TO THAT PROGRAM FLYER.
- Next Step button

A red arrow points to the "Add Another Request" button, and a red oval highlights the button and the text below it.

Step 4: Select Zoom and Submit Program

Congratulations! Roper Mountain Science Center will confirm program and send a confirmation email with a contract for the program. We look forward to working with your classes!