

## Gold-Start for *TimeTabler*

MIST Services and October Resolutions want to ensure that your experience of **TimeTabler** is positive, rewarding and efficient, leading to a successful outcome.

**Gold-Start** gives you structured support as you lay the foundations that lead to a successful timetable. You will have access to a vast library of documents, tips and video clips together with the help of timetabling experts who have extensive knowledge of timetabling throughout the world in many types of schools. Timetabling can be a lonely and stressful task but with **Gold-Start** you can rest assured that you are not working alone and that help in one form or another is available 24/7.

**Gold-Start** is provided as a part of the purchase of **TimeTabler** but can also be purchased separately if you are new to **TimeTabler** (even if your school is not) or if you feel you might benefit from a helping hand to get you started.

Within 3 working days of receiving **TimeTabler**, or of opting in to **Gold-Start**, you will receive your Onboarding Portal login and a Gold Start email getting you started with **TimeTabler**.

You will be given the opportunity to send your **TimeTabler** data at key stages (at the end of Step 1 – entering your Basic Data, and at the end of Step 2 – entering your Activities) allowing an expert to give you feedback that is designed to spot any difficulties early and set you on the path to a successful timetable.

You will also be provided with a booking link and voucher code to book an hour Zoom Call with an expert. This call can be used for personalised troubleshooting, in-depth Q&A, and best practice advice to build on your existing training and address specific, complex queries.

**Gold-Start** covers the following areas of **TimeTabler**:

<b>Gold-Start</b>	<ol style="list-style-type: none"> <li>1. Installation of <b>TimeTabler</b></li> <li>2. Setting up basic data <ul style="list-style-type: none"> <li>• Specifying your School Structure</li> <li>• Entering/importing Subjects, Staff, Rooms</li> <li>• Part-time staff</li> <li>• Class Scheduling Names</li> <li>• Staffing and scheduling constraints</li> </ul> </li> <li>3. Curriculum design <ul style="list-style-type: none"> <li>• Setting out your Curriculum Diagram</li> <li>• Gathering staff information for the timetable</li> </ul> </li> <li>4. Analysis of curriculum and staffing <ul style="list-style-type: none"> <li>• Combing Charts</li> <li>• Conflict Matrices</li> </ul> </li> </ol>
	<ol style="list-style-type: none"> <li>5. Scheduling</li> <li>6. Printing</li> <li>7. Exporting to MIS</li> </ol>
Help provided to all Users	

### Extra support and training

Steps 5 to 7 are covered by the standard Support, Help-movies, etc. ... but should you require extra assistance then we can offer extended support in the form of timetabling workshops, remote support, consultancies, etc., but these are outside **Gold-Start** and would cost extra.