Please refer to the instructions below in order to customize your guest speaking preferences in PENCIL Connect. For more information or assistance, please contact Mike Rossi via email (mrossi@pencil615.org).

TURN ON/OFF GUEST SPEAKING FEATURE

Browser:
1. Log into PENCIL Connect via upsquad.com.
2. Click your profile in the upper righthand corner and select "Edit Profile"
3. Scroll down to "Meeting Details" section and click the checkbox next to "Allow others to schedule meetings with me" to toggle on and off the guest speaking scheduling feature.

App:
1. Click the PENCIL logo in the upper lefthand corner of the screen.
2. Click on your profile picture to view your profile.
3. Scroll down to "Meeting Details" section and click the pencil button to toggle on and off the guest speaking scheduling feature.

SETTING YOUR SCHEDULE

Browser:
1. Log into PENCIL Connect via upsquad.com.
2. Click your profile in the upper righthand corner and select either "Sync Calendar" to integrate the system to your Outlook or Google Calendar or "Set Availability" to manually share when you're available for guest speaking engagements.

App:
1. Click the "Meetings" menu in the bottom righthand corner of the screen.
2. Click "Set Availability" to manually share when you're available for guest speaking engagements or click "Sync Calendar" to align the system to your Outlook or Google Calendar.

Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.

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