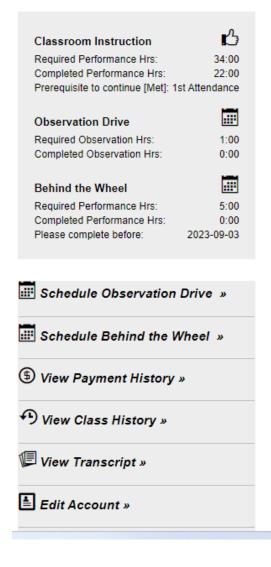
Scheduling an Observation Drive & avoiding Late and Missed Drive Fees

Observation drives are scheduled from your homepage.

Once logged into your homepage, you will see the option to schedule an observation drive on the left side of your homepage.



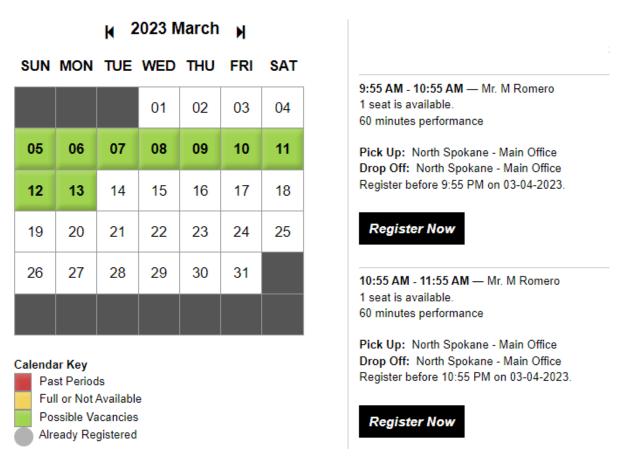
Days with available times will be GREEN; Once you pick your day, you will see available times on that day for an observation drive.

Because we can't double book an instructor with 2 drives starting at the same time, **Observation times** are set 5 minutes before the actual drive time.

Logge

Schedule Observation Drive Class Periods

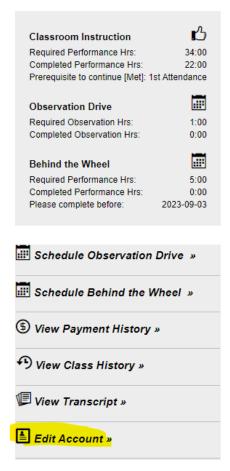
2023 North Spokane (Main Office) BTWO – Observation Drive License / Permit Number: WDL25PRBD13B | Expires: 01/31/2024 | Edit



Students should bring their permit to the observation drive. If the student who is scheduled to drive does not show up for the drive, we will do a BTW Drive with you.

To avoid \$60 No Show fees for BTW and Observation Drives you take the following steps.

From your homepage, click on the *Edit Account* Button



Make sure you have entered your email address and Cell phone numbers correctly – If you want to receive text message reminders, be sure your cell phone numbers are entered into the cell phone field.

Then click on the send notifications boxes for email and text messages.

Cell Phone	
Send Notific	cations
By Email:	☐ (Not Confirmed) Confirm Now
By Text:	(Not Confirmed) Confirm Now

If the cell phone field and email addresses are filled and these boxes are checked, you will receive a notification email and text message 36 hours before the drive *allowing you to cancel in time to avoid a late cancel fee* if you are unable to make the drive. You will also receive notifications 6 hours before the drive reminding that you have a drive scheduled later that day.