

# RepVisits Quick Guide for High School Users

## Overview

RepVisits is a free tool to help high schools manage the college and military visit process.

High schools can publish visit availability so college admission counselors and military recruiters can schedule visits in real-time.

RepVisits also allows the flexibility for high school staff to manually add appointments to the visit calendar when needed.

## Access

### Naviance High Schools



Click the Counselor Community icon in the top right of Naviance.

**Note:** Must have permission to "Access Counselor Community" and "Administer Counselor Community" to use RepVisits.

### Non-Naviance High Schools

To create a free account go to:

**CounselorCommunity.com**

#### To create a free account:

1. Click High Schools > Create Account > Search for your school > Complete form
2. Once approved, you will receive an email with temporary login credentials

## Getting Started

### Setup RepVisits Availability

- Configure and publish availability for the entire academic year so college reps and military recruiters can schedule with ease.
  - *Regular Weekly Hours* – Establish time slots for your typical availability; time slots can be setup to support virtual visits, in-person visits, or to allow the college or military recruiter to choose which they prefer.

- *Blocked Days*– Select from a list of commonly recognized holidays or setup custom blocked days to support your school calendar.
- *Exceptions* – Make adjustments to specific days when the availability changes from your normal routine (e.g. late arrival, early release, etc.).
- Indicate if you want to auto approve all incoming visit requests or manually review and approve.
- Establish parameters on how many days' advance notice colleges and military recruiters need to provide when scheduling, rescheduling, or cancelling visits.

*NOTE: High schools can select to allow or block for-profit institutions from requesting visits.*

### Post College Fairs

- Add any college fairs hosted by the high school so colleges and military recruiters can easily sign-up to attend.
  - Attendees can be added manually.
  - Messages can be sent to all confirmed attendees.

*NOTE: High schools can select to allow or block for-profit institutions from registering to attend on a fair by fair basis.*

### Provide Visit Feedback

To provide colleges feedback on a recent visit:

- Go to Notifications & Tasks > Visit Feedback
- Indicate star rating from 1-5
- Include optional comment regarding visit experience
- Feedback can be provided anonymously, if preferred

*NOTE: Not all colleges will request feedback*