Thanks for your interest in volunteering with adult learners at (*organization name*)! This email will guide you through the steps needed to get ready to tutor or teach learners remotely. Our organization currently uses **WhatsApp** and it’s important that you feel comfortable using the tools and features within this platform.

The most common WhatsApp functions you will need to be familiar with are setting up an account, sending texts & pictures, sending audio & video messages, making voice & video calls and sending files. This may sound like a lot, but we have several easy-to-use checklists to help you navigate these features. You’ll be a pro in no time!

* Step 1: Watch this [video](https://flipgrid.com/s/6d36be31e11b) about creating a Google Voice number to use with your WhatsApp account for tutoring. This keeps your personal information private and secure.
* Step 2: Sign up and download WhatsApp from the App Store or Play Store. Watch this [video](https://www.youtube.com/watch?v=6IqVkmH9jt0) for more information about setting up an account.
* Step 3: Read the [WhatsApp Tutoring Checklist](https://www.literacymn.org/sites/default/files/uploads/Training/Remote%20Tutoring%20Resources/WhatsApp%20Checklist%201.1.pdf) and spend time practicing the WhatsApp features.
* Step 4: Go to Literacy Minnesota’s [Training Calendar](https://www.literacymn.org/volunteer-trainings?training-type=905) and register for Remote Tutoring 101. If you can’t attend the session, email Kelly Rynda at krynda@literacymn.org to request the recording. Consider taking other trainings such as WhatsApp Conversation or Adapting Materials 101.
* Step 5: Look through and bookmark Literacy Minnesota’s [Educator Resources](https://www.literacymn.org/remote-tutoring-resources) page to stay informed about new WhatsAppupdates, tutoring tips and lesson plan resources.
* Step 6: Email me at **example@example.com**to arrange a 30 minute WhatsApp training to practice the common features mentioned above. I will give you further information about classes or tutoring sessions during our meeting.

Thank you for taking the time to get familiar with WhatsApp. This training will help make your tutoring sessions successful and fun for you and your learner. Please reach out to me, if you have any questions, concerns or suggestions. Looking forward to seeing you at our first meeting!