

Family ESA Provider Marketplace Guide: Booking a Session

Overview

The Tennessee Department of Education, in partnership with Student First Technologies, proudly unveils a streamlined process for booking tutoring sessions via the ESA Provider Marketplace. This guide is crafted to assist families in utilizing their Education Savings Account (ESA) funds efficiently, ensuring students receive the best possible educational support.

We are thrilled to guide you through each step of scheduling a tutoring session, emphasizing ease and efficiency. Let's embark on this journey to elevate your student's educational experience!

Getting Started with Booking Sessions

Accessing the Marketplace

- **Visit the TN ESA Portal:** Start by going to the Tennessee [ESA portal](#). You will see a login page upon arrival.
- **Secure Login:** Enter your registered email and password to access your personalized dashboard, which serves as your portal to the Provider Marketplace.

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Sign In

Signed out successfully.

Tennessee
Education Savings
Account Program

Email

Password

Sign In

Help! I forgot my password

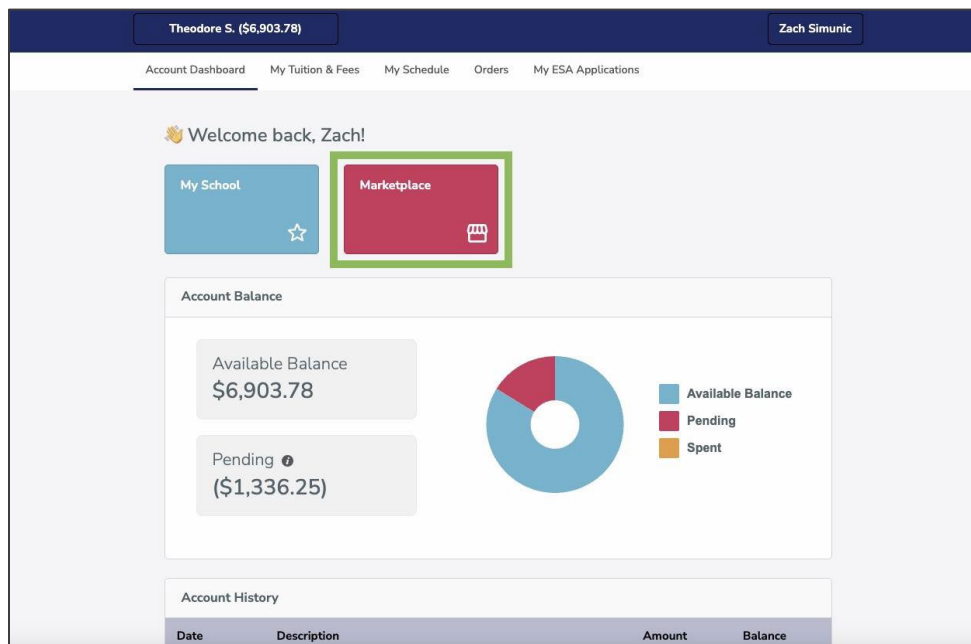
Or, I need to create a new account

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Navigating the Marketplace

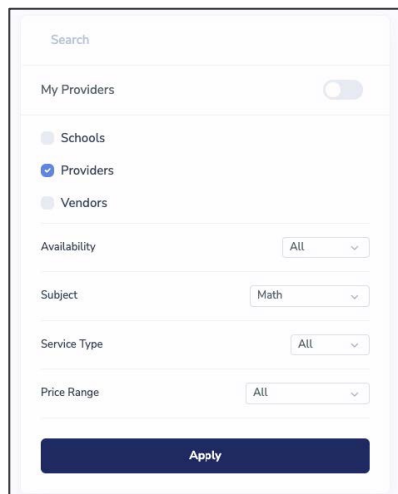
Enter the Marketplace: From your dashboard, click on the Marketplace tile to enter the Provider Marketplace.



Efficiently Utilize Marketplace Features

Finding the Perfect Tutor

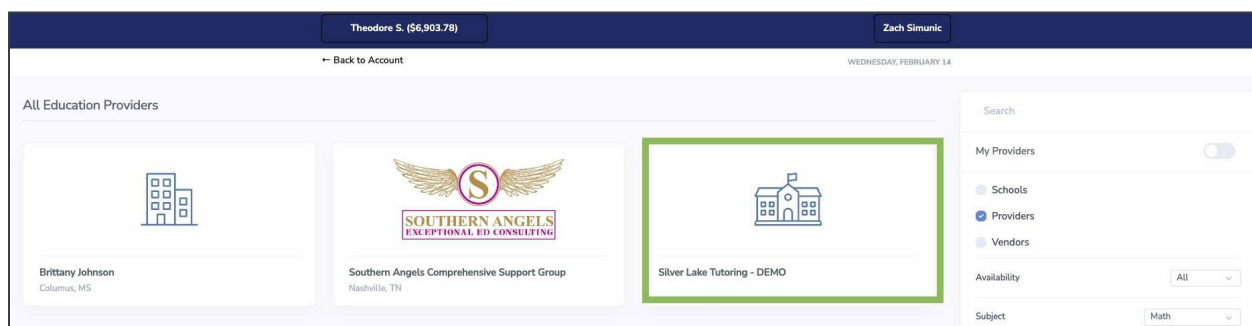
Explore Vetted Providers: Use the Search and Filter tools at the top of the page. Select "Providers," choose "Math" from the Subject dropdown, and hit "Apply" to discover your options.



A sidebar containing search and filter options. At the top is a 'Search' input field. Below it is a 'My Providers' section with a toggle switch. Underneath are three radio buttons: 'Schools', 'Providers' (which is selected), and 'Vendors'. Further down are five dropdown menus: 'Availability' (set to 'All'), 'Subject' (set to 'Math'), 'Service Type' (set to 'All'), and 'Price Range' (set to 'All'). At the bottom of the sidebar is a dark blue button labeled 'Apply'.

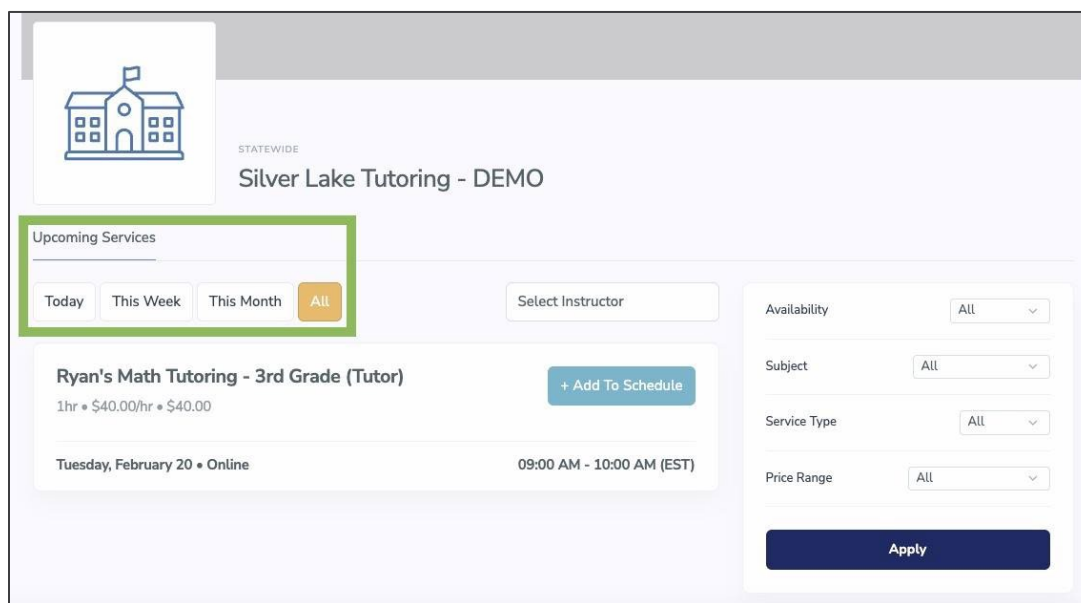
Choosing Your Tutoring Service

Selection Process: After reviewing the math tutoring options, click on the provider that best suits your needs, such as Silver Lake Tutoring, to start the booking process.



Checking Tutor Availability

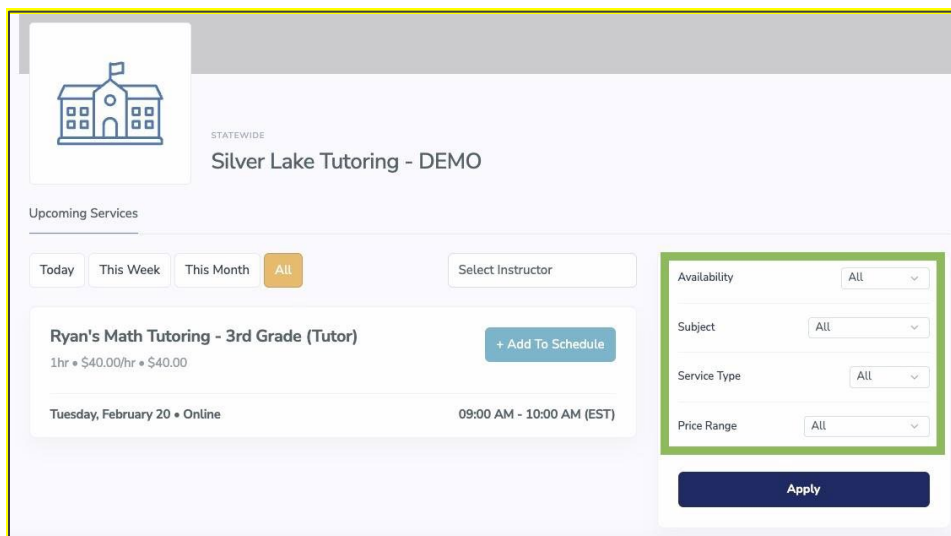
View Availability: Each tutor's available times are clearly listed, making it easy to find a slot that works for you and gives insight into the tutor's demand.



The screenshot shows the Silver Lake Tutoring - DEMO interface. At the top left is a school icon. Below it, the text "STATEWIDE Silver Lake Tutoring - DEMO" is displayed. The "Upcoming Services" section is highlighted with a green border. It contains four filter tabs: "Today", "This Week", "This Month", and "All" (which is selected). To the right of these tabs is a "Select Instructor" button. Below the tabs, a service listing for "Ryan's Math Tutoring - 3rd Grade (Tutor)" is shown, including a price of "1hr • \$40.00/hr • \$40.00", a date "Tuesday, February 20 • Online", and a time slot "09:00 AM - 10:00 AM (EST)". A blue button labeled "+ Add To Schedule" is next to the listing. On the right side of the interface, there are four dropdown menus for "Availability", "Subject", "Service Type", and "Price Range", all set to "All". An "Apply" button is at the bottom of these filters.

Tailoring Your Search within a Profile

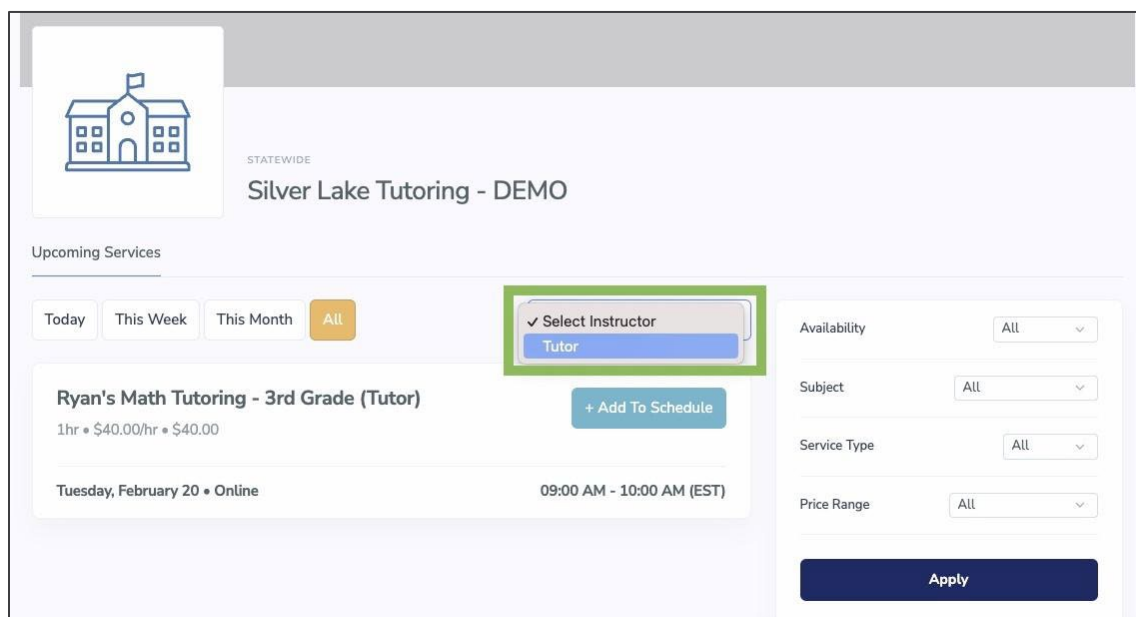
Use Filters: Inside a tutor's profile, filters allow you to narrow down sessions by subject, type (online, hybrid, in-person), and price, ensuring a perfect match for your student's requirements.



This screenshot is identical to the one above, showing the Silver Lake Tutoring - DEMO interface. However, the filter dropdowns on the right side ("Availability", "Subject", "Service Type", and "Price Range") are highlighted with a green border, indicating the focus on tailoring the search.

Selecting Your Instructor

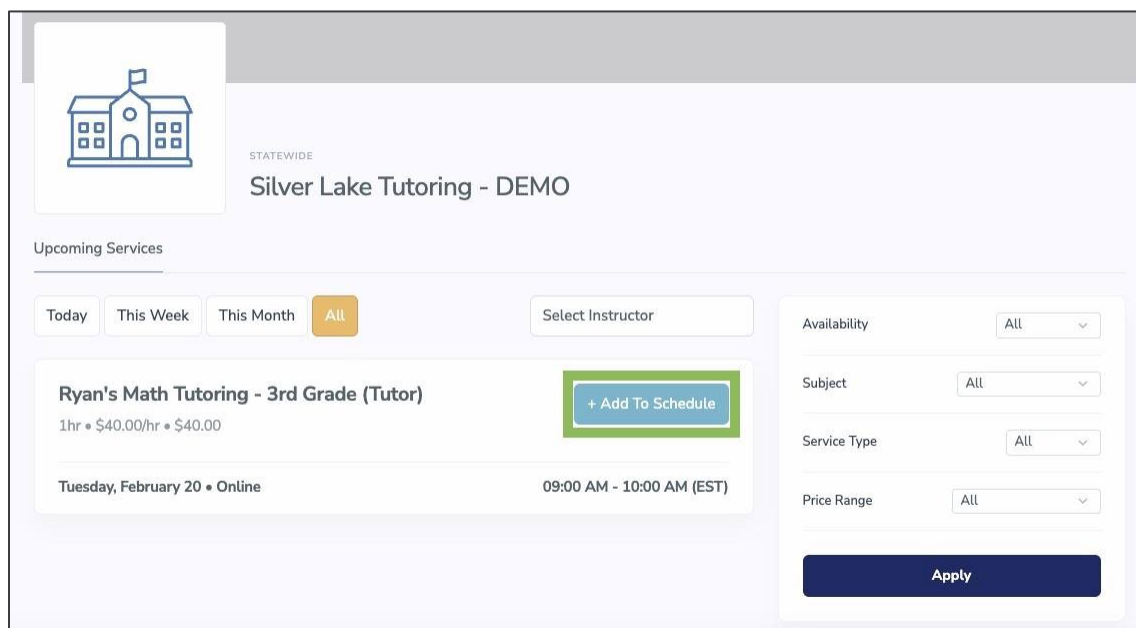
Choose an Instructor: If multiple instructors are available, select your preferred one from the dropdown menu.



The screenshot shows the Silver Lake Tutoring - DEMO interface. At the top left is a schoolhouse icon. Below it, the text "STATEWIDE" and "Silver Lake Tutoring - DEMO" are displayed. Under the heading "Upcoming Services", there are four filter buttons: "Today", "This Week", "This Month", and "All" (which is highlighted in orange). To the right of these buttons is a dropdown menu labeled "Select Instructor" with "Tutor" selected; this dropdown is highlighted with a green box. Below the filters, a service listing for "Ryan's Math Tutoring - 3rd Grade (Tutor)" is shown, including the rate "1hr • \$40.00/hr • \$40.00" and a blue "+ Add To Schedule" button. The service details specify "Tuesday, February 20 • Online" and "09:00 AM - 10:00 AM (EST)". On the right side, there are four filter dropdowns: "Availability" (set to "All"), "Subject" (set to "All"), "Service Type" (set to "All"), and "Price Range" (set to "All"). At the bottom right is a dark blue "Apply" button.

Booking Your Session

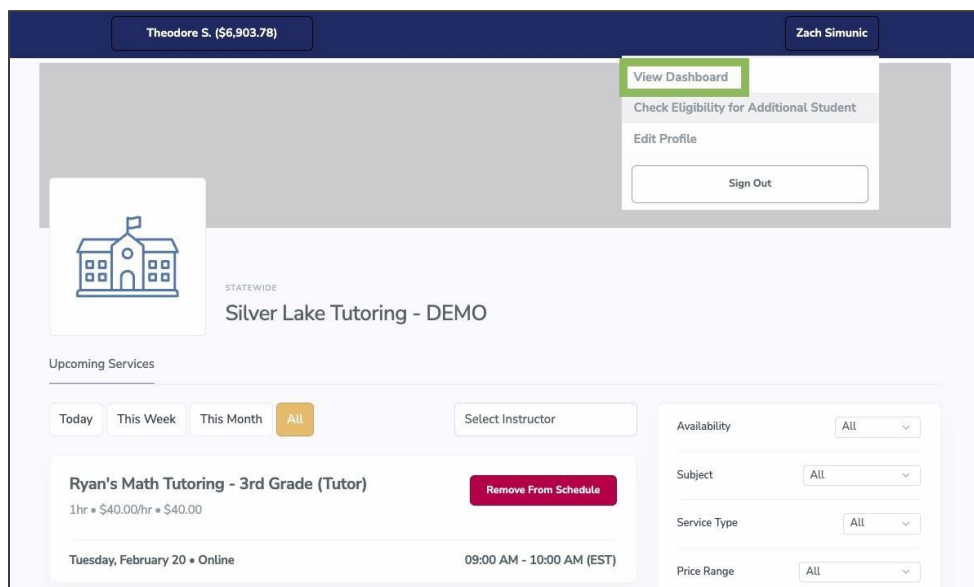
Add To Schedule: Once you've picked a session, click "Add To Schedule" to book it for your student.



This screenshot is identical to the one above, showing the Silver Lake Tutoring - DEMO interface. The layout and content are the same, but the green box now highlights the blue "+ Add To Schedule" button next to the "Ryan's Math Tutoring - 3rd Grade (Tutor)" service listing.

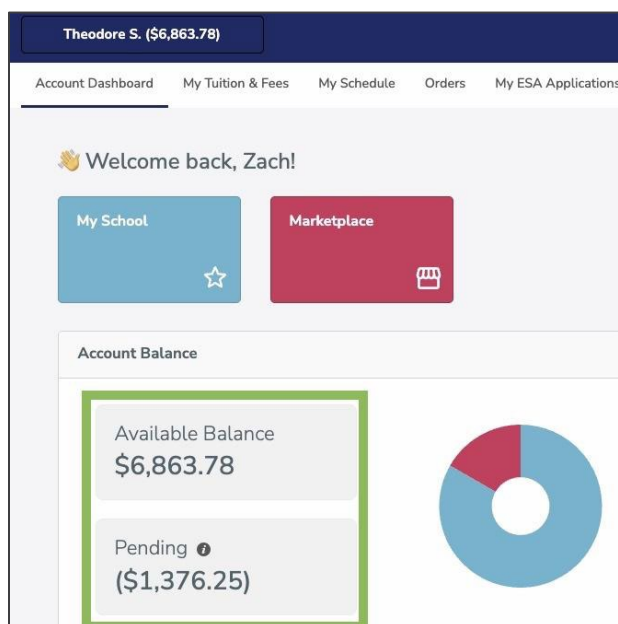
After Booking

Manage Bookings: You can cancel a session if necessary, mindful of the provider's cancellation policy to avoid charges. Use your dashboard to oversee your bookings and check balances.



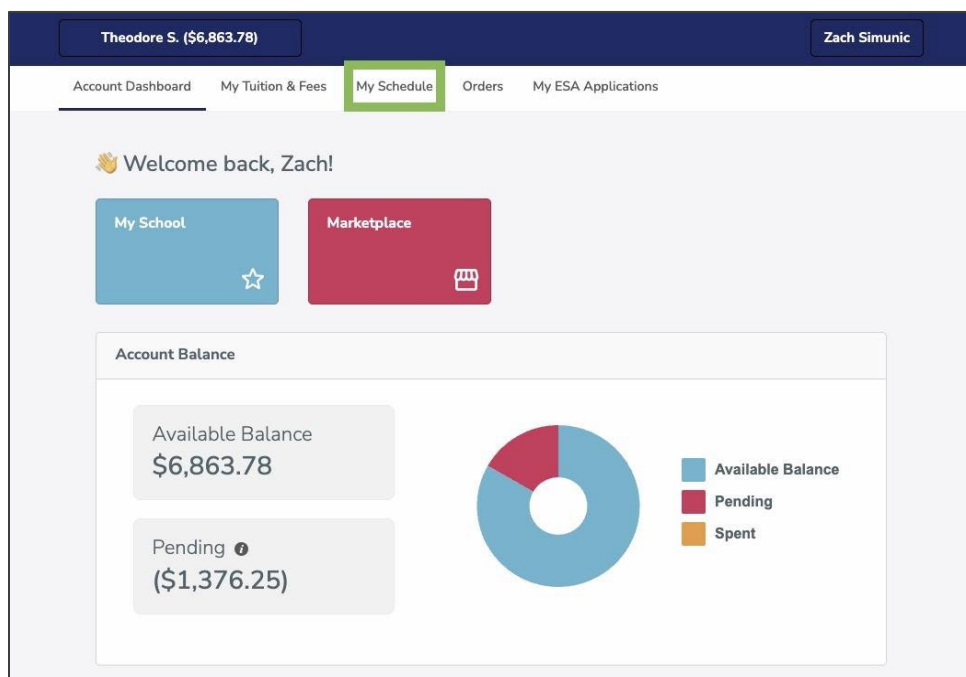
Monitoring ESA Balances

Balance Updates: After booking, review your student's Available and Pending Balances to see how the session cost impacts your funds.



Viewing Your Student's Schedule

My Schedule: This tab shows all upcoming and past sessions, with options to cancel, directly affecting your balances.



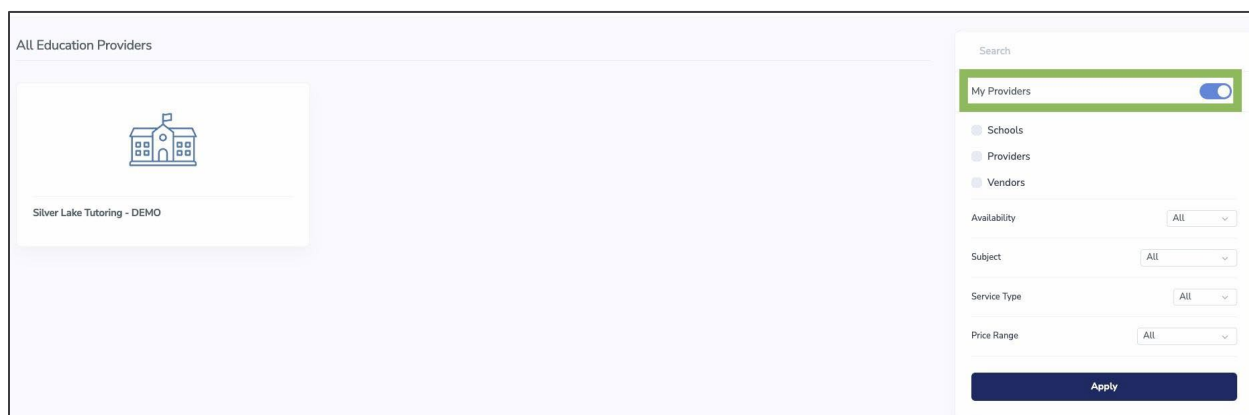
Detailed Session Overview

Session Information: Access detailed info about each session, including cost and status, for a comprehensive view of your student's tutoring schedule.

Upcoming Sessions			
Date & Time	Service Details	Cost	Actions
Tuesday, February 20 09:00 AM - 10:00 AM	Ryan's Math Tutoring - 3rd Grade (Tutor) View Details →	\$40.00	Remove from Schedule
Previous Sessions			
Date & Time	Service Details	Cost	Status
Sunday, December 10 07:00 PM - 08:00 PM	One on One Math Tutoring (Fowler) View Details →	\$45.00	Attended
Monday, December 11 04:00 PM - 05:00 PM	One on One Math Tutoring View Details →	\$45.00	Attended
Tuesday, December 12 06:30 PM - 07:15 PM	One on One Math Tutoring (Fowler) View Details →	\$33.75	Attended
Wednesday, December 13 11:30 AM - 12:00 PM	One on One Math Tutoring View Details →	\$22.50	Attended

Tracking Your Student's Providers

My Providers: Offers an overview of all service providers your student has used, simplifying the management of educational services.



Start Maximizing Your ESA Funds Today!

The Tennessee Department of Education and Student First Technologies are excited to see you make the most of the Provider Marketplace. This guide is designed to empower you with the knowledge to effectively use your ESA funds for the benefit of your student's education.

Need Assistance?

If you encounter any difficulties or have questions, the Tennessee Department of Education ESA Program team is here to help. Contact them at ESA.Finance@tn.gov.

Thank you for embarking on this educational journey with us. We're committed to helping you enhance your student's learning experience through the Provider Marketplace.