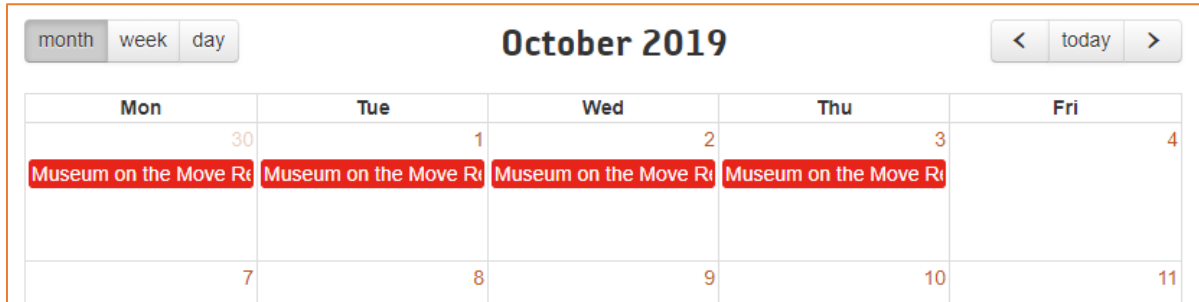


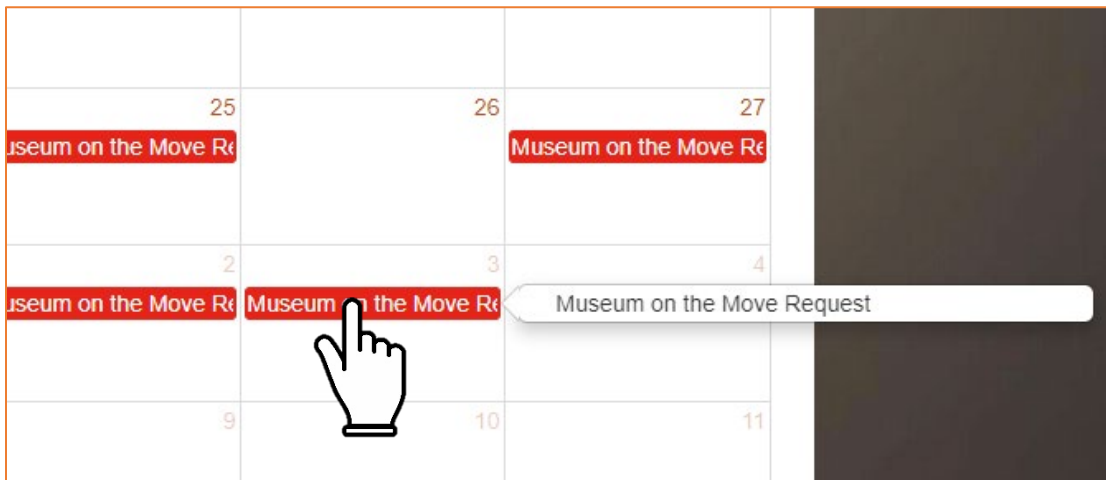
To Request a Museum on the Move Visit

1. Follow the link in the invitation email to the Museum on the Move Request Calendar
2. Please read over the instructions and considerations before you begin.



Use the Museum on the Move Request Calendar

1. Using the Museum on the Move Request Calendar, find the date you would like to visit. Occurrences on the calendar indicate that we still have some availability on that date.
 - a. The calendar updates every 5 minutes to show what is currently available. If you don't see an occurrence on the date you are interested in, there is no more availability on that date.
2. Click on the red request link on the day you want your visit to begin creating your request.



Complete the Museum on the Move Request Web Form

1. To start your request, enter the total number of 4th grade classes and click continue.
 - a. If you encounter an error message asking you to lower the number of tickets in your order, we do not have enough educators available on that day to accommodate all of your 4th grade classes. Please select a different date.
2. Fill out the form as best you can. We know that some details might change before your visit. Please fill out one request form for all 4th grade classes.

3. Click “REVIEW REQUEST” at the bottom of the page when you are finished.
4. Review the information and click “SUBMIT REQUEST”.
 - a. If you need to make changes to the information, click “Edit request details.”
5. You did it! You will receive an email acknowledging that your request has been received by NHMU Museum on the Move staff.
6. Watch your inbox. Within 5-10 business days you will receive a confirmation email with all of the details of your visit or you will be contacted for alternate dates. We do our best to provide accurate availability information, but please keep in mind that requesting a date does not guarantee a reservation.

Considerations

- Please select a date that will allow enough time for Museum educators to visit all of your 4th grade classes in one day.
- If your school has four or more 4th grade classes, we will schedule two educators to visit so that we can present in two classrooms simultaneously.
- We ask that you do not schedule Museum on the Move during assemblies, fire drills, morning announcements or other times when we will not be able to teach the class.
- If you are a year-round school, please request two dates and indicate in the “Additional Information” box in your request.