



**TIMS 2.0**  
Textbook Inventory Management System

# Ordering Manual

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# Overview

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## What is TIMS 2.0?

TIMS 2.0 is Mississippi's Department of Education Textbook Inventory Management System. School districts can manage HQIM from purchase to distribution. TIMS 2.0 allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

To ensure that internal controls are in place to document the most efficient use of taxpayer dollars, public and non-public schools are required to follow the state bid requirements established by Miss. Code Ann. § 31-7-13. Textbooks that are adopted and approved by the SBE are placed under state contract and are exempt from the bidding process.

## How do you sign up for TIMS?

Districts should use the [TIMS Security Form](#), located on the [MDE Instructional Materials](#) website, to add or make changes to TIMS user accounts. The Director of Instructional Materials and Library Media will review and approve the request prior to account changes.

## What are you able to do in TIMS?

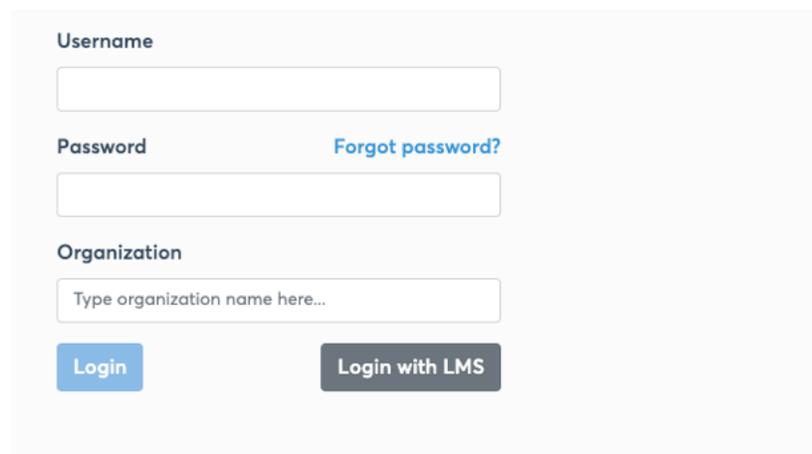
- Online Textbook Ordering
- Review and search textbook Inventory.

- Manage textbook inventory (active, surplus, disposal)
- Request Surplus.
- Request a Transfer.
- Run reports

## Accessing ClassGather?

Access TIMS 2.0 directly by going to [ms.classgather.com](https://ms.classgather.com)

Enter username (email address) and password. Organization is your **school district name**. Click Login



The screenshot shows a login form with the following fields and buttons:

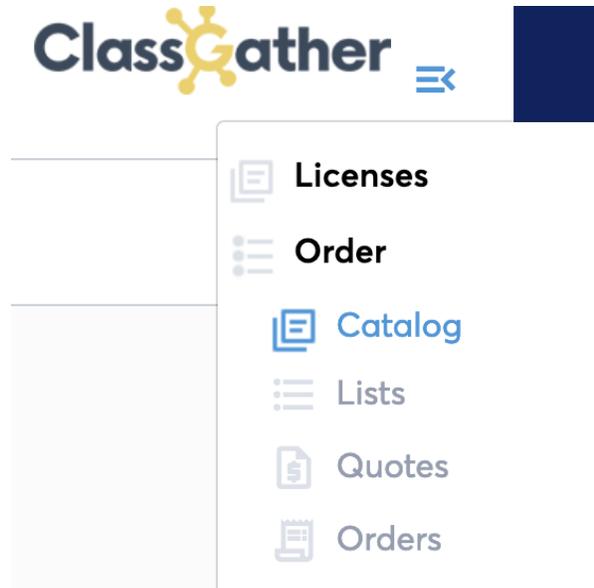
- Username**: A text input field.
- Password**: A text input field with a [Forgot password?](#) link to its right.
- Organization**: A text input field with the placeholder text "Type organization name here..".
- Login**: A blue button.
- Login with LMS**: A dark grey button.

## Catalog Overview

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Where do I go to order?

From the left navigation, you will see a section called “Order” with the submenu items of “Catalog”, “Lists”, “Quotes”, and “Orders”.



## What is the recommended workflow for ordering textbooks?

The TIMS system is flexible and can adopt to many different ways to order and track textbooks, however, we recommend that for most users the below workflow would work best.

- Create a list per location or adoption. It is recommended to be specific with the list's name.
- Generate a quote once you have built out your list
- Get a purchase order (PO) from the quote you generated
- Once you have a purchase order (PO) number, return to TIMS and complete the order check out process.
- Track the status of your order inside of TIMS

👉 **Important Tip:** If you want your order shipped by school, you will need to generate a list/quote for each school. You can utilize the same purchase order (PO) for those orders.

Each section below goes into more detail about the features and options available.

## What is the Catalog?

The Catalog page allows you to search by Keyword, ISBN, or Title with search feature providing the results from textbooks matching the criteria you enter. Additionally, you can use the available filters to further search for a subset of the catalog.



Filters

Search by Keyword, ISBN, or Title Code

Adoption

Adoption

Publisher

Publisher

Curriculum

Curriculum

Clear Filters

Search

After entering your search criteria and clicking the "Search" button, you will see a list of textbooks matching your search criteria. Each listing provides the name of the textbook, the ISBN, publisher, grade level, subject, copyright, edition, price, and whether it is part of an adoption.

Filters

Keyword/ISBN/Title Code

Math

Adoption

Publisher

Curriculum

Format

03

Adopted

Clear Filters

Search



Envision Math 2020 Grade 3 Assesment Source Book

ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price
9780134954042	Savvas Learning	03	Math	2020	Student	✓	\$49.50

Subtotal  
\$49.50

1

Add to List

Add To Cart



Envision Math 2020 Grade 3 MSDA Digital Courseware 1 Year

ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price
9781418367169	Savvas Learning	03	Math	2022	Student	✓	\$5.00

Subtotal  
\$5.00

1

Add to List

Add To Cart



Envision Math 2020 Grade 3 MSDA Digital Courseware 2 Years

ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price
9781418367220	Savvas Learning	03	Math	2022	Student	✓	\$10.00

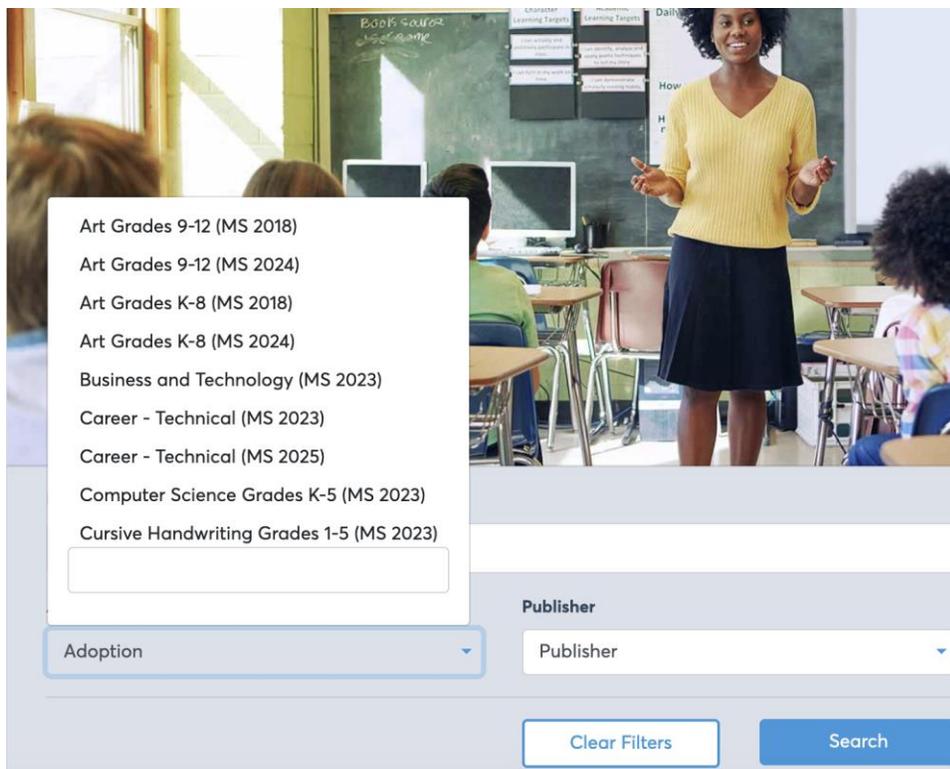
On the left-hand side of the screen, you can further filter down the search results, if desired. Once you find the book you are looking for, you can add a quantity to a list or directly to your shopping cart.

## What filtering options are available in the catalog?

On the main catalog page, you can search by Keyword, ISBN, or Title. Additionally, you can filter the catalog by the following options.

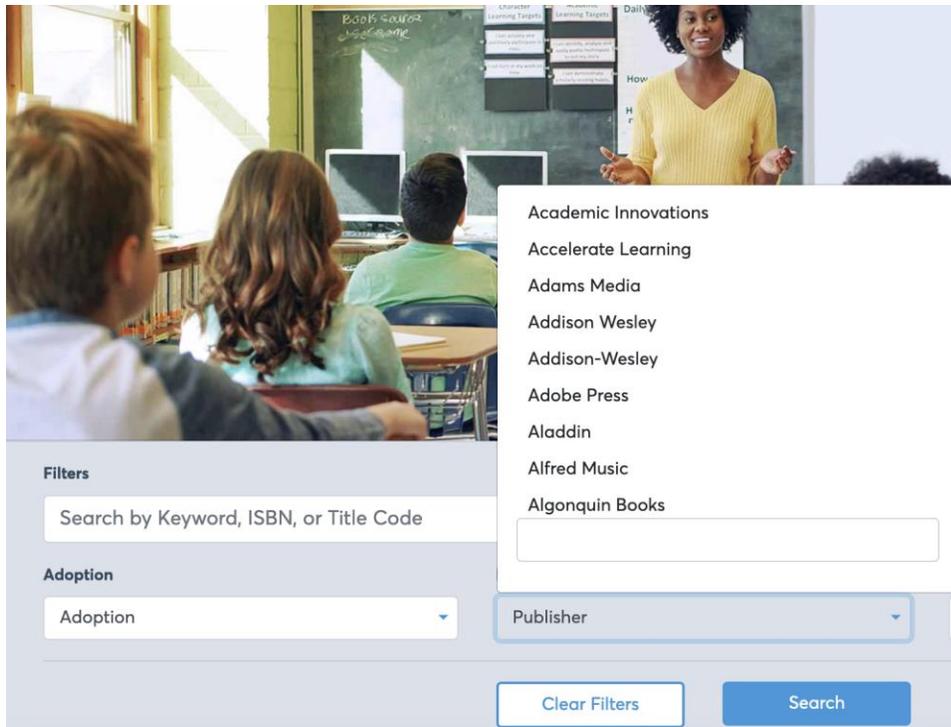
### Adoption Filter

The Adoption filter allows you to search the catalog by adoptions. You can either scroll and select the appropriate adoption or type in the search box to find the specific adoption.



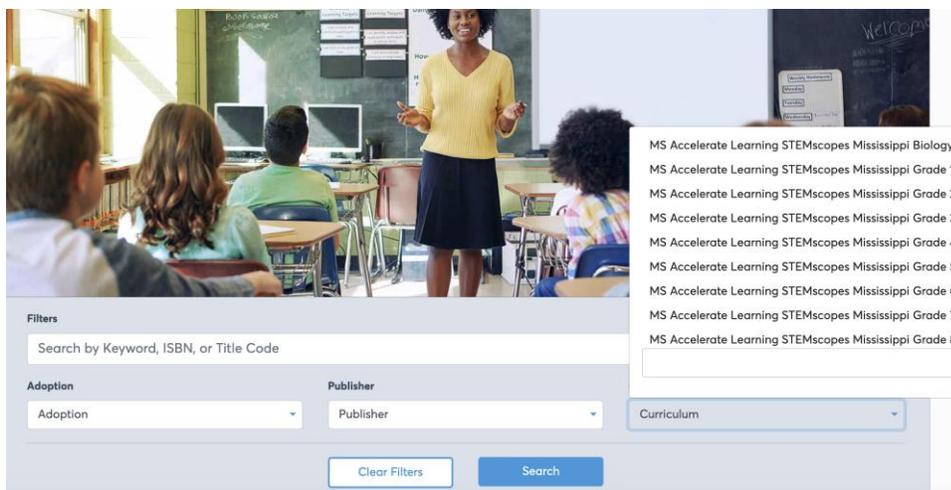
### Publisher Filter

The Publisher filter allows you to search the catalog by publisher. You can either scroll and select the appropriate publisher or type in the search box to find the specific publisher.



## Curriculum Filter

The Curriculum filter allows you to search the catalog by curriculum. You can either scroll and select the appropriate curriculum or type in the search box to find the specific curriculum.



At the bottom of the catalog window, the “Clear Filters” button allows you to quickly remove all selected filter options and return to a blank search.

**Note:** You can apply multiple filter options to the same search. If you return no matching search results, it is recommended to remove a few of the search options to see if you can find the item you want. Additionally, keep in mind that there might be adoption categories without corresponding textbooks.

**👉 Important Tip:** With so many publisher bundles available, it is always recommended to double-check or search using the ISBN.

## What are Lists?

The Lists page allows you to create and build lists of titles. Lists can be thought of as a shopping list that you can add/remove titles from as you build out an order. These lists can follow any naming convention you want, but it is recommended you use them to build out potential orders. In this section, you can create, edit, and delete any number of lists that you need.

The screenshot shows the ClassCather interface for the 'Lists' section. The top navigation bar includes the ClassCather logo, the school district name 'North Tippah School District (MS)', a shopping cart icon with a value of '\$31,686.37', and a user profile icon labeled 'global admin'. Below the navigation bar are tabs for 'Catalog', 'Lists', 'Quotes', and 'Orders'. The 'Lists' tab is active. On the left side, there is a sidebar with options to '+ Add List', 'Upload CSV', and a 'Filters' section with a 'Keyword' search box, a 'Status' dropdown menu set to 'Show All', and buttons for 'Clear Filters' and 'Search'. The main content area displays a table titled 'Lists' with columns for 'ID', 'Name', 'Status', and 'Last Updated'. The table contains one row with ID '1', Name 'Test List', Status 'Active', and Last Updated '07-21-2023 11:24 AM'. Below the table, it shows 'Showing 1 to 1 records of 1', a 'Show per Page' dropdown set to '25', and pagination controls for page '1'.

On the left-hand side of the screen, you have the option to add a new list, create a list from an uploaded CSV, and search your existing lists.

Note: It is recommended that you use lists to build and curate potential future orders. You can name a list based on your need but the more detailed the name, the easier it will be to find it later especially if you are creating multiple lists.

## List Details

By clicking on the name of a list, you will see the list details page.

The screenshot shows the Classpath interface for a list named "Test List". The top navigation bar includes the Classpath logo, the school district name "North Tippah School District (MS)", a shopping cart icon with a total of "\$31,686.37", and a user profile for "global admin". Below the navigation bar are tabs for "Catalog", "Lists", "Quotes", and "Orders". The "Lists" tab is active, showing a sidebar with actions: "Add All to Cart", "Upload CSV", "Copy from List", "Archive List", and "Delete". The main content area displays the list name "Test List" with a pencil icon for editing, a "Generate Quote" button, and an "Order Pad" button. A table lists items in the list, including "Pre K Mississippi Comprehensive Package with 5 Years Online Access" with details like ISBN-13, Publisher, Grade, Subject, Copyright, Edition, Adopted, and Price. A subtotal of "\$30,123.00" is shown with a quantity selector set to "9" and an "Add To Cart" button.

The following actions are available in the main body of the page.

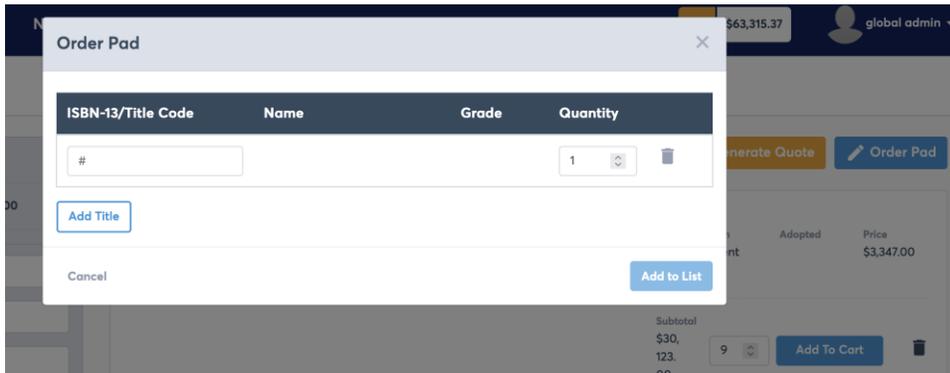
**List Name** – By clicking the pencil icon, you can change the name of the current list

**Generate Quote** – When you select this option, you will be presented with a window that allows you to select where these items will be shipped. Once selected, a quote will be generated that includes shipping costs for these items.

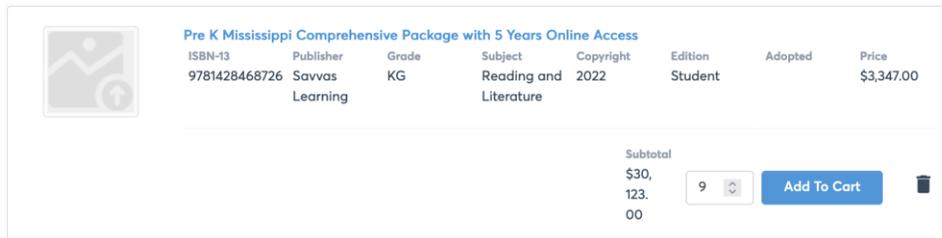
The screenshot shows the "Generate Quote" dialog box overlaid on the list details page. The dialog has a "Bill To (\*)" dropdown menu set to "NORTH TIPPAH SCHOOL DIST" and a "Ship To:" dropdown menu with a "Select Ship To" button. A list of shipping locations is displayed: "NORTH TIPPAH SCHOOL DIST", "CHALYBEATE ELEM SCHOOL", "FALKNER ATTENDANCE CTR", and "WALNUT ATTENDANCE CENTER". There is a "Cancel" button and a "Generate Quote" button. The background shows the same list details as the previous screenshot, but dimmed.

**Order Pad** – This option provides a quick entry screen where you can input multiple unique ISBNs along with a quantity. This is a way to quickly build out a list if you know the ISBNs of the books you are interested in. All entered items will be added to the current list when you click the “Add to List” button.

**Note:** The Order Pad can be used with the tab key to quickly add ISBNs without the need of your cursor/mouse.



**List Entries** – In the main body of the page, you have a listing of every item that is currently included in this list. You can see the item details along with the option to adjust the quantity, add to cart, and delete this listing.



### List Details – Left Side Options

The following options are available on the left side of the List Details page.

**List ID** 1

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**Subtotal** \$30,123.00

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 Add All to Cart

 Upload CSV

 Copy from List

 Archive List

 Delete

**Subtotal** – Provides the current subtotal for items in your list.

**Add All to Cart** – Adds all items in the current list to your shopping cart.

**Upload CSV** – Allows you to upload new items to the current list from a CSV file that you have prepared.

**Copy from List** – Allows you to copy items from another list to this current list.

**Archive List** – This option marks the current list as archived. The list remains available for reference but is not an active list.

**Delete** – This option allows you to delete the current list.

## What are Quotes?

The Quotes page provides a list of quotes that you have generated. Quotes include the cost of the selected textbooks and shipping. From the quotes section, you can proceed to placing an order for the selected items.

 **Quotes**
 Orders

---

**Filter**

Keyword

Bill To   
 -All-

Ship To   
 -All-

Clear Filters Search

**Quotes**

Quote #	Bill To	Ship To	Subtotal	Shipping	Total	Created	Expires
000105	NORTH TIPPAH CONS SCHOOL DIST	NORTH TIPPAH CONS SCHOOL DIST	\$8,600.93	\$402.00	\$9,002.93	06/01/2023 3	9/29/2023

Showing 1 to 1 records of 1 Show per Page **25**

<
1
>

**Note: To order from a selected quote, you must provide a purchase order (PO) number. It is important to please review the Ship To: section of the order before placing it to ensure the books are sent to the correct location.**

On the main body section of this page, you will see a list of previously requested quotes. Additional details such as the quote number, bill to, ship to, subtotal, shipping, total, the date created, and the date the quote expires.

**Quotes stay active for 120 days from the date generated.**

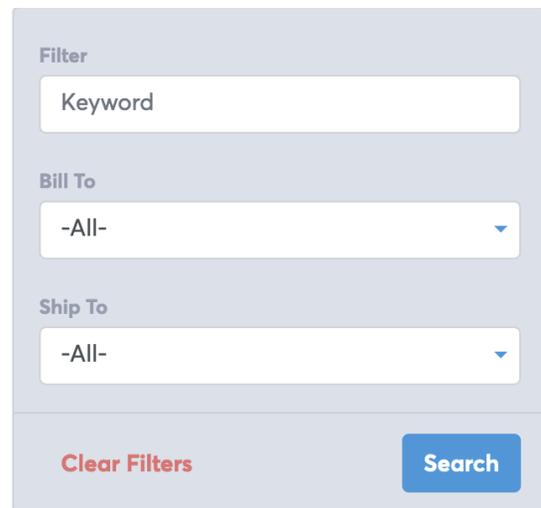
### Quotes – Left Side Options

The following options are available on the left side of the Quotes page.

**Keyword Search:** You can search your available quotes by keyword.

**Bill To:** Allows you to search your available quotes by Bill To location.

**Ship To:** Allows you to search your available quotes by Bill To location.



The image shows a filter sidebar with a light gray background. It contains three filter sections: 'Filter' with a text input field containing 'Keyword'; 'Bill To' with a dropdown menu showing '-All-'; and 'Ship To' with a dropdown menu showing '-All-'. At the bottom, there is a red 'Clear Filters' link and a blue 'Search' button.

### Quote Details

By clicking on a quote from the list, you will see the quote details page.

**Bill To**  
 North Tippah Cons School Dist  
 20821 Highway 15  
 Tiptonville, MS 38674

**Ship To**  
 NORTH TIPPAH CONS SCHOOL DIST  
 20821 Highway 15  
 Tiptonville, MS 38674

**Subtotal** \$8,600.93

**Shipping** \$402.00

**Total** \$9,002.93

Download

Print

Email

**Quote #000105**

Created: Jun 1, 2023 Expires: Sep 29, 2023

Order Now

Image	Title	ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price	Quantity	Subtotal
	MS MY MATH G/2 TE V1	9780076982899	McGraw-Hill	02	Math	2020	Teacher	✓	\$105.00	2	\$210.00
	MS MY MATH G/2 TE V2	9780076982905	McGraw-Hill	02	Math	2020	Teacher	✓	\$105.00	2	\$210.00
	WONDERS G/2 TE PKG	9780076900053	McGraw-Hill	02	ELA	2020	Teacher	✓	\$616.59	1	\$616.59
	WONDERS G/2 DECODABLE READER P	9780076661718	McGraw-Hill	02	ELA	2020	Student	✓	\$430.35	1	\$430.35

On this page, you can see the details of the titles that are included in this quote and can click “Order Now” when you are ready to place the order.

At the top of the screen, you will see the Quote number along with the date it was created and the expiration date of this quote.

On the left side of the screen, you will see the bill to, ship to, subtotal, shipping, and total. You also have the option to download or print this quote. If you wish to have this quote emailed, you can add multiple email addresses to the email box.

The screenshot shows a quote summary interface with the following sections:

- Bill To:** North Tippah Cons School Dist, 20821 Highway 15, Tipplesville, MS 38674
- Ship To:** NORTH TIPPAH CONS SCHOOL DIST, 20821 Highway 15, Tipplesville, MS 38674
- Subtotal:** \$8,600.93
- Shipping:** \$402.00
- Total:** \$9,002.93
- Download:** A button with a download icon and the text "Download".
- Print:** A button with a print icon and the text "Print".
- Email:** A section with a text input field, a "+" button, and a blue "Email" button.

**👉 Important Tip** It is recommended that you download a PDF version of the quote to provide to your district finance department as part of the Purchase Order (PO) process.

When you are ready to order, click the “Order Now” button. This will bring up the check-out window.

**Bill To**  
North Tippah Cons School Dist  
20821 Highway 15  
Tiptesville, MS 38674

**Ship To**  
NORTH TIPPAH CONS SCHOOL DIST  
20821 Highway 15  
Tiptesville, MS 38674

**Subtotal** \$8,600.93

**Shipping** \$402.00

**Total** \$9,002.93

Download

Print

Email

**Quote #000105** Order Now

Created: Jun 1, 2023 Expires: Sep 29, 2023

Image	Title	ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price	Quantity	Subtotal
	MS MY MATH G/2 TE V1	9780076982899	McGraw-Hill	02	Math	2020	Teacher		\$105.00	2	\$210.00
	MS MY MATH G/2 TE V2	9780076982905	McGraw-Hill	02	Math	2020	Teacher		\$105.00	2	\$210.00
	WONDERS G/2 TE PKG	9780076900053	McGraw-Hill	02	ELA	2020	Teacher		\$616.59	1	\$616.59
	WONDERS G/2 DECODABLE READER P	9780076661718	McGraw-Hill	02	ELA	2020	Student		\$430.35	1	\$430.35

To submit the order, you will be required to enter a Purchase Order Number (PO) before the “Submit Order” button will be clickable

**Purchase Order Number**

**Comment**

**Billing Address**

NORTH TIPPAH CONS SCHOOL DIST  
CHRISTY WILBANKS  
20821 HIGHWAY 15  
TIPTESVILLE

**Shipping Address**

NORTH TIPPAH CONS SCHOOL DIST  
20821 HIGHWAY 15  
TIPTESVILLE

<b>Subtotal</b>	<b>\$8,600.93</b>
<b>Shipping</b>	<b>\$402.00</b>
<b>Total</b>	<b>\$9,002.93</b>

**Note: Before placing your order, please confirm the Ship To address and the items and quantities that you will be ordering.**

## What are Orders?

The Orders page gives a list of previous orders and details such as cost and status.

Date	Order ID	Status	PO	Ship To	Subtotal	Shipping	Total
10/18/2023	325096	Invoiced	67441	NORTH TIPPAH CONS SCHOOL DIST	\$2,572.00	\$0.00	\$2,572.00

Showing 1 to 1 records of 1    Show per Page 25

< 1 >

Filters

Order ID

Order Status

Date Range

Select Date    Select Date

District

Select a District

Bill To

NORTH TIPPAH SCHOOL DIST

Ship To

-All-

Clear Filters    Search

On the main body section of this page, you will see a list of previous orders. Each order listing has the date, order id, status, PO number, Ship To, and totals.

## Order Status

Each order has one of the below statuses:

**New Order:** Orders with a Purchase Order waiting to be reviewed and released for shipping.

**Processing:** Orders that have been released for shipping. Note: Orders can be in this phase as we are waiting on stock.

**Invoiced:** Orders that have been shipped and invoiced.

**Completed:** Past Invoices

**Backordered:** Orders with backorder

## Orders – Left Side Options

The following options are available on the left side of the Orders page.

The left side of the Orders window provides several filters to allow you to quickly and easily search and find the order you are looking for.

The filters include:

- Order ID Search
- Order Status
- Date Range
- Bill To:
- Ship To:

**Filters**

Order ID

Order Status

**Date Range**

Select Date

**Bill To**

-All-

**Ship To**

-All-

Clear Filters
Search

## Order Details Page

You can click on any order to open the order details page with additional information.

Catalog
Lists
Quotes
Orders

**Order #325381** Invoiced

**Bill To**  
 DESOTO COUNTY SCHOOL DISTRICT  
 5 EAST SOUTH STREET  
 HERNANDO, MS 38632

**Ship To**  
 DESOTO CENTRAL HIGH SCHOOL  
 2911 CENTRAL PARKWAY  
 SOUTHAVEN, MS 38672

**PO**  
 02008189

**Comments**  
 Entered by: SMB 12/01/23

**Date**  
 12/01/2023

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**Subtotal**  
 \$6,365.50

**Shipping**  
 \$318.00

**Total**  
 \$6,683.50

**Invoices**

Date	Invoice #	Subtotal	Shipping	Tax	Total
01/02/2024	<a href="#">441797</a>	\$6,683.50	\$0.00	\$0.00	\$6,683.50

**Order Items**

Description	ISBN	Publisher	Invoice #	Adopted	Grade	Qty	Price	Total
<a href="#">AP US GOVERNMENT 3E SE</a>	9781690384168	Perfection Learning	<a href="#">441797</a>	-	09	160	\$21.95	\$3,512.00
<a href="#">AP PSYCHOLOGY 2E SE</a>	9781690386803	Perfection Learning	<a href="#">441797</a>	-	09	130	\$21.95	\$2,853.50

The invoice link on this page is clickable and will provide a PDF invoice that can be downloaded or printed for your records.



TENNESSEE BOOK COMPANY										INVOICE	
REMIT TO: P.O. BOX 277351 ATLANTA, GA 30384-7351 615-793-5040										Number 441797 Date 01/02/2024 Page 1	
Bill-to: M1700 DESOTO COUNTY SCHOOL DISTRICT 5 EAST SOUTH STREET HERNANDO, MS 38632					Ship-to: 052 DESOTO CENTRAL HIGH SCHOOL 2911 CENTRAL PARKWAY SOUTHAVEN, MS 38672						
Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	wh	Freight	Ship Via			
02008189	01/02/2024	328 DESOTO COU	NET 45 DAYS	NOTAX	325381	03	PREPAID	ID LG AVERITT			
Item	Description	Ordered	Shipped	Backordr	UM	Price	UM	Extension			
M90384168	AP US GOVERNMENT 3E SE	160	160	0	EA	21.95	EA	3512.00			
M90386803	AP PSYCHOLOGY 2E SE	130	130	0	EA	21.95	EA	2853.50			
Entered by: SMB 12/01/23											

Note: Once your order has been invoices and shipped, TIMS will automatically generate a listing for the books in your inventory. They will not be added to your inventory count until you receive the books and click the “Receive” button on your Transfers tab.

## What is the Shopping Cart?

If you currently have any items in your shopping cart, you will see an icon along with the total in the upper right corner of the page.

To access the shopping cart, please click on this icon.

## Shopping Cart

[Generate Quote](#)[Order Pad](#)

## Advanced Language &amp; Literature Launchpad 1 Year

ISBN-13	Publisher	Grade	Subject	Copyright	Edition	Adopted	Price	Quantity	Subtotal	
9781319012502	Bedford, Freeman & Worth	09	ELA	2016	Student		\$54.37	100 	\$5,437.00	

Subtotal	\$5,437.00
Shipping	\$272.00
<b>Total</b>	<b>\$5,709.00</b>

[Continue Shopping](#)[Save to List](#)[Checkout](#)

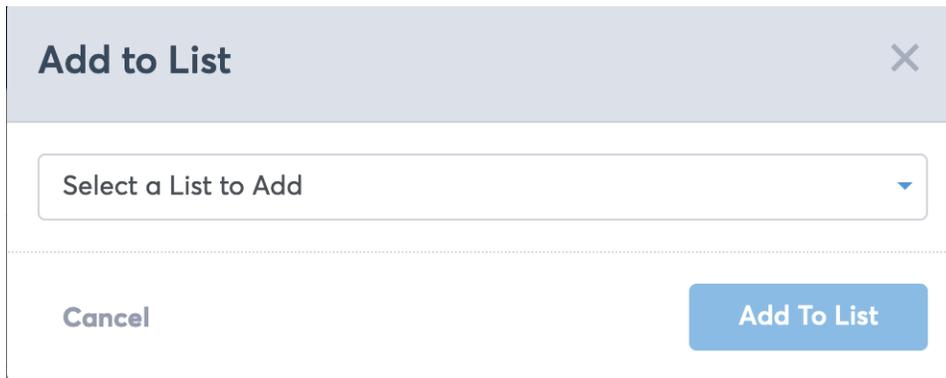
From the shopping cart page, you can add/remove items, update the quantities requested, generate a quote, save to list, and checkout.

**Generate Quote** – When you select this option, you will be presented with a window that allows you to select where these items will be shipped. Once selected, a quote will be generated that includes shipping costs for these items.

**Order Pad** – This option provides a quick entry screen where you can input multiple unique ISBNs along with a quantity. This is a way to quickly build out a shopping cart if you know the ISBNs of the books you are interested in. All entered items will be added to the current shopping cart when you click the “Add to Cart” button.

**Continue Shopping** – Will take you back to the Catalog page where you can continue searching for additional materials.

**Save to List** – Will allow you to save the current Shopping Cart items to an existing list or to create a new one.



The image shows a modal dialog box titled "Add to List". The dialog has a light gray header with the title "Add to List" and a close button (X) in the top right corner. Below the header is a white area containing a dropdown menu with the text "Select a List to Add" and a downward arrow. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Add To List" on the right. The "Add To List" button is blue with white text.

**Check Out** – Brings up the Checkout screen allowing you to select a Ship To location and enter your purchase order (PO) number.

**Note:** You must provide a purchase order (PO) number to proceed with checkout.

## TIMS 2.0 Helpdesk?

If you need assistance, the following methods are available.

### Documentation

Documentation is available on the TIMS 2.0/ClassGather support website.

<https://helpdesk.classgather.com/hc/en-us>

### Submitting a helpdesk ticket

To submit a helpdesk ticket to the TIMS 2.0/ClassGather support team, click on the "Helpdesk" link inside of TIMS 2.0/ClassGather.



-  **Licenses**
-  **Order**
-  **Courseware**
-  **Reports**
-  **Helpdesk**
-  **Settings**

 ?

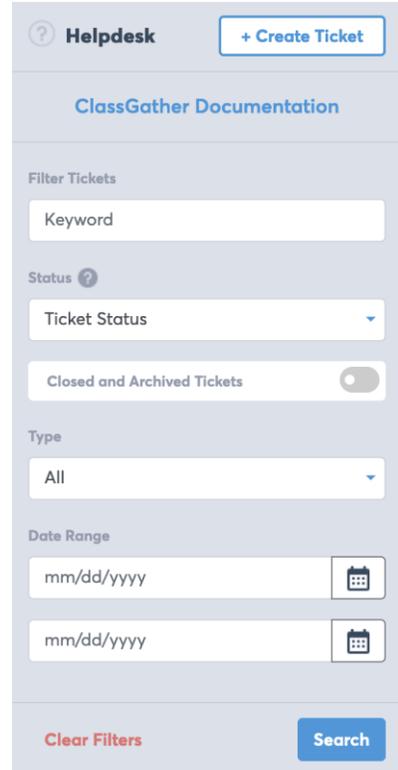
 Filter T

 Key

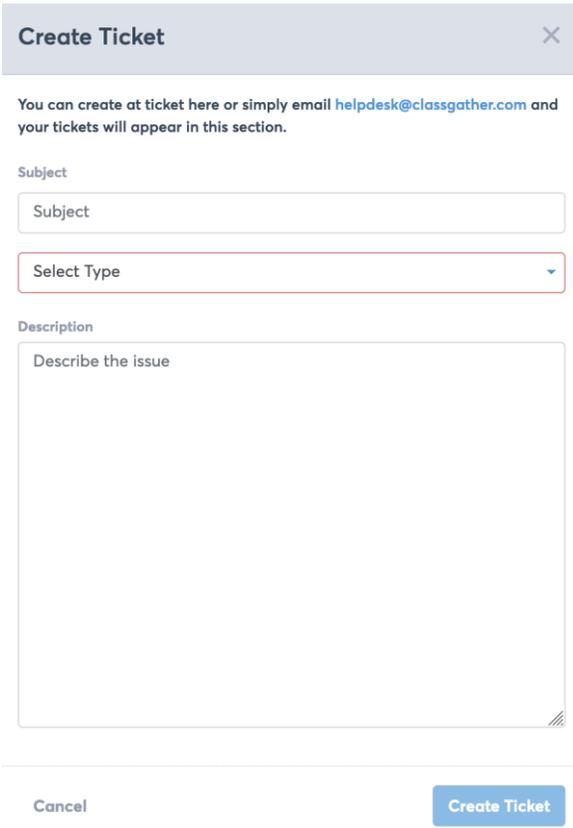
On the left-hand side of the screen, click on the “+ Create Ticket” button to open a new ticket.

Also on this page is a list of all your tickets.

You can also filter tickets with the filtering options on the left-hand side of the screen.



The screenshot shows the top part of a Helpdesk interface. At the top left is a "Helpdesk" header with a question mark icon. To its right is a blue button labeled "+ Create Ticket". Below this is a section titled "ClassGather Documentation". Underneath is a "Filter Tickets" section with several options: a "Keyword" search box, a "Status" dropdown menu currently set to "Ticket Status", a "Closed and Archived Tickets" toggle switch which is turned off, a "Type" dropdown menu set to "All", and two "Date Range" input fields, each with a calendar icon. At the bottom of the filter section are two buttons: "Clear Filters" in red and "Search" in blue.



The screenshot shows a "Create Ticket" modal window. At the top left is the title "Create Ticket" and a close button (X). Below the title is a line of text: "You can create at ticket here or simply email [helpdesk@classgather.com](mailto:helpdesk@classgather.com) and your tickets will appear in this section." The form has three main sections: "Subject" with a text input field containing the placeholder "Subject"; "Select Type" with a dropdown menu; and "Description" with a large text area containing the placeholder "Describe the issue". At the bottom of the modal are two buttons: "Cancel" on the left and "Create Ticket" on the right.

Please fill in as much information as you can on the form provided.

Click “Create Ticket” once you have filled in the form.

This will create a new ticket with the TIMS 2.0/ClassGather support team.

You can check back on this page for updates and responses.

## Emailing the Helpdesk

You can also email your issue/question to the support team by emailing your issue to [helpdesk@classgather.com](mailto:helpdesk@classgather.com)

## Telephone Support

If you need immediate assistance or would prefer to speak to someone on the phone, you can call (800) 509-4791. Support is available Monday – Friday 8:00 AM – 4:00 PM Central.