# How to log Welcome Call Notes

1. Click on “Add Note” for the student you want to add a note to
	* There are many different ways to get to a student’s information and bring up the TV Note box. If you need help with this step, please find a UTVA staff member that can show you
2. Type in “Weekly Contact” in the Add Tag field
3. Click on the Tag button



1. Select “Phone Log” from the Type field
2. Select “Welcome Note” from the Template field
3. Leave the subject line alone. Yeah, don’t change, add, or delete anything from the subject line
	* Making changes to the subject line will cause your Welcome Call to not be counted as completed



1. Type your Welcome Call notes into the Body of the TV Note



1. When you are done, click on the Save button