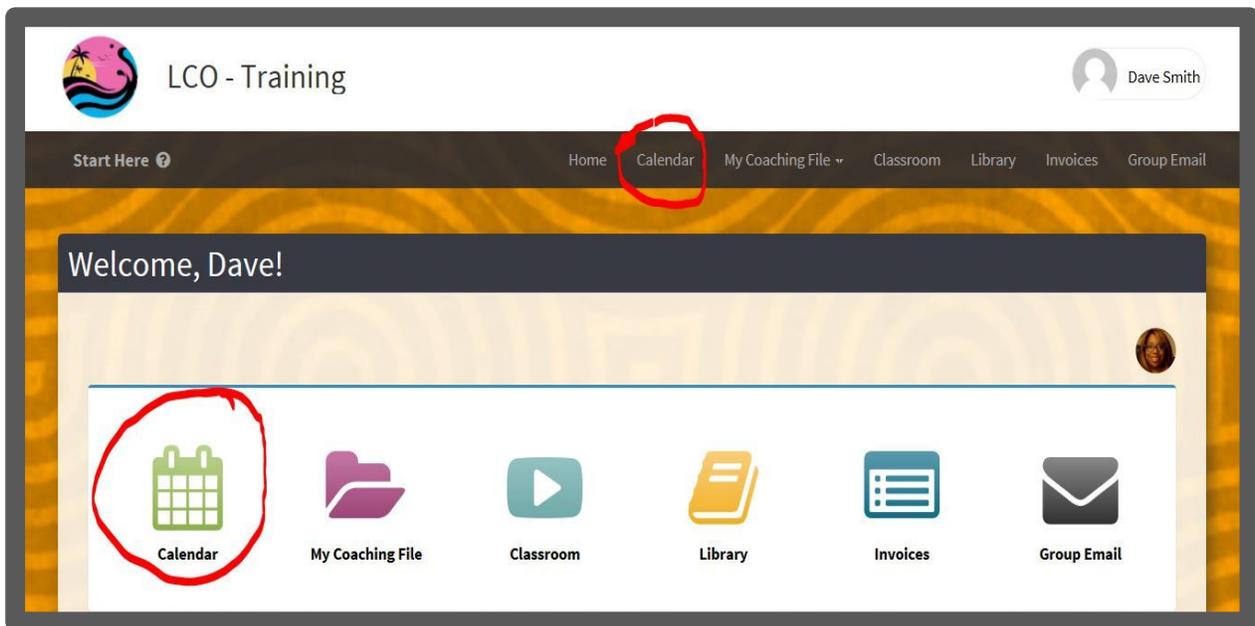


How to Request a Meeting with Your Coach

Step 1

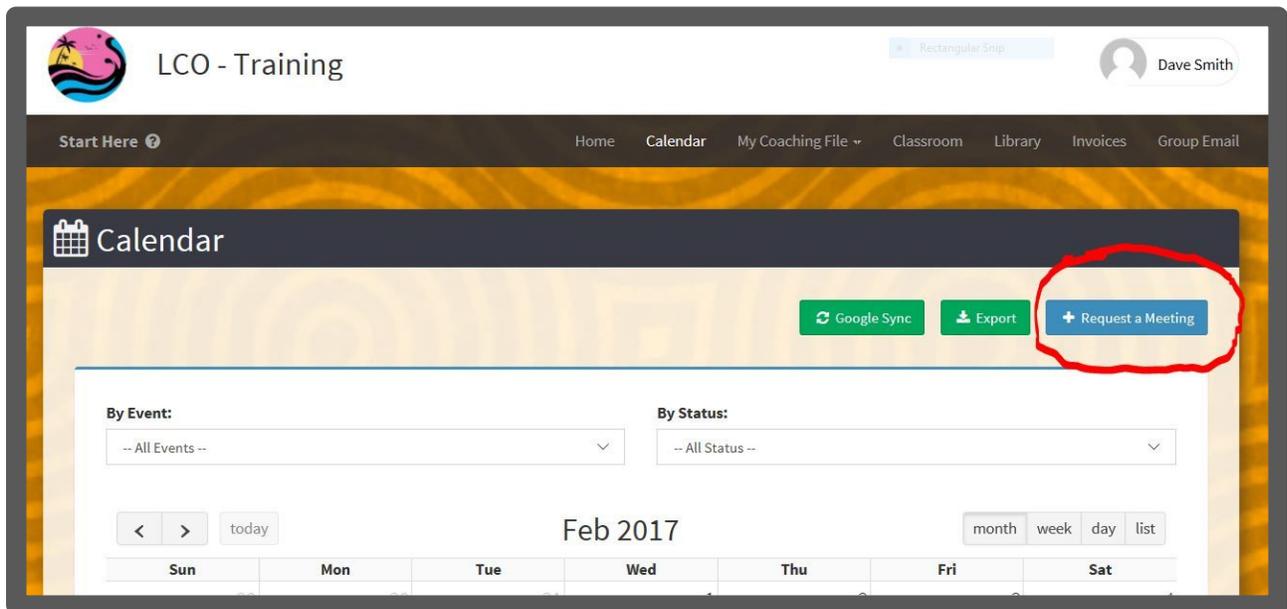
Requesting a meeting with your coach is a very easy process.

It all starts by clicking on the **Calendar**.



Step 2

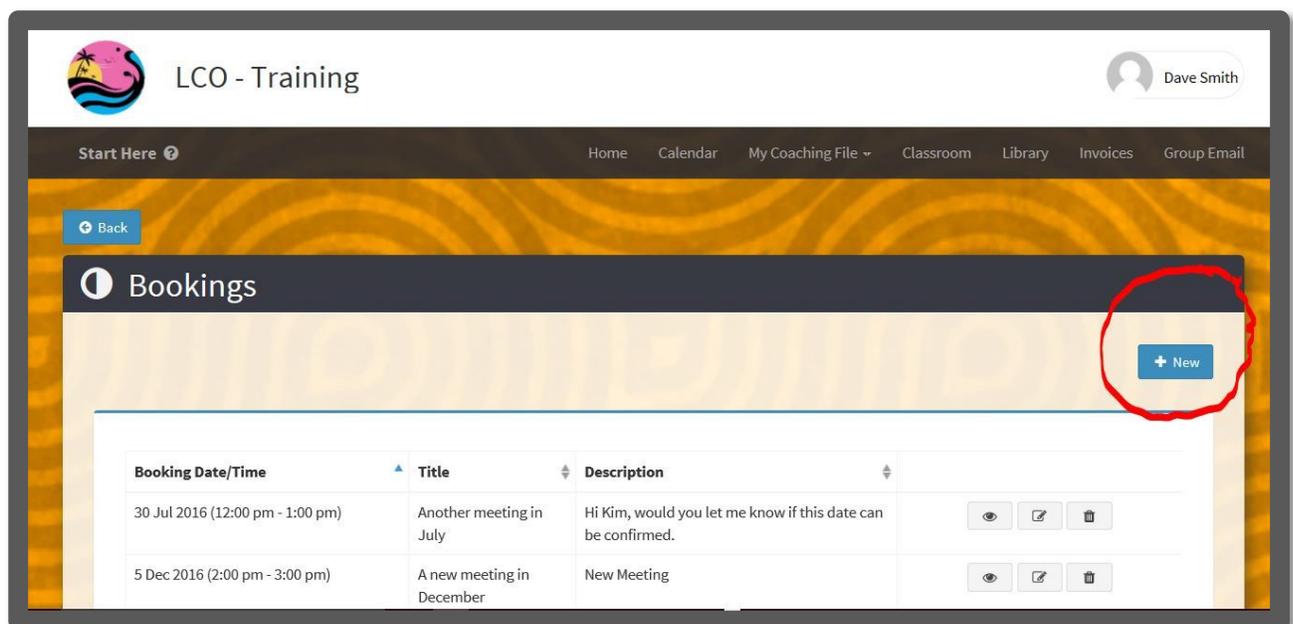
Once the calendar appears, click on blue **“Request a meeting”** button.



Step 3

The next page to appear is the bookings page.

Click on the blue **“+New ”** button to make a request.



Step 4

Complete the form and click the green **“Pick a spot”** button in order to see your coach’s availability.

The screenshot displays a web interface for scheduling a coaching session. At the top, there is a 'Description' section with a rich text editor containing the text: 'Hi Kim -' and 'I was hoping to add an additional session in March. Is this date/time possible? - Dave'. Below the description is a green button labeled 'Pick a Spot'. To the right of this button, the date and time '8 Mar 2017 (3:00 pm - 3:00 pm)' are displayed. Underneath, a 'Start Time' field shows a clock icon and the text '8 Mar 2017 3:00 pm'. A dropdown menu is open, titled 'Pick session duration', with the following options: '30 min', '45 min', '1 hour', '1.5 hours', '2 hours', '2.5 hours', '3 hours', '1/2 day', and 'Full day'. The '30 min' option is highlighted in blue. To the right of the dropdown menu, a blue 'Save' button is visible. Red circles are drawn around the dropdown menu and the 'Save' button.

Life Coach Office Knowledge Base

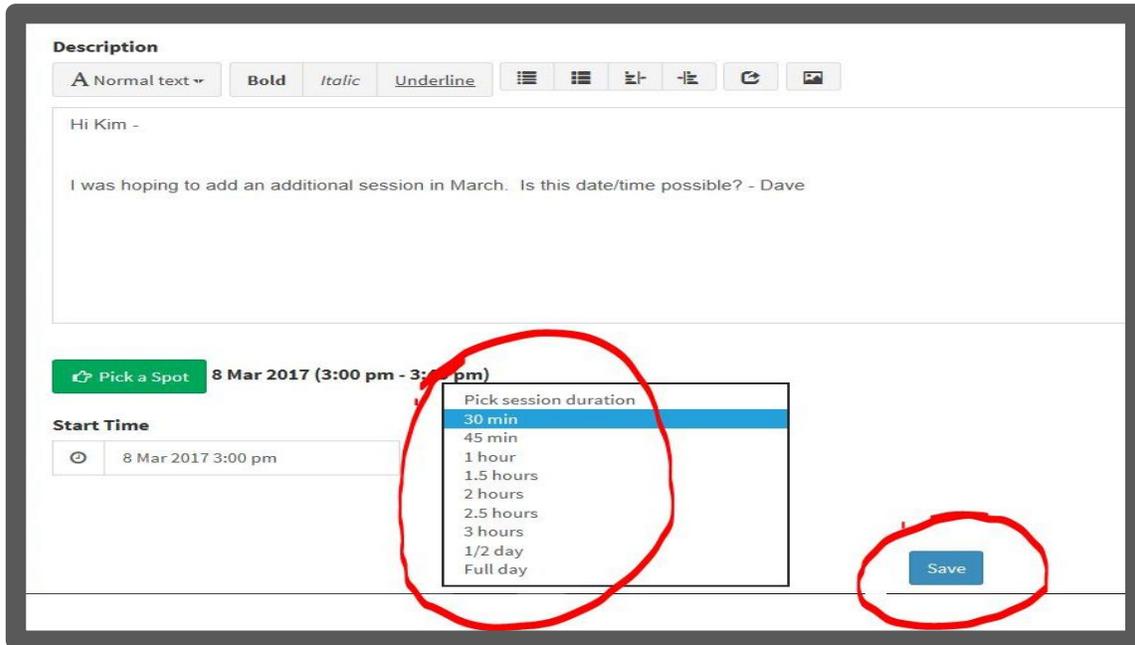
The next screen shows your coach's availability. **Hover** over an item, to see available meeting times. **Click** an item to **select your preferred spot**.

The screenshot shows a 'Pick a Spot' interface for March 2017. The calendar is displayed in a grid format with columns for days of the week (Sun to Sat) and rows for dates. A tooltip is visible over the date 8th, showing the time '11:00 am' and the availability 'Available: 8 Mar 2017 (11:00 am - 5:00 pm)'. Other dates show various availability slots and counts.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
	12:00 pm Available: 2 8:00 pm Available: 27 Feb 2017 8:00 pm - 28 F		11:00 am Available: 1			5:00 am Available: 4 M 9:00 am Available: 4 M
5	6	7	8			11
	12:00 pm Available: 6 8:00 pm Available: 6 Mar 2017 8:00 pm - 7 Mai		11:00 am Available: 8	11:00 am Available: 8 Mar 2017 (11:00 am - 5:00 pm)		am Available: 11
12	13	14	15	16	17	18
	1:00 pm Available: 13 9:00 pm Available: 13 Mar 2017 9:00 pm - 14 M		12:00 pm Available: 1			6:00 am Available: 18
19	20	21	22	23	24	25
	1:00 pm Available: 20 9:00 pm Available: 20 Mar 2017 9:00 pm - 21 M		12:00 pm Available: 2			6:00 am Available: 25

Step 5

The date and start time is automatically filled in (from step 4). Choose the **meeting duration** and click the blue **“Save”** button.



Once you click save, your request is sent to your coach and your meeting request appears on screen. Keep in mind, at this point, it is still a request. Your coach will contact you to confirm your appointment.

