

## Scheduling Live Sessions

Scheduler Link: <https://peersphere.as.me/>

### Live Sessions Windows:

- Live Sessions 1 (90mins): Oct 14 – Nov 8
- Live Sessions 2 (90mins): Nov 11 – Dec 6
- Live Sessions 3 (90mins): Feb 17 – Mar 14 2025
- Live Sessions 4 (90mins): March 17 - 28, April 14-25 (Note 2wk block due to school holidays)

### Timeslots:

Days: Mon, Tue, Wed, Thu

Times: 10:30am-12pm; 5-6:30pm; 7-8:30pm (China Standard Time)

### Please read this before scheduling your live sessions:

- Only 1 host per community needs to complete the scheduler.
- Wherever possible, please stick to the **same day of the week for all four of your sessions**
  - E.g. Tuesday 10:30am for all four sessions
  - If it's not possible for your schedule, you could choose different days of the week and/or time slots
- 10:30am slots are reserved for Administrative Support Communities. Even in these communities, data from 2023-24 suggests that 5pm or 7pm slots will get higher attendance.
- 5pm slots will allow most members in China to finish their school commitments before the session.
- 7pm slots had the highest average attendance in 2023-24 and will be favorable for members in SE Asia outside of China too.
- Consult with your co-host before finalizing the dates/times of the live sessions
- Consult your calendar to check any school holidays or events that might clash with the live session dates/times

## Scheduling Instructions

### Step 1

- Go to <https://peersphere.as.me/>
- You have to do four separate bookings, one for each of the live sessions
- Click “Book” for “2024/25 PeerSphere Host Live Session 1: Oct 14 - Nov 8”



Choose Appointment    Your Info    Confirmation

Returning? [Log In](#)

Please select 1 time slot for each of the 4 live sessions.  
\*Note the times you see will be adjusted to your timezone.

2024/25 PeerSphere Host Live Session 1: Oct 14 - Nov 8 1 hour 30 minutes	Book
2024/25 PeerSphere Host Live Session 2: Nov 11 - Dec 6 1 hour 30 minutes	Book
2024/25 PeerSphere Host Live Session 3: Feb 17 - Mar 14 2025 1 hour 30 minutes	Book
2024/25 PeerSphere Host Live Session 4: Mar 17 - Apr 18 2025 1 hour 30 minutes	Book

## Step 2

- You will be directed to the window of dates available starting on October 14 and running through to November 8
- Each slot has up to six spots available
- Select one time slot for Live Session 1
- **Note: The time on the scheduler is adjusted to your time zone**



Choose Appointment | Your Info | Confirmation

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Please select 1 time slot for each of the 4 live sessions.  
\*Note the times you see will be adjusted to your timezone.

< VIEW ALL APPOINTMENTS

2024/25 PeerSphere Host Live Session 1: Oct 14 - Nov 8  
1 hour 30 minutes

< October 2024 > < > Tuesday, October 15

TIME ZONE: HONG KONG (GMT+08:00)

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

10:30 AM  
6 spots left

5:00 PM  
6 spots left

7:00 PM  
6 spots left

## Step 3

- Fill in your name and email and select your community



Choose Appointment | Your Info | Confirmation

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< EDIT APPOINTMENT INFORMATION

2024/25 PeerSphere Host Live Session 1: Oct 14 - Nov 8  
1 hour 30 minutes  
October 15, 2024 at 10:30am

Name \*

First Name  Last Name

Phone

Email \*

2024/25 Host Live Session Scheduler

Community Name \*

[Complete Appointment >](#)

## Step 4

- You will be directed to the confirmation page
- You will also receive an email from [scheduling@acuityscheduling.com](mailto:scheduling@acuityscheduling.com) confirming your booking
- Add the Live Session to your calendar by clicking “Add to iCal/Outlook” or “Add to Google” depending on the calendar you use
- **Click “Schedule another Appointment” to schedule your remaining Live Sessions (repeat Steps 1-4)**



Choose Appointment | Your Info | Confirmation

Returning? [Log In](#)

Erren Tsoi

### 2024/25 PeerSphere Host Live Session 1: Oct 14 - Nov 8

Tuesday, October 15, 2024  
10:30am HKT

Ewen Bailey

[Cancel](#) [Reschedule](#) [Edit Forms](#)

[Add to iCal/Outlook](#) [Add to Google](#)

[Register for an Account](#)

Save your information

[Schedule another Appointment »](#)

Sample confirmation email from [scheduling@acuityscheduling.com](mailto:scheduling@acuityscheduling.com)

