PeerSphere

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"

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**

Step 3

- Fill in your name and email and select your community

Step 4

- You will be directed to the confirmation page
- You will also receive an email from 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)**

Sample confirmation email from scheduling@acuityscheduling.com