# **PourSphere**

# **Scheduling Live Sessions**

Scheduler Link: https://peersphere.as.me/aims-community-hosts-scheduler

#### Live Sessions Slots:

Days: Mon, Tue, Wed, Thu

Times: 5-6:30pm; 7-8:30pm (GMT+8, Malaysia Time)

Dates: February 10 - March 27, April 14-24 (Note 2wk block due to school holidays)

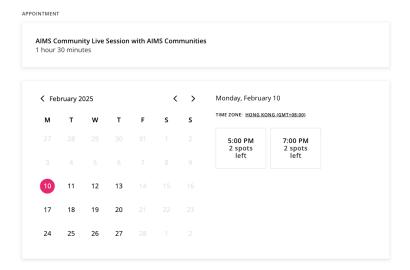
#### Please read this before scheduling your live sessions:

- 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 5:00pm for all four sessions
  - If it's not possible for your schedule, you could choose different days of the week and/or time slots
- 5pm slots will allow most members 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.
- 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**

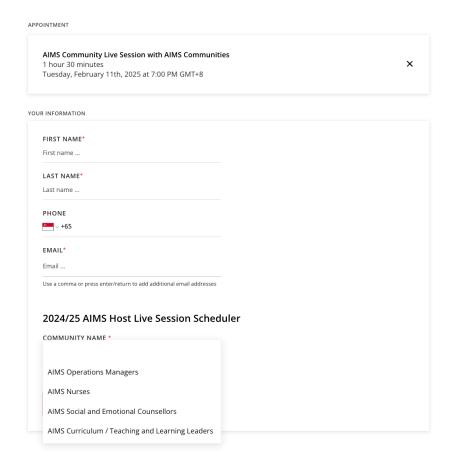
#### Step 1

- Go to https://peersphere.as.me/aims-community-hosts-scheduler
- You must do **four separate bookings**, one for each of the live sessions
- You will see the window of dates available starting on February 10 and running through to April 24
- Each slot has up to 2 spots available
- Select one time slot for Live Session 1
- Note: The time on the scheduler is adjusted to your time zone



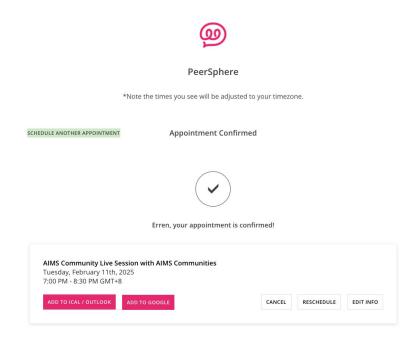
### Step 2

- Fill in your name and email and select your community
- Click Confirm Appointment



#### Step 3

- You will be directed to the confirmation page
- You will also receive an email from <a href="mailto:scheduling@acuityscheduling.com">scheduling@acuityscheduling.com</a> 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 1-2)



# Sample confirmation email from <a href="mailto:scheduling@acuityscheduling.com">scheduling@acuityscheduling.com</a>

