

# Peersphere

## 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**

APPOINTMENT

AIMS Community Live Session with AIMS Communities  
1 hour 30 minutes

< February 2025 > < > Monday, February 10  
TIME ZONE: HONG KONG (GMT+08:00)

M	T	W	T	F	S	S
27	28	29	30	31	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	1	2

5:00 PM  
2 spots left

7:00 PM  
2 spots left

### Step 2

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

APPOINTMENT

**AIMS Community Live Session with AIMS Communities**  
1 hour 30 minutes  
Tuesday, February 11th, 2025 at 7:00 PM GMT+8

X

YOUR INFORMATION

**FIRST NAME\***  
First name ...

**LAST NAME\***  
Last name ...

**PHONE**  
+65

**EMAIL\***  
Email ...  
Use a comma or press enter/return to add additional email addresses

**2024/25 AIMS Host Live Session Scheduler**

**COMMUNITY NAME \***

- AIMS Operations Managers
- AIMS Nurses
- AIMS Social and Emotional Counsellors
- AIMS Curriculum / Teaching and Learning Leaders

Step 3

- 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 1-2)**



PeerSphere

\*Note the times you see will be adjusted to your timezone.

SCHEDULE ANOTHER APPOINTMENT

Appointment Confirmed



Erren, your appointment is confirmed!

**AIMS Community Live Session with AIMS Communities**  
Tuesday, February 11th, 2025  
7:00 PM - 8:30 PM GMT+8

ADD TO ICAL / OUTLOOK   ADD TO GOOGLE   CANCEL   RESCHEDULE   EDIT INFO

Scheduled: AIMS Community Live Session (Erren Tsoi) on Tuesday, February 11, 2025  
7:00pm HKT

PeerSphere to [erren@peer-sphere.com](mailto:erren@peer-sphere.com) 6 Dec, 12:42 PM

## Appointment Scheduled

for Erren Tsoi

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What AIMS Community Live Session

When Tuesday, February 11, 2025 7:00pm HKT (1 hour 30 minutes)

Thank you, your appointment has been successfully scheduled.

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[Change/Cancel Appointment](#)

[Add to iCal/Outlook Calendar](#)

[Add to Google Calendar](#)

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1 attachment Save all 678 B



ICS

**Appointment1**  
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