PeerSphere

Scheduling Live Sessions

Scheduler Link: https://PeerSphere.as.me/cognita-communities

Live Sessions Slots:

Days: Tue, Wed, Thu
Times: 7-8:30pm (GMT+8, Singapore Time)
Dates:
- Live Sessions 1 (90mins): Feb 18 – Feb 20
- Live Sessions 2 (90mins): Mar 04 – Mar 06
- Live Sessions 3 (90mins): Mar 18 – Mar 20
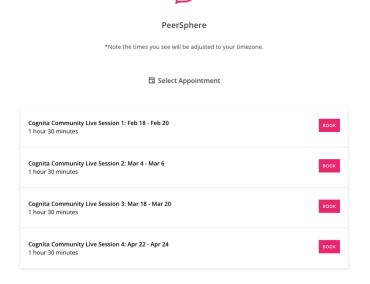- Live Sessions 4 (90mins): Apr 22 – Apr 24

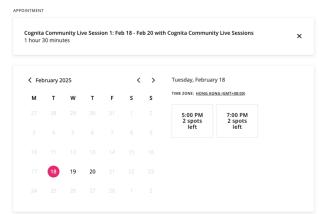**Please read this before scheduling your live sessions:**

- 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 7:00pm for all four sessions
  - If it's not possible for your schedule, you could choose different days of the week and/or time slots
- FYI, 7pm slots had the highest average attendance in PeerSphere's regular communities in 2023-24 and will be inclusive for colleagues joining from India
- 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
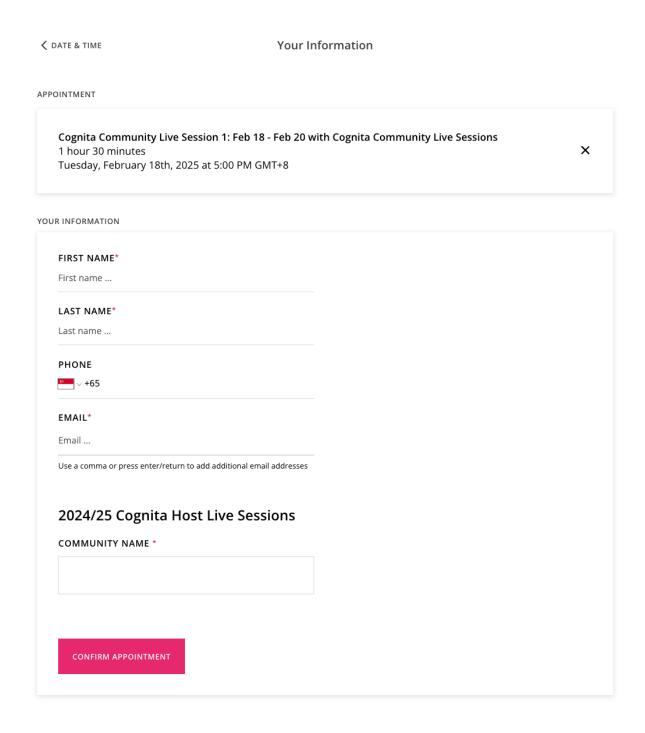
Scheduling Instructions

Step 1

- Go to https://PeerSphere.as.me/cognita-communities
- 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 5 spots available
- Select one time slot for Live Session 1
- **Note: The time on the scheduler is adjusted to your time zone**

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

Select Appointment

Cognita Community Live Session 1: Feb 18 - Feb 20 1 hour 30 minutes	BOOK
Cognita Community Live Session 2: Mar 4 - Mar 6 1 hour 30 minutes	BOOK
Cognita Community Live Session 3: Mar 18 - Mar 20 1 hour 30 minutes	BOOK
Cognita Community Live Session 4: Apr 22 - Apr 24 1 hour 30 minutes	BOOK

APPOINTMENT

Cognita Community Live Session 1: Feb 18 - Feb 20 with Cognita Community Live Sessions
1 hour 30 minutes   ×

< February 2025   < >   Tuesday, February 18

M	T	W	T	F	S	S	TIME ZONE: HONG KONG (GMT+08:00)
27	28	29	30	31	1	2	5:00 PM / 7:00 PM
3	4	5	6	7	8	9	2 spots left / 2 spots left
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	1	2	

Step 2

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

< DATE & TIME   Your Information

APPOINTMENT

Cognita Community Live Session 1: Feb 18 - Feb 20 with Cognita Community Live Sessions
1 hour 30 minutes   ✕
Tuesday, February 18th, 2025 at 5:00 PM GMT+8

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 Cognita Host Live Sessions

COMMUNITY NAME *

[   ]

CONFIRM APPOINTMENT

Step 3

- You will be directed to the confirmation page (see screenshot on next 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 1-2)**

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

SCHEDULE ANOTHER APPOINTMENT   Appointment Confirmed

Erren, your appointment is confirmed!

Cognita Community Live Session 1: Feb 18 - Feb 20 with Cognita Community Live Sessions
Tuesday, February 18th, 2025
5:00 PM - 6:30 PM GMT+8

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

Sample confirmation email from scheduling@acuityscheduling.com

Scheduled: Cognita Community Live Session 1: Feb 18 - Feb 20 (Erren Tsoi) on Tuesday, February 18, 2025 5:00pm HKT

PeerSphere to erren@peer-sphere.com   13 Dec, 12:48 PM ...

Appointment Scheduled

for Erren Tsoi

What   Cognita Community Live Session 1: Feb 18 - Feb 20

When   Tuesday, February 18, 2025 5:00pm HKT (1 hour 30 minutes)

Thank you, your appointment has been successfully scheduled.

Change/Cancel Appointment

Add to iCal/Outlook Calendar

Add to Google Calendar

Powered by
acuity:scheduling

1 attachment   Save all 687 B

ICS

Appointment1
ICS 687 B