



# WOMEN IN RETAIL LEADERSHIP SUMMIT

## HOW TO MAKE A 1:1 CAREER COACHING APPOINTMENT VIA THE WIRLS APP

1. Open the app and click on the my schedule tab
2. Click the plus (+) button in the top right corner
3. Once on the add activity page, choose 1:1 Coaching for the meeting type
4. Choose to add an attendee and click on the coach you would like to meet with
5. After adding the attendee, click the time and location tab to choose the meeting that best fits your schedule
6. Once selected, review your appointment and add any personalized message in the description section
7. Submit appointment invitation!

