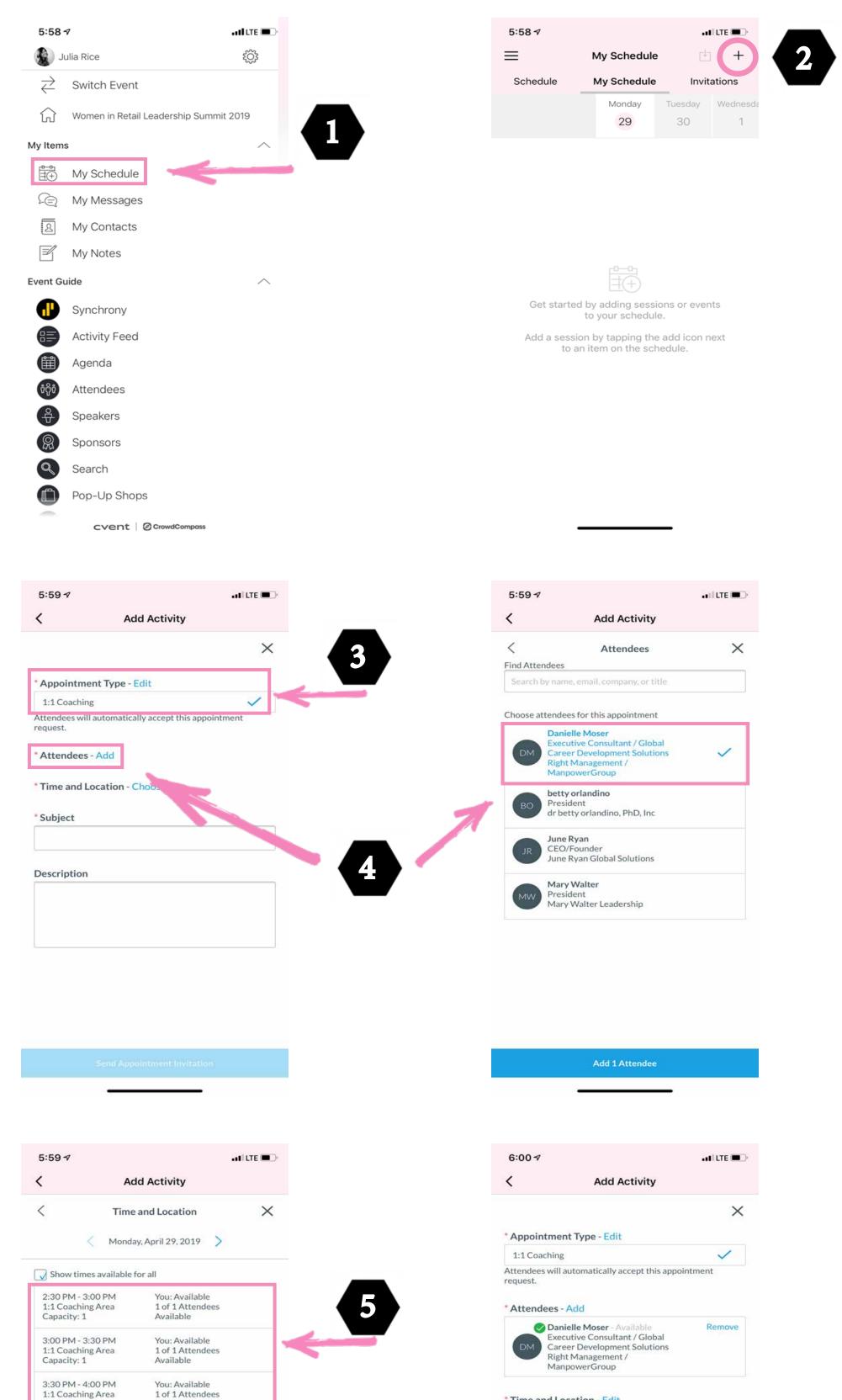


# WOMEN IN RETAIL LEADERSHIP SUMMIT

# 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!



Capacity: 1	Available	
4:00 PM - 4:30 PM 1:1 Coaching Area	You: Available 1 of 1 Attendees	
Capacity: 1	Available	

#### Time and Location - Edit

Apr 29, 2:30 PM - 3:00 2 of 2 Attendees Available PM 1:1 Coaching Area Capacity: 1

## Potential Conflicts (2) V

### Subject

