



HOW TO SCHEDULE AN 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 which type of appointment* you’d like to make:
 - **1:1 Coaching**
 - **Glamsquad Hair Touchup**
 - **Glamsquad Makeup Touchup**
 - **Headshots**
 - **Messages**
 - **Mavette Shoe Fitting**
 - **NYDJ Fitting**
 - **Private Meeting**
 - **Soma Bra Fitting**

**CEO Gathering, Board Meeting and Private Meeting are only open to certain attendees.*

- 4 Choose to add an **“Attendee”** in order to schedule an appointment
- 5 Select specific attendees and Click on the **“Add 1 Attendee”** blue bar at the bottom of the screen. *Please note, “Attendees” will be different based on appointment type*
- 6 After adding the attendee, click **“Choose”** next to **“Time and Location”** to select a time slot that best fits your schedule and is available
- 7 Once selected, review your appointment and add any personalized message in the description section. Click the **“Send Appointment Invitation”** blue bar at the bottom of your screen to confirm your appointment!

