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
   - Massages
   - 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!