APPOINTMENT BOOKING GUIDE

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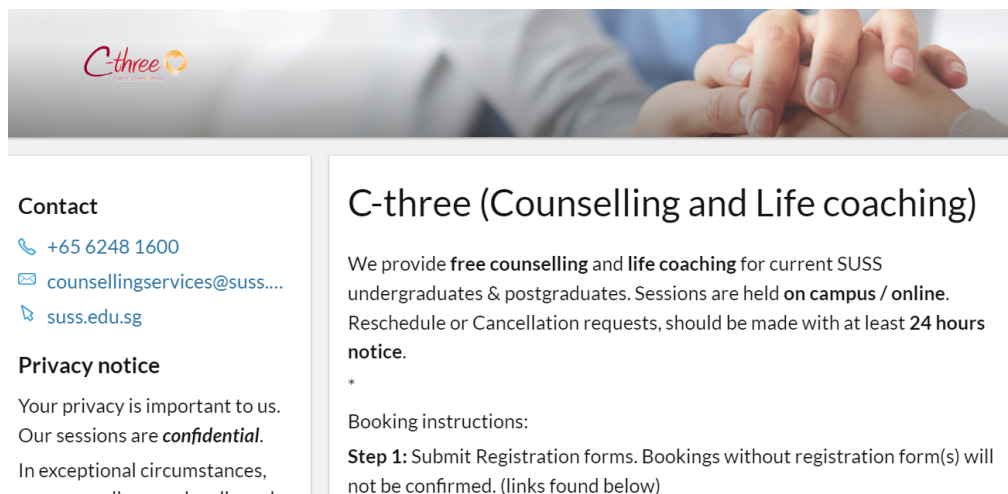
A. HOW TO MAKE A BOOKING ONLINE

1. **Enter booking site** - From C-three webpage, select "Make An Appointment", to be directed to the appointment booking site (see below).
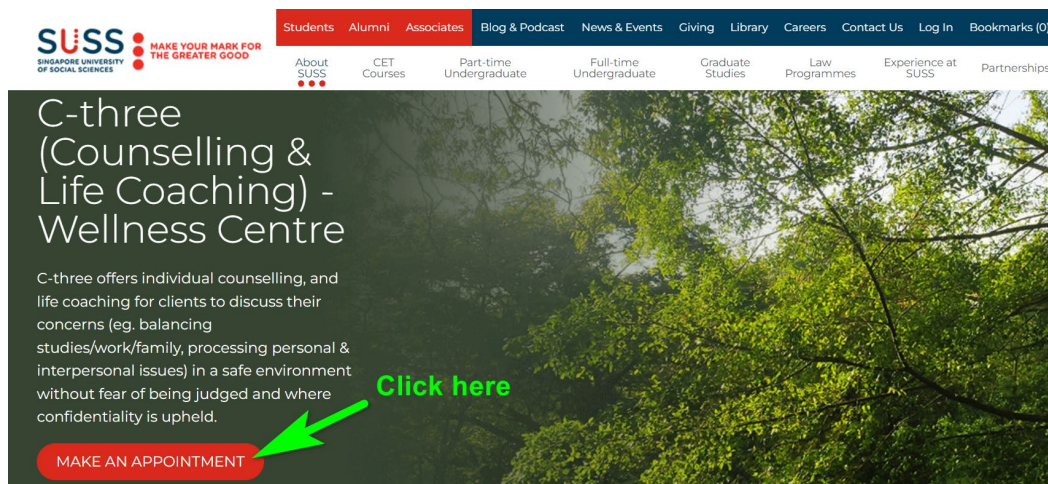
2. **Submit Registration Forms** - If it's your first time using the service, submit the registration forms first *before* booking an appointment.

3. **Select the Service** - scroll through the list of services available for booking.

   There are 2 types of bookings

   i.   First Consultation - select this for very first time you are using the service
   ii. Follow-up – select this for any subsequent follow-up appointments.

Book Counselling Appointments

First Consultation (Counselling)	Follow-up Counselling
⏱ 1 hr 30 mins	⏱ 1 hr
See Details See Times	See Details See Times

Book Life Coaching Appointments

First Consultation (Life-coaching)	Follow-up Life-coaching
⏱ 1 hr 30 mins	⏱ 1 hr
See Details See Times	See Details See Times

Book Dreamworks Appointments

First Consultation (Dreamworks)	Follow-up Dreamworks
⏱ 1 hr 30 mins	⏱ 1 hr
See Details See Times	See Details See Times

4. **Select the Time -** After you have decided on the service, click on the button "See Times" to proceed.

Book Counselling Appointments

First Consultation (Counselling)

⏱ 1 hr 30 mins

See Details   See Times

Click here

5. **Select the Location and timeslot**

   Choose the location where the appointment will take place.
   Select either of the 2 choices (on campus or online), and then click on the button "See Slots" to proceed.

Service	Where	When	Details

⏱ First Consultation (Counselling)

👥 No Preference

Choose a location   Location

📍 On Campus - C-three
📅 Next slot on September 7, 2022

📍 Online
📅 Next slot on September 13, 2022

See Slots   **Then click here**

A list of available time slots for booking will be displayed. Click on the button "Show more" to view more time slots. Choose the time slot that you wish to book by clicking on it.

Fill up your preferred contact information, to receive confirmation notifications via SMS and Email. Then click on the button "Book" to make a booking.

B. RECEIVE A BOOKING CONFIRMATION

Booking request will be manually approved by C-three admin, after verifying your registration forms. You will receive a **SMS** and **Email confirmation** for your appointment.
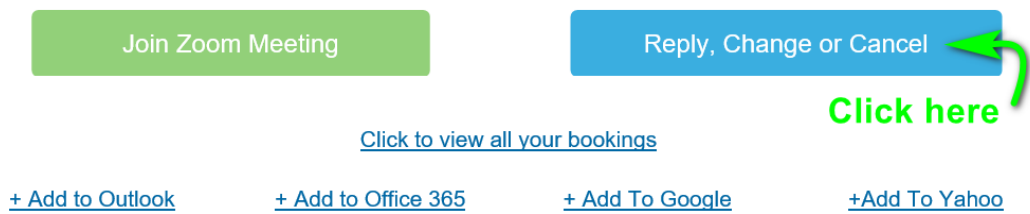
Note:
When **online location** is selected, a **link** to join online Zoom meeting will be generated.

Click here

| Join Zoom Meeting | Reply, Change or Cancel |

C. RESCHEDULING / CANCELLATION OF APPOINTMENTS

To reschedule or cancel appointments, click on the link in SMS or Email confirmation. Then click on the link "Reply, Change or Cancel".
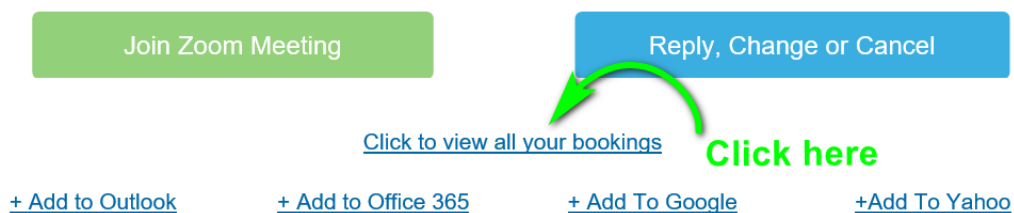
Find your local number here https://zoom.us/zoomconference

| Join Zoom Meeting | Reply, Change or Cancel |

Click here

Click to view all your bookings

| + Add to Outlook | + Add to Office 365 | + Add To Google | +Add To Yahoo |

D. VIEW BOOKING HISTORY

To view booking history, click on the link in SMS or Email confirmation. Then click on the link "Click to view all your bookings".

Find your local number here https://zoom.us/zoomconference

| Join Zoom Meeting | Reply, Change or Cancel |

Click to view all your bookings **Click here**

| + Add to Outlook | + Add to Office 365 | + Add To Google | +Add To Yahoo |

To add appointment to calendar, click on the link in SMS or Email confirmation. Then click on the link that matches your email service provider

- Outlook
- Office 365
- Google
- Yahoo

Find your local number here https://zoom.us/zoomconference

Join Zoom Meeting	Reply, Change or Cancel

Click here

Click to view all your bookings

+ Add to Outlook   + Add to Office 365   + Add To Google   +Add To Yahoo