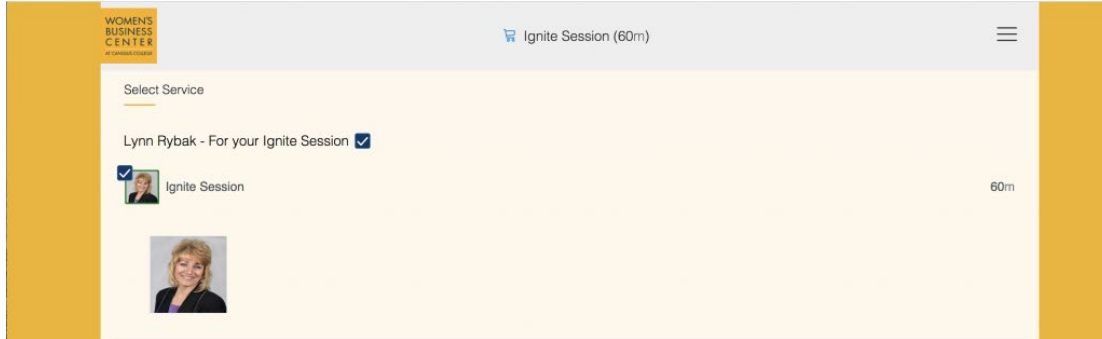


Instructions for Scheduling an Ignite Session Using Appointy

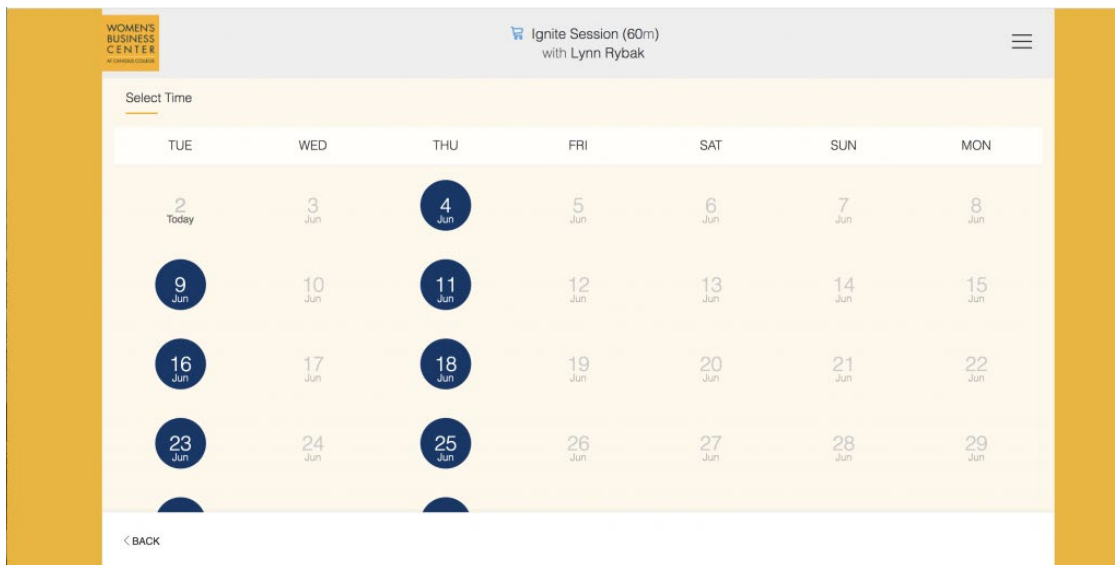
1. Select Ignite Session as shown in the image below and hit "Next" in the bottom right corner of the page.



2. Ignite Sessions are held on Tuesdays and Thursdays:

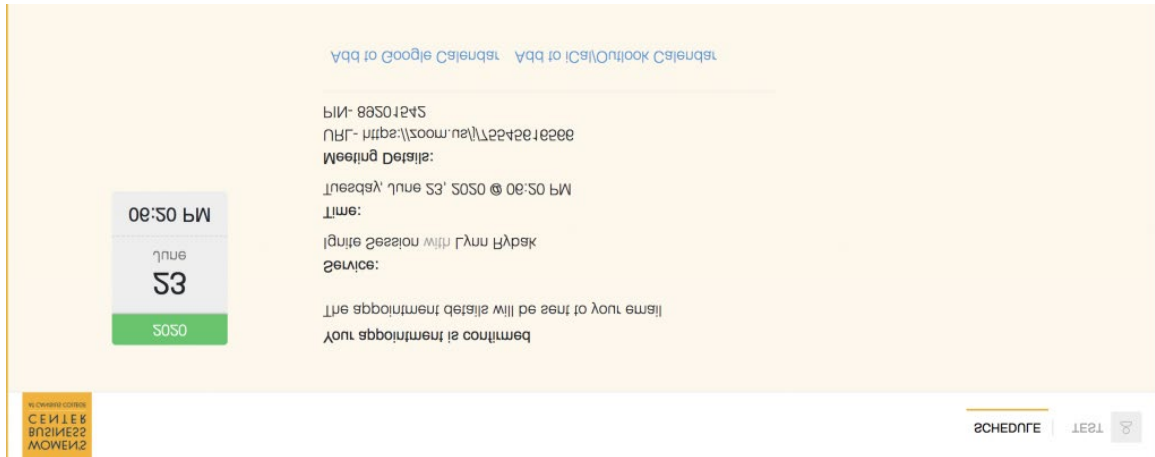
- 8:30 am to 9:30 am
- 9:45 am to 10:45 am
- 5:15 pm to 6:15 pm

Click on any of the dates highlighted in blue to reveal the available times for that date. Select your desired time. Complete the form that appears asking for all of your contact information and click "Next".



3. You will be brought to a second form that asks more detailed information about you and your business. After completing the form click "Next". You will then be taken to a page where you must confirm the appointment date/time by clicking "Confirm" in the bottom right corner. A confirmation page with the meeting information including your Zoom link

will appear. A booking confirmation email with these details will also be sent to you. **(Please make sure to check SPAM if you do not see the email immediately after booking).**



4. Lynn will reach out to you with all of the required forms that will need to be filled out prior to your WBC Ignite Session.

5. You will receive a reminder in your email 12 hours before the session. Should you need to cancel or reschedule your session please do so by using the cancel and reschedule buttons found in your confirmation email.

6. To join the meeting:

- Please click the link or copy and paste the URL into the address bar of your browser;
- Enter the PIN (Password) that was provided in the booking confirmation email.

