

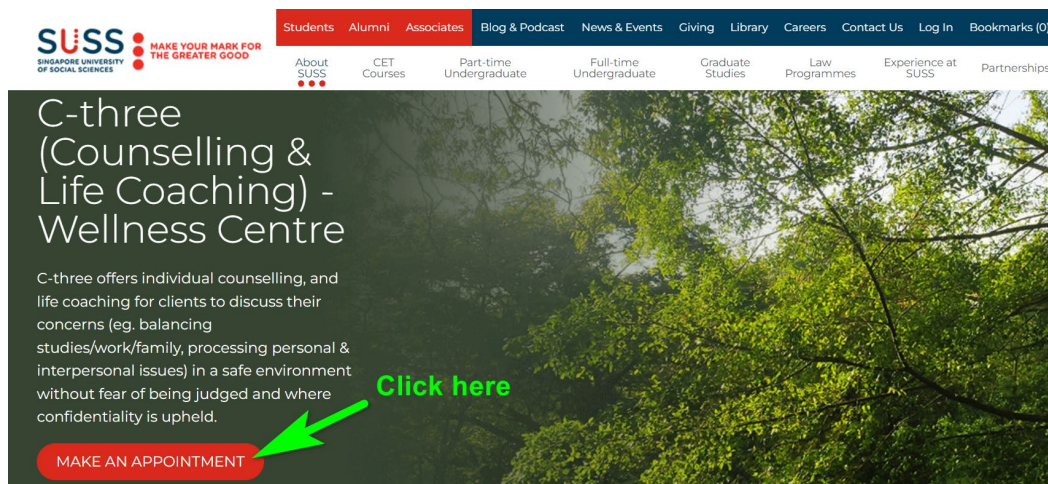
APPOINTMENT BOOKING GUIDE

CONTENTS

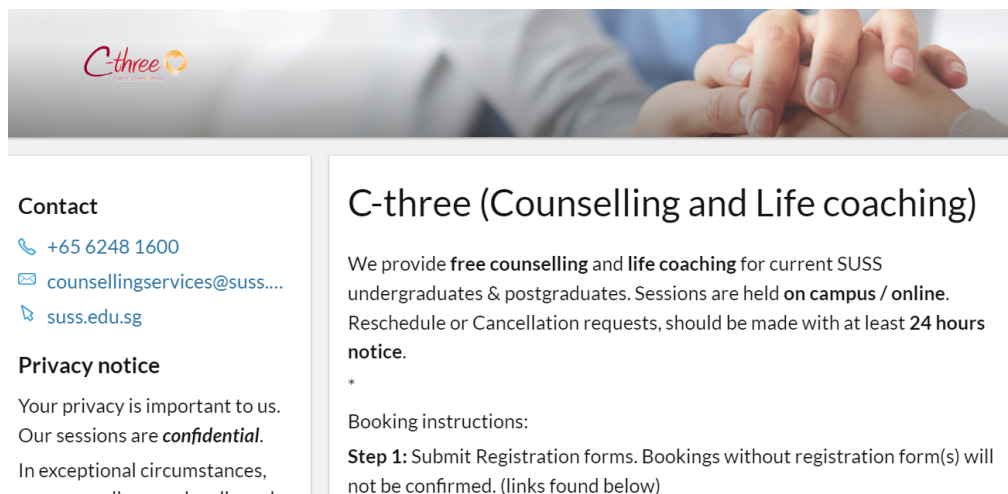
A. How to make a booking online.....	1
B. Receive a booking confirmation	4
C. Rescheduling / Cancellation of appointments.....	4
D. View booking history.....	4
E. Add appointment to calendar.....	5

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) ⌚ 1 hr 30 mins See Details See Times	Follow-up Counselling ⌚ 1 hr See Details See Times
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Book Life Coaching Appointments

First Consultation (Life-coaching) ⌚ 1 hr 30 mins See Details See Times	Follow-up Life-coaching ⌚ 1 hr See Details See Times
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Book Dreamworks Appointments

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

Service Where **When** Details

September 2022 First Consultation (Counselling)
No Preference
Online

Times are displayed in +08 (+08:00) Asia/Singapore

Sunday 11	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17
No available slots	No available slots	2:00PM 3:30PM	3:00PM 4:30PM	12:00PM 1:30PM	1:00PM 2:30PM	No available slots
		2:30PM 4:00PM		12:30PM 2:00PM	1:30PM 3:00PM	
		3:00PM 4:30PM		1:00PM 2:30PM	2:00PM 3:30PM	
		3:30PM 5:00PM		1:30PM 3:00PM	2:30PM 4:00PM	
		4:00PM 5:30PM		2:00PM 3:30PM	3:00PM 4:30PM	
		Show more		Show more	Show more	

Click on "Show more" to view more time slots


Time Slots

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

Please enter your details

Full Name

Email

Contact Number 

Please enter a contact number

Student PI number.

I have entered my **full name** as stated in my NRIC or my booking will be rejected.

I will submit the "online forms" within the day of booking (otherwise my booking may be rejected).

Permission to use your information to make bookings

[Back](#) [Add another Booking](#) [Book](#)

Click here to book

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:

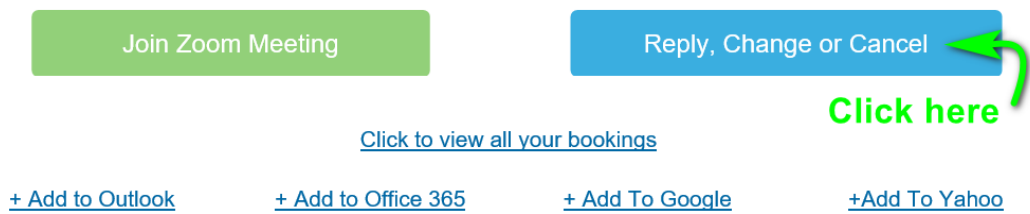
When **online location** is selected, a **link** to join online Zoom meeting will be generated.



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".

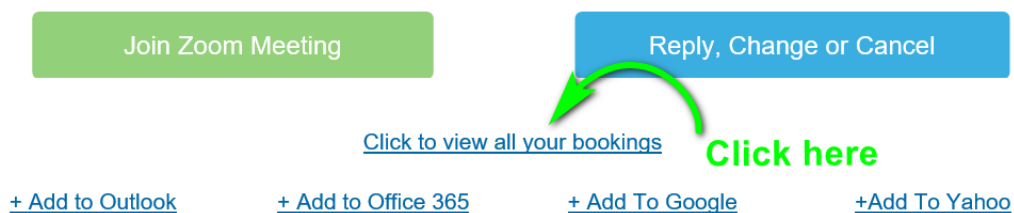
Find your local number here <https://zoom.us/zoomconference>



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>



E. ADD APPOINTMENT TO CALENDAR

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>

