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.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Consultation</td>
<td>1 hr 30 mins</td>
</tr>
<tr>
<td>Follow-up Counselling</td>
<td>1 hr</td>
</tr>
</tbody>
</table>

**Book Counselling Appointments**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Consultation (Life-coaching)</td>
<td>1 hr 30 mins</td>
</tr>
<tr>
<td>Follow-up Life-coaching</td>
<td>1 hr</td>
</tr>
</tbody>
</table>

**Book Life Coaching Appointments**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Consultation (Dreamworks)</td>
<td>1 hr 30 mins</td>
</tr>
<tr>
<td>Follow-up Dreamworks</td>
<td>1 hr</td>
</tr>
</tbody>
</table>

**Book Dreamworks Appointments**

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

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.
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.

![Time Slots Table]

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

![Book Button]
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](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](https://zoom.us/zoomconference)
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](https://zoom.us/zoomconference)