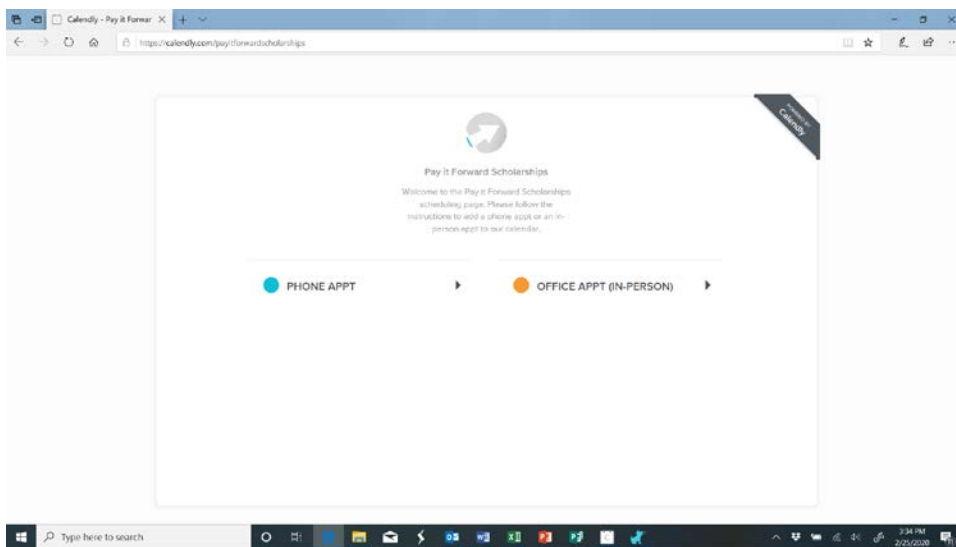
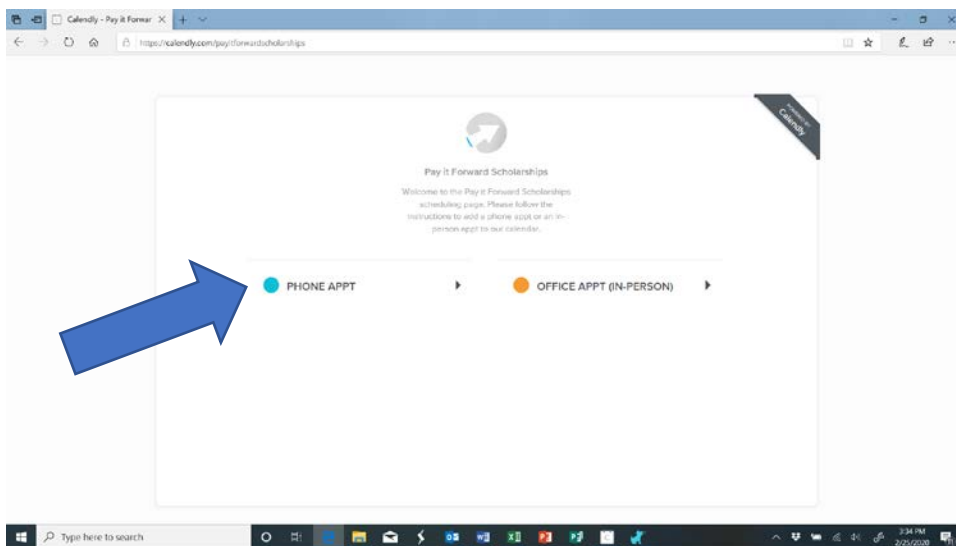


HOW TO SCHEDULE A PHONE APPOINTMENT USING CALENDLY

1. Open an internet browser such as Google Chrome, Microsoft Edge, or Internet Explorer
2. Go to: <https://calendly.com/payitforwardscholarships>

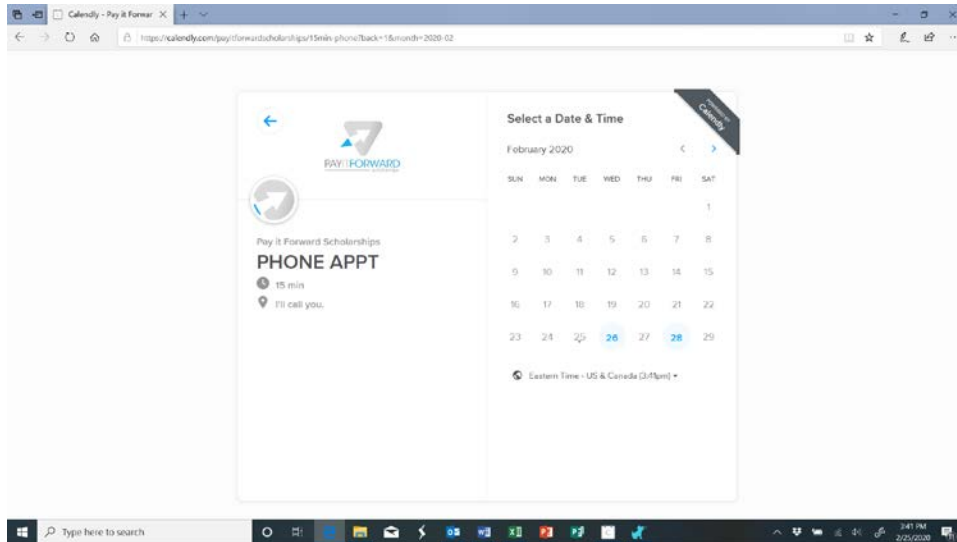


3. Click on PHONE APPT



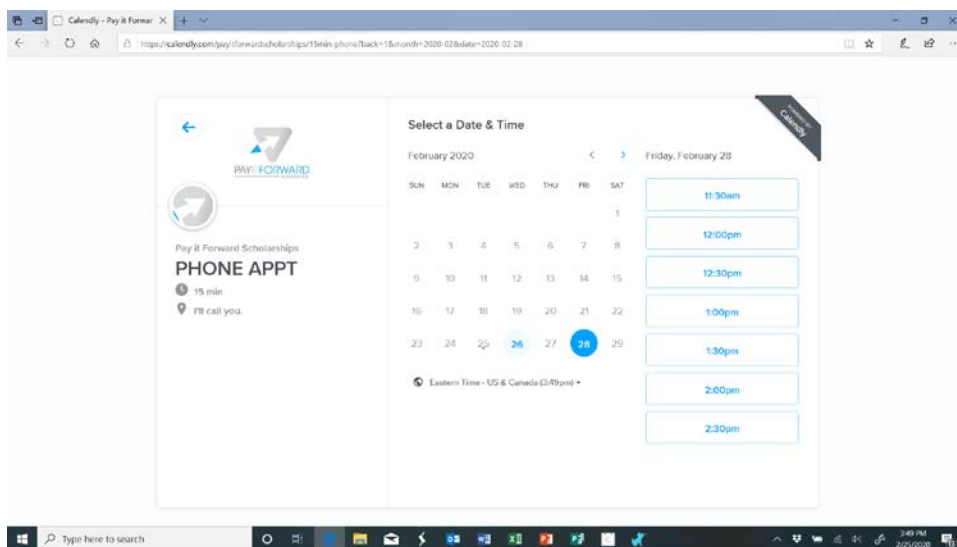
4. Select a Date & Time

- a. Any date before the current date will not show as available.
- b. Today's date will be marked with a dot underneath the date (see Feb 25th in graphic below)
- c. Available dates are marked in blue with a circle around them (see Feb 26th & Feb 28th in graphic below)

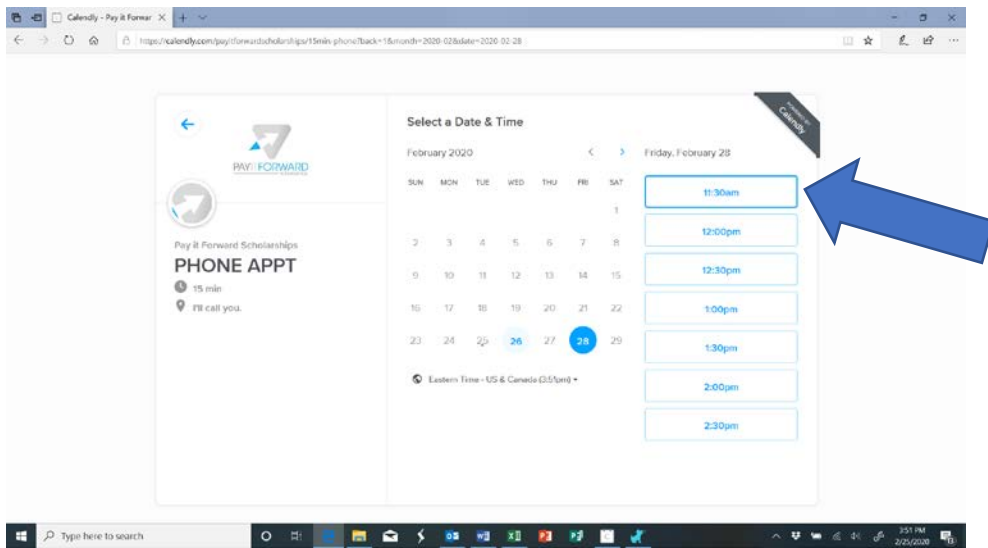


5. Click on a date that is marked in blue to see available times...

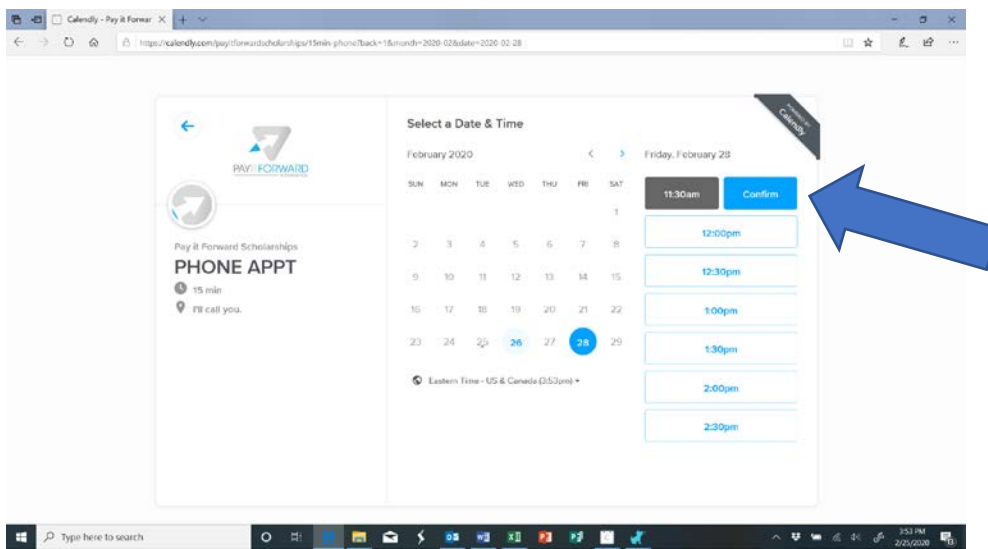
- a. Available times are listed out beside the calendar in blue boxes (see graphic below)



6. Click on a time that is convenient for you



7. This will bring up the option to CONFIRM this date and time



8. Clicking CONFIRM will bring up the following screen to enter your information
 - a. Enter your name
 - b. Enter your email
 - c. Enter any details that will help prepare our staff member for the appointment
 - d. Enter the phone number at which you would like to receive call
 - e. Click on Schedule Event

The screenshot shows a web browser window with the URL <https://calendly.com/payitforward/scholarships/15min-phone/2020-02-28T11:30:00-05:00/back+1&month=2020-02&date=2020-02-28>. The page features the Pay It Forward Scholarships logo and a 'PHONE APPT' event card. The event card includes details: 15 min, 'I'll call you', 11:30am - 11:45am, Friday, February 28, 2020, and Eastern Time - US & Canada. To the right, the 'Enter Details' form has fields for Name, Email, and a phone number. There is also a text area for 'Please share anything that will help prepare for our meeting.' and a 'Schedule Event' button at the bottom.

9. Clicking on Schedule Event above will confirm your phone appointment and also send a confirmation email to the email address you provided.

The screenshot shows a web browser window with the URL <https://calendly.com/payitforward/scholarships/15min-phone/swissPHD5C4H23W8D9HC>. The page displays a 'Confirmed' message: 'You are scheduled with Pay It Forward Scholarships.' Below this is a link to 'Add to your calendar'. The event details are: 'PHONE APPT', 4:45pm - 5:00pm, Wednesday, February 26, 2020, Eastern Time - US & Canada, and 'I'll call you.'. At the bottom, there is a 'Simple, Automated, Scheduling.' section with the email laura@payitforward.com and a 'Try it now!' button.

10. At the scheduled date/time, a staff member from Pay it Forward Scholarships will call you at the number you provided.