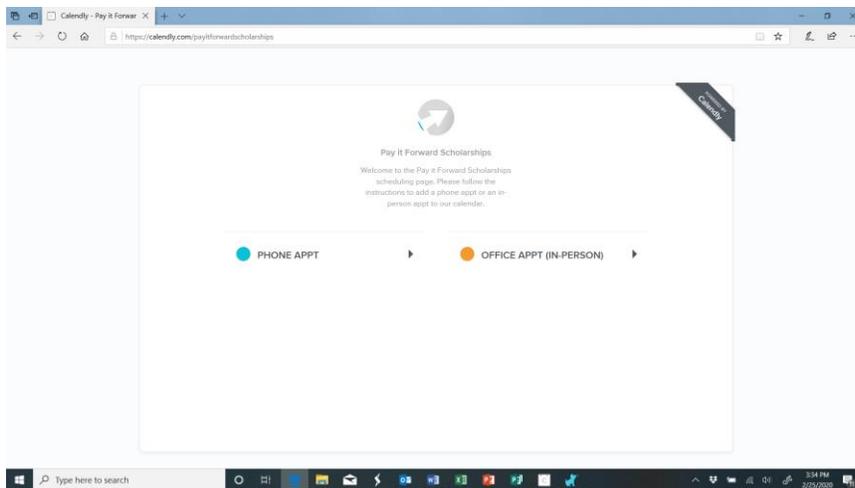
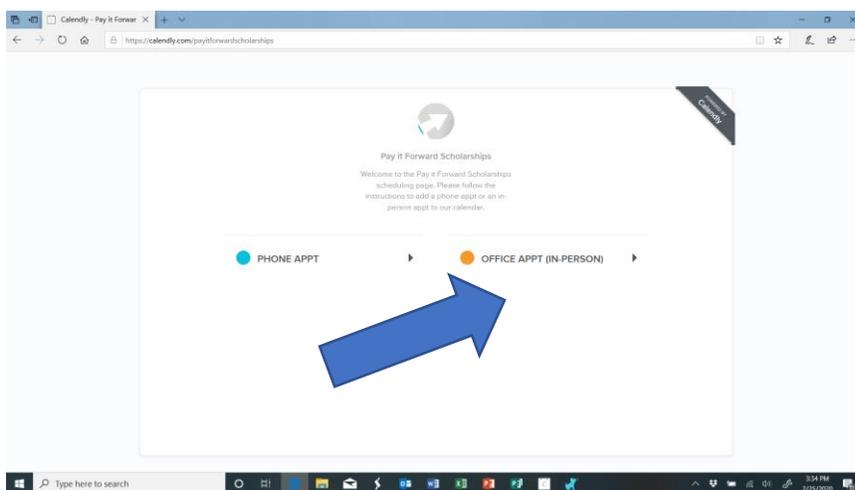


HOW TO SCHEDULE AN OFFICE (IN-PERSON) APPOINTMENT USING CALENDLY

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

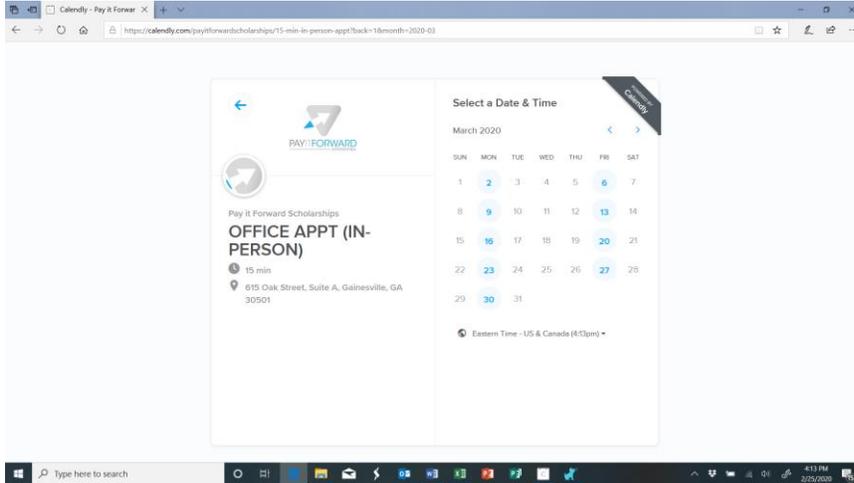


3. Click on OFFICE APPT (IN-PERSON)



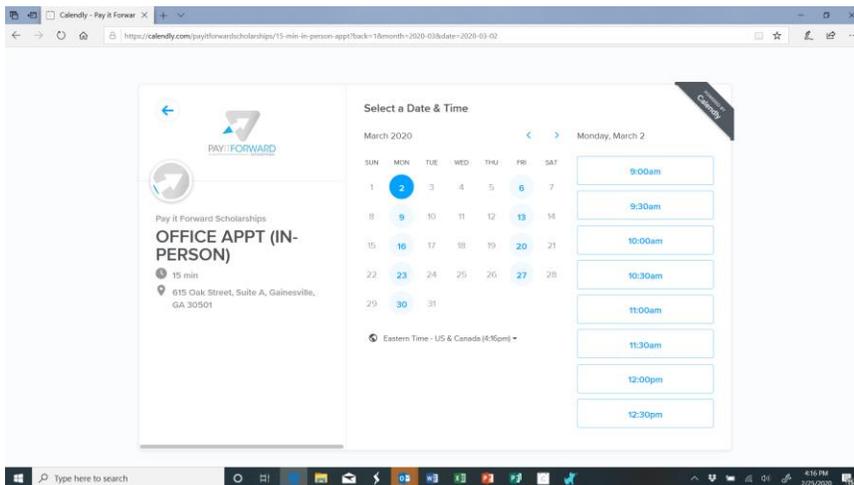
4. Select a Date & Time

- 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
- c. Available dates are marked in blue with a circle around them (see Mondays and Fridays in the graphic below)

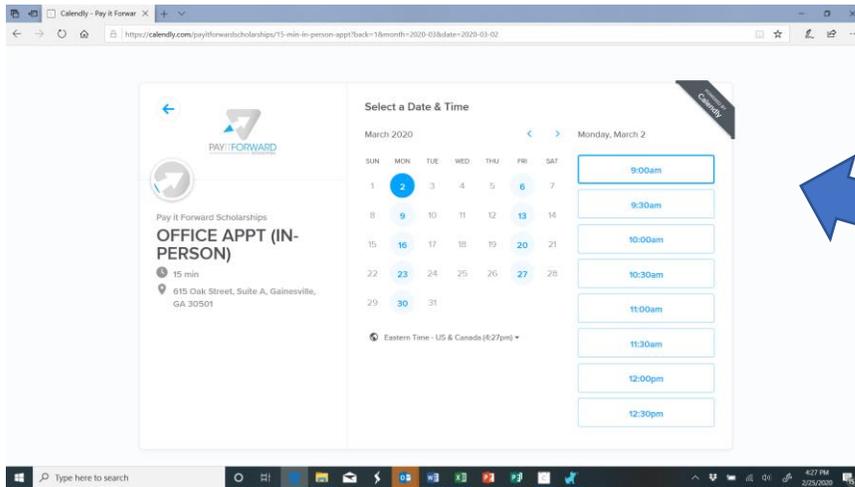


5. Click on a date that is marked in blue to see available times...

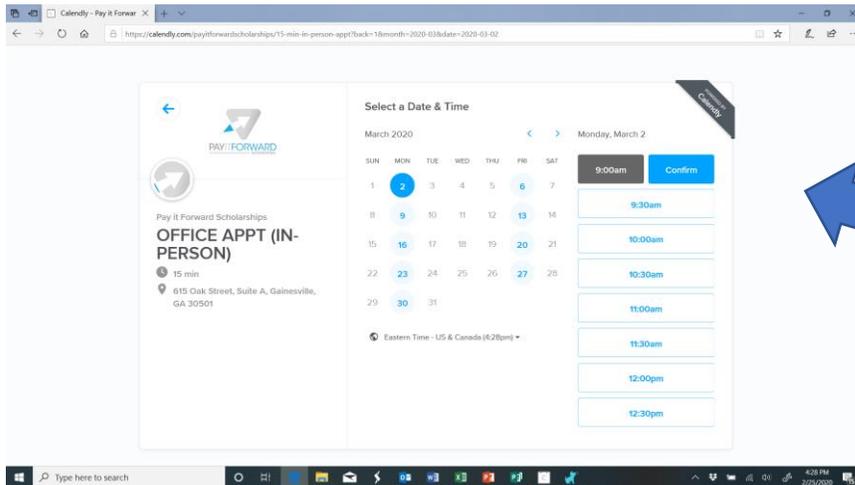
- a. Available times are listed out beside the calendar in blue boxes



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. Click on Schedule Event

The screenshot shows a web browser window with the URL <https://calendly.com/payitforward/scholarships/15-min-in-person-apps/2020-03-02/09:00am-05:00pm/back=1&month=2020-03&date=2020-03-02>. The page features the 'PAY IT FORWARD' logo and the event title 'OFFICE APPT (IN-PERSON)'. The event details include a 15-minute duration, location at 615 Oak Street, Suite A, Gainesville, GA 30501, and time from 9:00am to 9:15am on Monday, March 2, 2020, in Eastern Time. A 'Schedule Event' button is visible at the bottom of the event details. To the right, the 'Enter Details' form has fields for 'Name *' and 'Email *', an 'Add Guests' button, and a text area for 'Please share anything that will help prepare for our meeting.' A 'Schedule Event' button is also located at the bottom of the form.

9. Clicking on Schedule Event above will confirm your office appointment (in-person) with a staff member and also send a confirmation email to the email address you provided

The screenshot shows the 'Confirmed' page in the Calendly interface. It displays the event details: 'OFFICE APPT (IN-PERSON)', '9:00am - 9:15am, Monday, March 2, 2020', 'Eastern Time - US & Canada', and the location '615 Oak Street, Suite A, Gainesville, GA 30501'. Below the details, there is a 'Simple. Automated. Scheduling.' section with a text input field containing 'laura@payitforward.com' and a 'Try it now!' button. A 'Add to your calendar' link is also present.

10. A Pay it Forward Scholarships staff member will meet with you at our office which is located at 615 Oak Street, Suite A, Gainesville, GA 30501. Suite A is along the front of the building, at the road. There is limited parking out front but plenty of parking on the side and at the rear of the building. The exterior door to Suite A will be unlocked for you to gain entry, but the interior door will be locked. Upon entering, a bell will ring, and someone will come out to greet you and admit you to the office you are visiting. There are several different non-profit organizations who share Suite A. If you have any problems/questions when you arrive please call 770-534-3611. See you soon!