

## ***KIN Connection***

### ***Calendly: Sign-up instructions for Connectors***

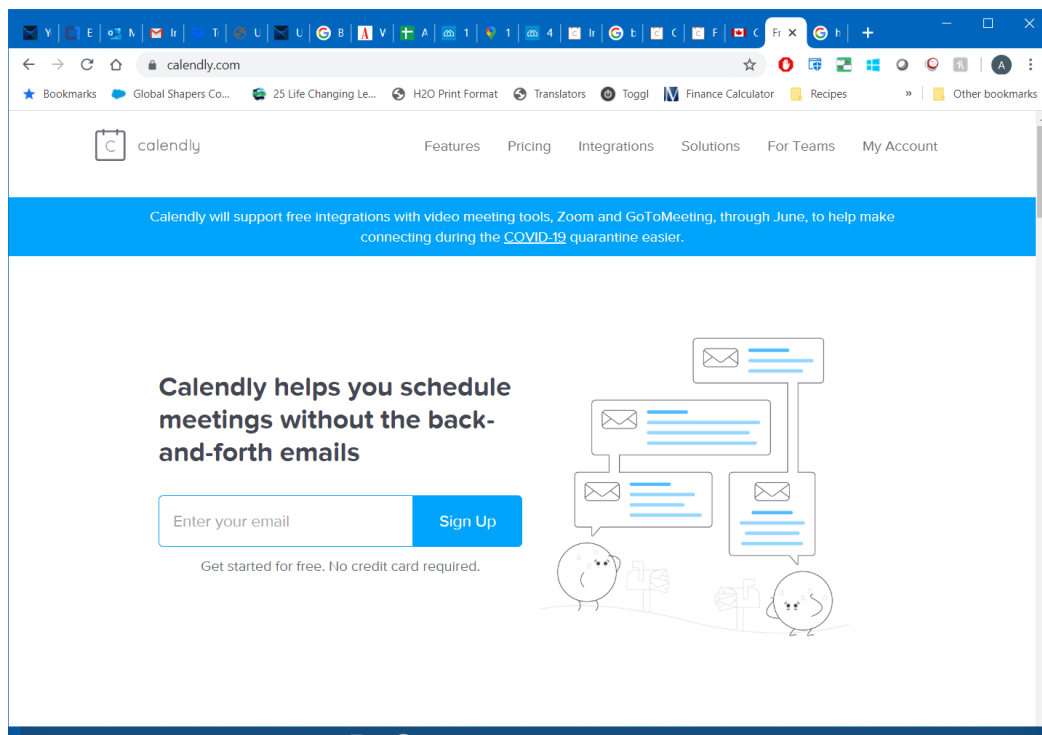
Thank you for volunteering your time to build meaningful connections during the current COVID-19 pandemic. We want these connections to be made as seamlessly as possible and based on your availability.

Please follow the instructions below to sign up for a Calendly account and create slots for one-on-one sign-ups. Please note that there is no charge for this and you will not need to exchange your personal information with our youth members of the Jamat. It should take no more than 10 minutes!

Your unique link will be posted on the iiCanada website with your bio, so our youth can sign up for time slots.

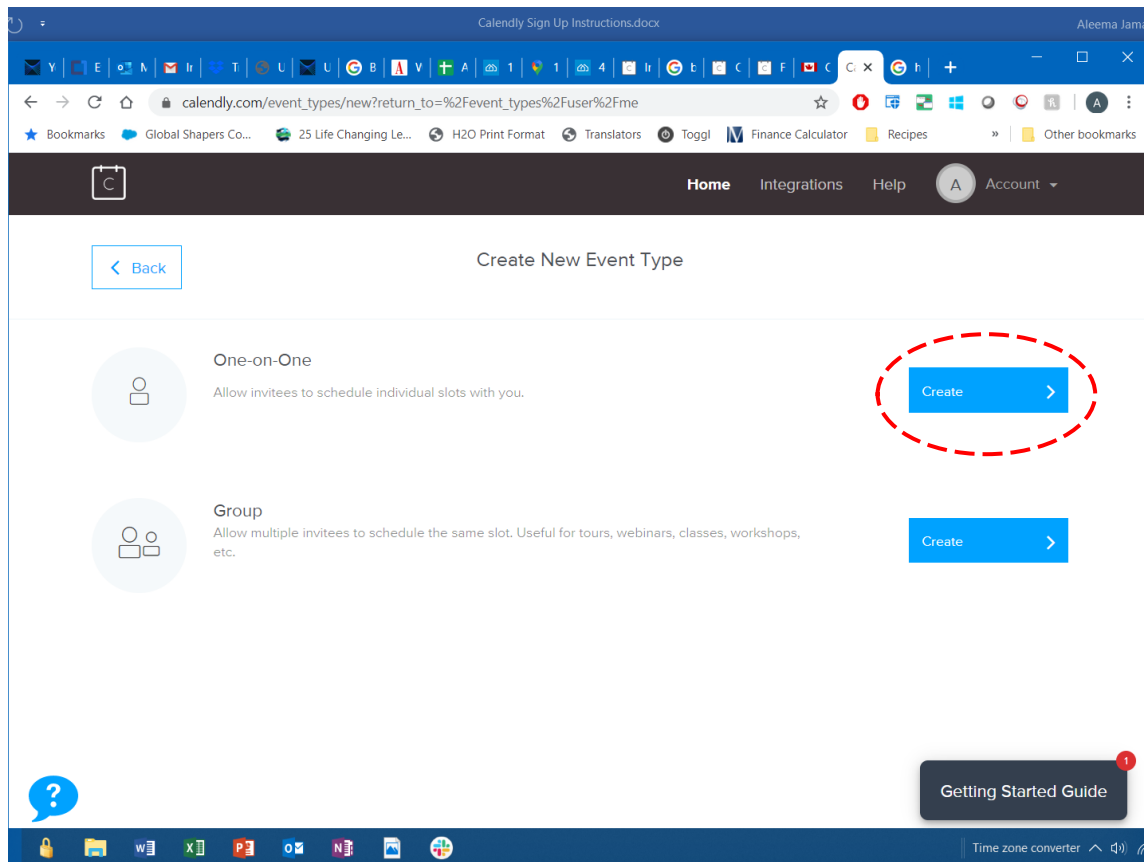
#### **Step 1:**

Visit <https://calendly.com/>. Enter your email in the “enter your email box,” and click “sign-up.”



#### **Step 2:**

Follow the prompts to get to your homepage and click on “+ new event type” to create an event specific to our mentorship program. Once you have done this, click on “one-on-one”



**Step 3:** Input your event details as follows:

*Event Name:* "KIN – Connection"

*Location:* Select a video-conference option that you would like to use for your connection. Calendly allows you to either link to an existing google hangouts or Zoom account, or you can click on "Custom" to enter your VC option of choice

*Description / Instructions:* Include any instructions you want your youth connectee to be aware of in order to connect with you

*Event link:* A unique event link should be created with your event name listed. You can manually change it if you wish. This is the link we will post with your bio

What event is this? Cancel

**Event name \*** ?

KIN-Knowledge in Numbers

**Location** ?

Add a location ▼

**Description/Instructions** ?

Write a summary and any details your invitee should know about the event.

**Event link \*** ?

calendly.com/aleema-jamal/ kin Get started

#### Step 4: Inputting your availability:

*Event duration:* Click on 45 minutes – the length of time for each individual one-on-one slot

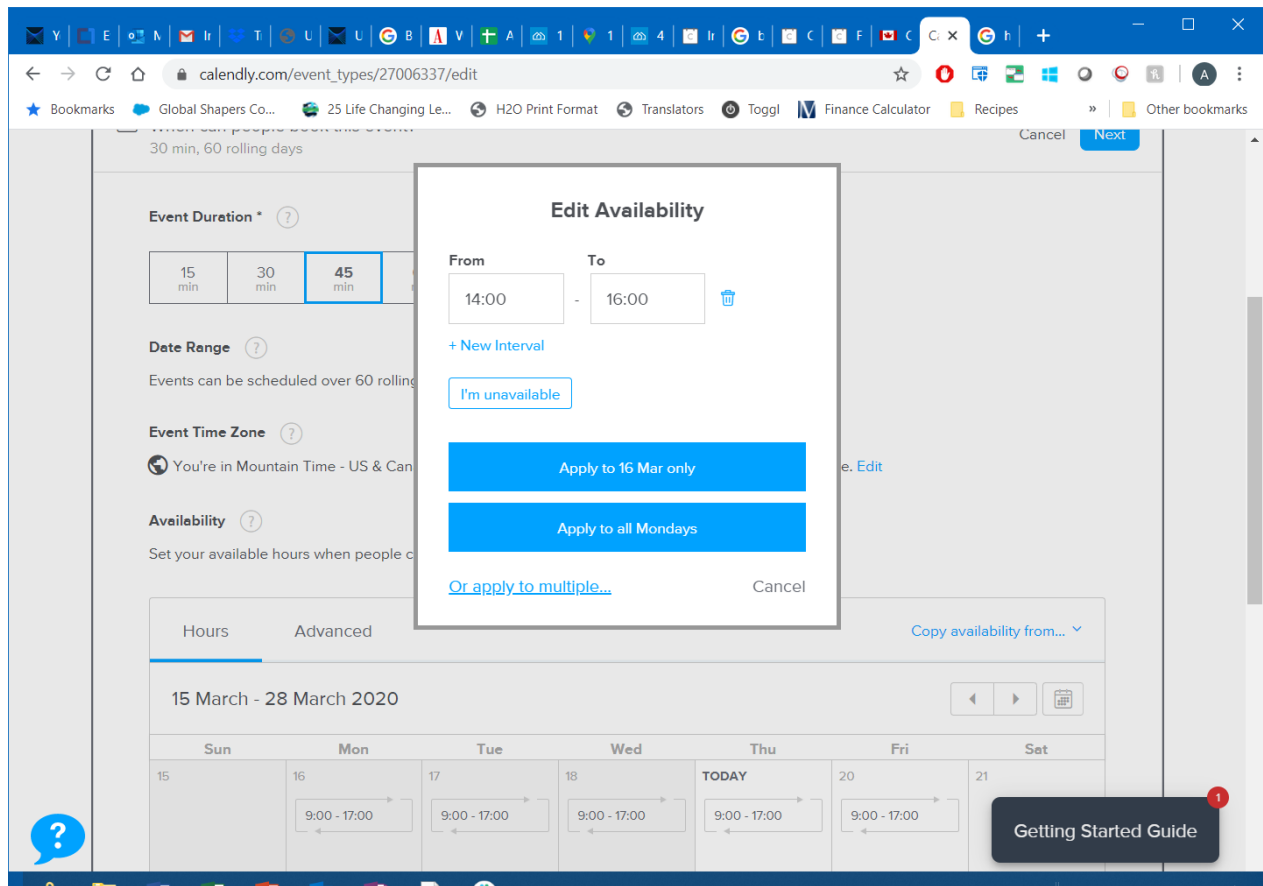
*Event time zone:* Make sure the time zone is correct based on your location

*Availability:* Select your availability based on your schedule. Please start offering slots, as of Monday, March 23<sup>rd</sup>, we anticipate running the program until April 30<sup>th</sup> (but may extend).

-“Advanced”: You can select:

- Length of time for each increment (e.g., 45 minutes)
- Max number of appointments you would like to schedule in a day
- Minimum scheduling notice, to ensure last-minute appointments do not get scheduled
- Event buffers – to ensure there is a break before and after each scheduled slot

You can customize by day, or repeat over multiple days, but choosing “apply to multiple.” You can continue to add availability or update as your schedule changes.



## Step 5: Complete additional options

*Invitee questions:* These are the questions your youth connectee will fill out prior to booking an appointment, please add the following questions:

1. Name
2. Email address
3. *Edit open form question as follows:* "Please tell me what you hope to get out of our session together. E.g., Career & Educational Path, Innovation & Entrepreneurship, Heart and Passion, Effort, Aspiration & Inclusion, Resilience & Wellness, other, etc..."

**Additional Options**

Invitee Questions  
Name, Email + 1 question

Name \*

Email \*

Add Guests

Please tell me what you are hoping to get out of our session together (e.g., education and career perspectives, goals, finding a sense of purpose, other, etc...)?

How old are you?

Where are you living now (city and province)?

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*Notifications and cancellation policy:* Please fill these out based on your personal preferences

*Confirmation page:* Please fill these out based on your personal preferences

**Step 6: In your Connector Intake Form, please provide us your unique scheduling link. You can log back into your Calendly account to update your availability directly.**

**You are ready to go and start building connections!**

My Calendly

Event Types Scheduled Events

Filter

Aleema Jamal  
calendly.com/aleema-jamal

+ New Event Type

<input type="checkbox"/> <p><b>KIN-Knowledge in Numbers</b> 45 mins, One-on-One</p> <p>/mentorship</p> <p><b>Copy Link</b></p>	<input type="checkbox"/> <p><b>Social Connectedness amidst Physical Distancing</b> 45 mins, One-on-One</p> <p>/kin</p> <p><b>Copy Link</b></p>	<input type="checkbox"/> <p><b>15 Minute Meeting</b> 15 mins, One-on-One</p> <p>/15min</p> <p><b>Copy Link</b></p>
<input type="checkbox"/> <p><b>30 Minute Meeting</b> 30 mins, One-on-One</p> <p>/30min</p> <p><b>Copy Link</b></p>	<input type="checkbox"/> <p><b>60 Minute Meeting</b> 1 hr, One-on-One</p> <p>/60min</p> <p><b>Copy Link</b></p>	

Getting Started Guide