## How to book a Coaching Appointment on COOL

Step 1: Log into COOL using your CWL: <a href="https://sauder-ubc-csm.symplicity.com/">https://sauder-ubc-csm.symplicity.com/</a>

Step 2: Click on the "Coaching & Calendar" tab and click "Coaching Appointment." Another way to access the appointment page is to scroll down the homepage and click "Book a Coaching Appointment" under the Quicklink section.

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슈 Home 윤 Jobs	People in your major are inte	erested in		
Documents  Workshops/Events  Interviews	Junior Achievement of Vancouver, British Colum	Walsh King Vancouver, British Colum	Bench Accounting Vancouver, British Colum	
Employers  Resources	Volunteer Company Program Mentor Contract (Part-Time/Full-Time)	CPA Articling Student Permanent (Full-Time) 30d+ ago	Sales Specialist: Contract-to- Hire [November - April] Contract (Part-Time/Full-Time)	
Coaching & ^ Calendar Calendar	300+ ago 	☆ <b>-</b>	300+ ago ☆ <i>い</i>	
Wy Account	What's New		Upcoming Events	

Step 3: Scroll down to the bottom of the page and click "Request a Coaching Appointment"



Step 4: Select the type of coaching appointment you would like to book and select "Check Availability"

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Home	Anenda Day View Week View Month View Year View Personal Events Coaching Anot	
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Documents	Туре	
Workshops/Events	~	
P Interviews	Start by choosing an initial	
Employers	Date Range Tilter from the choices at	
Q Resources	2019-08-07 Select to	
Coaching & Calendar	2019-08-21 Select	
Calendar	Time Range	
Coaching Appointment	08 V 00 V am V Clear to	
My Account		
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Step 5: Select a date and time that works with you. Remember to double check the appointment location to see if it is a: "Virtual Coaching Appointment (Skype/Phone)" or "Business Career Centre" appointment (in person). Fill in the required fields and click "Submit Request."

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⇔ Home	Cal Confirm Appointment	
Documents  Workshops/Events  Interviews	indicates a required field Length of Appt * 30	no-show added to their record. -show. As per our policy, a student
Employers     Resources     Coaching &	Coach * Mursal Khyabani Time *	pointment notes field. Your coach om the start of your appointment,
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My Account	Location Business Career Centre Agen	×
	check-in at reception Type Jo	9:30 am
	Date Additional Notes * 20 Pieses provide details about what you wish to discuss with your coach.	10.00 am
		10:30 am
	09	13 11:00 am
	Len: Cancel Submit Request	15