

HOW TO BOOK A DNRS COACHING SESSION

Scheduling sessions is easy via our online booking system.

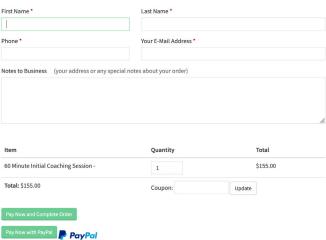
- Once you have purchased your session, you will be sent a scheduling link via email
- The link will give you access to the calendar for each coach
- You may choose whichever coach works best for you, based on availability
- Please click here to meet our coaching team





The following step-by-step instructions will guide you through the **purchasing and booking** process for the DNRS Coaching Services provided on our website:

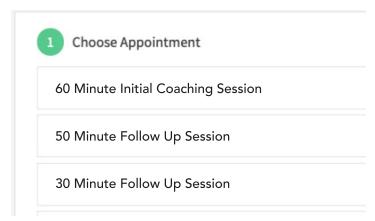
- 1. Visit: https://retrainingthebrain.com/ongoing-support-services/individual-coaching/
- 2. Select which session(s) or package you would like to purchase and click 'Order here' (to the right of the session description).
- 3. Enter your personal information (name, phone number, email address).
- 4. Click Pay Now and Complete Order.
- 5. Under Billing Information page, enter credit card number, click **Pay and Finish.**
- 6. Check your email inbox for your order receipt and scheduling link. This email will be labelled: "Your DNRS Coaching Order and Scheduling Link: (your name)".



Please note: If you have purchased a package or more than one session, please keep your order receipt to book additional sessions remaining in your package. If you purchase new sessions, you will receive a new email to keep, to schedule those newly purchased sessions.

HOW TO SCHEDULE A DNRS COACHING SUPPORT SESSION:

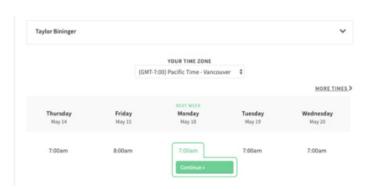
- 1. Locate the order receipt in your inbox. Don't see it? Check your junk/spam folder.
- 2. Click on the word '**Schedule**' (which will be in blue). This will direct you to the Scheduling page.
- 3. On the Scheduling page, Redeem your Coaching Session type (eg. 60min, 50min, 30min)
- 4. Choose your coach by clicking on their name.



5. On the following page, set your time zone from the drop-down menu.



6. Choose which date you would like to schedule your session. Note: the date and times listed are in YOUR time zone.



- 7. Click Continue.
- 8. Fill in the information required (name, phone number, email address etc.), and complete the intake form. All fields with a red asterisk (*) are mandatory fields and must be completed.
- 9. Click 'Complete Appointment' at the bottom of the page. Note: the appointment is not confirmed until you select 'complete appointment'. If you close out of the page, while completing the form, your coaching session will not be booked.
- 10. Once completed, you will receive a confirmation email.

IMPORTANT NOTE: If you need to edit your intake form, cancel or re-schedule your appointment, you can do so by referring to that confirmation email and clicking on: **View Appointment Details**. Here you can also 'edit forms' to edit your intake form as many times as you need to, up until 48 hours before your appointment.