

# Getting Started: Your Coaching Program Enrollment Guide

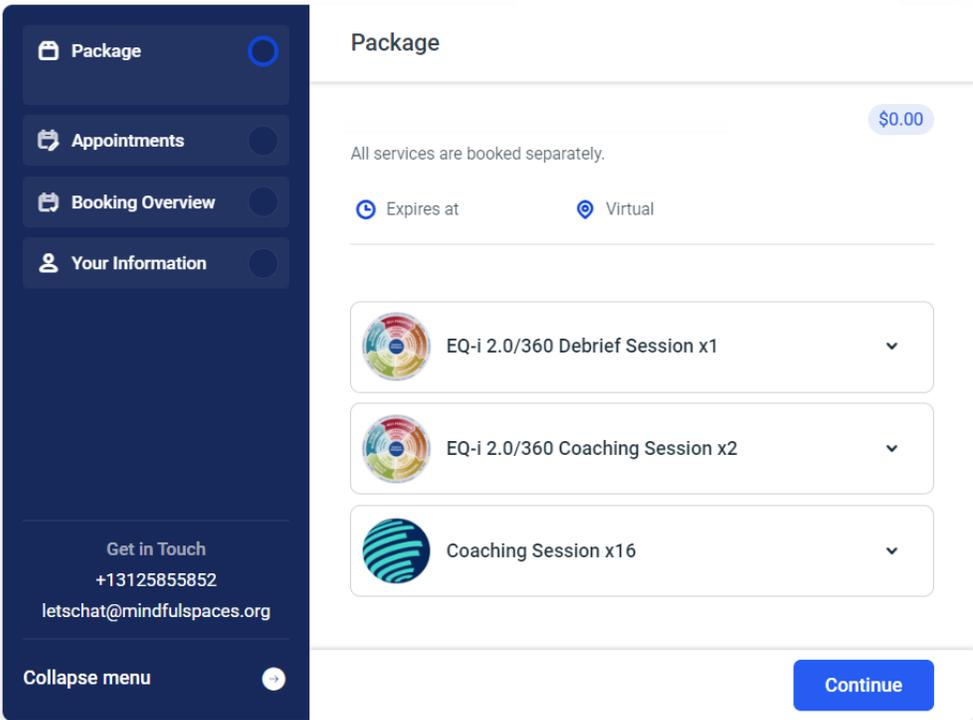
EQ-i 2.0/360

This guide will walk you through the simple steps to enroll in your coaching program and start your journey toward personal and professional growth. You'll gain access to our user-friendly platform, allowing you to seamlessly manage your profile and schedule sessions. Book, reschedule, cancel sessions, and/or join virtual sessions.

By the end of this guide, you'll be ready to take the next step and embark on a transformative coaching journey. Let's get started!

## How to enroll in your program:

1. Visit our online portal. Your enrollment link is listed in your email.



2. Click Continue to schedule the dates and times for your EQ-i sessions. **Note:** Please schedule all sessions at least one week apart.

- Schedule your EQ-i 2.0/360 Debrief Session. Select the available date and time based on your availability.

Package

Appointments

Booking Overview

Your Information

Get in Touch  
+13125855852  
letschat@mindfulspaces.org

Collapse menu

< Appointments

EQ-i 2.0/360 Debrief Session

Number of appointments required for booking: 1.

Appointments:

1. Date and Time Select ^

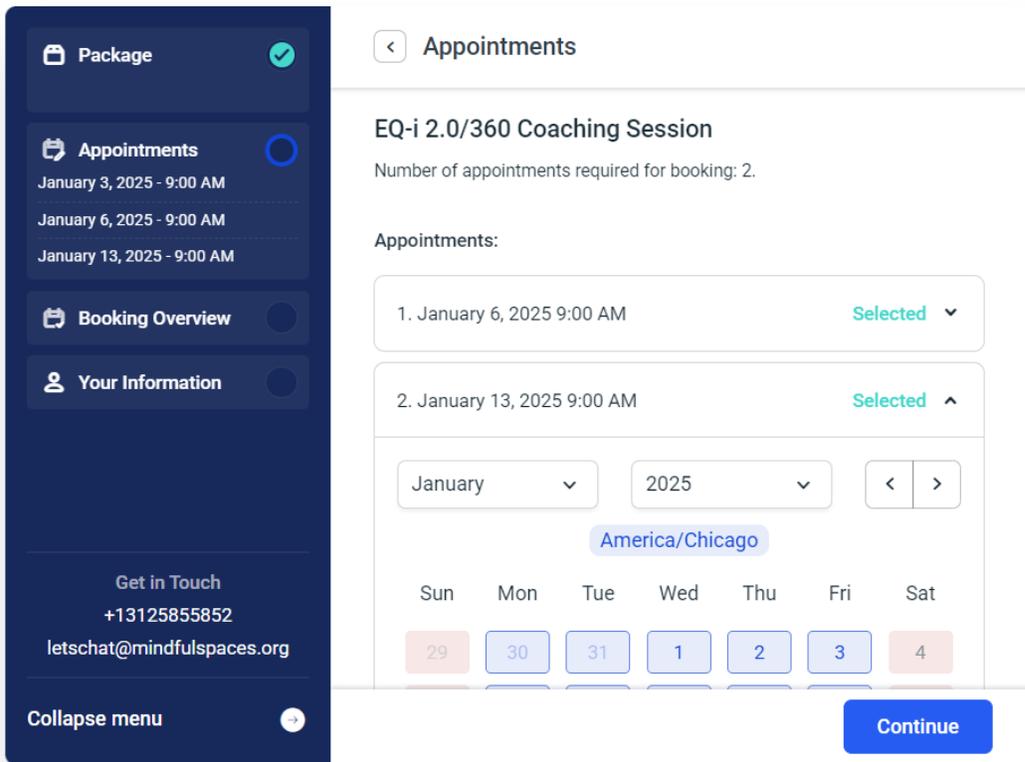
January 2025 < >

America/Chicago

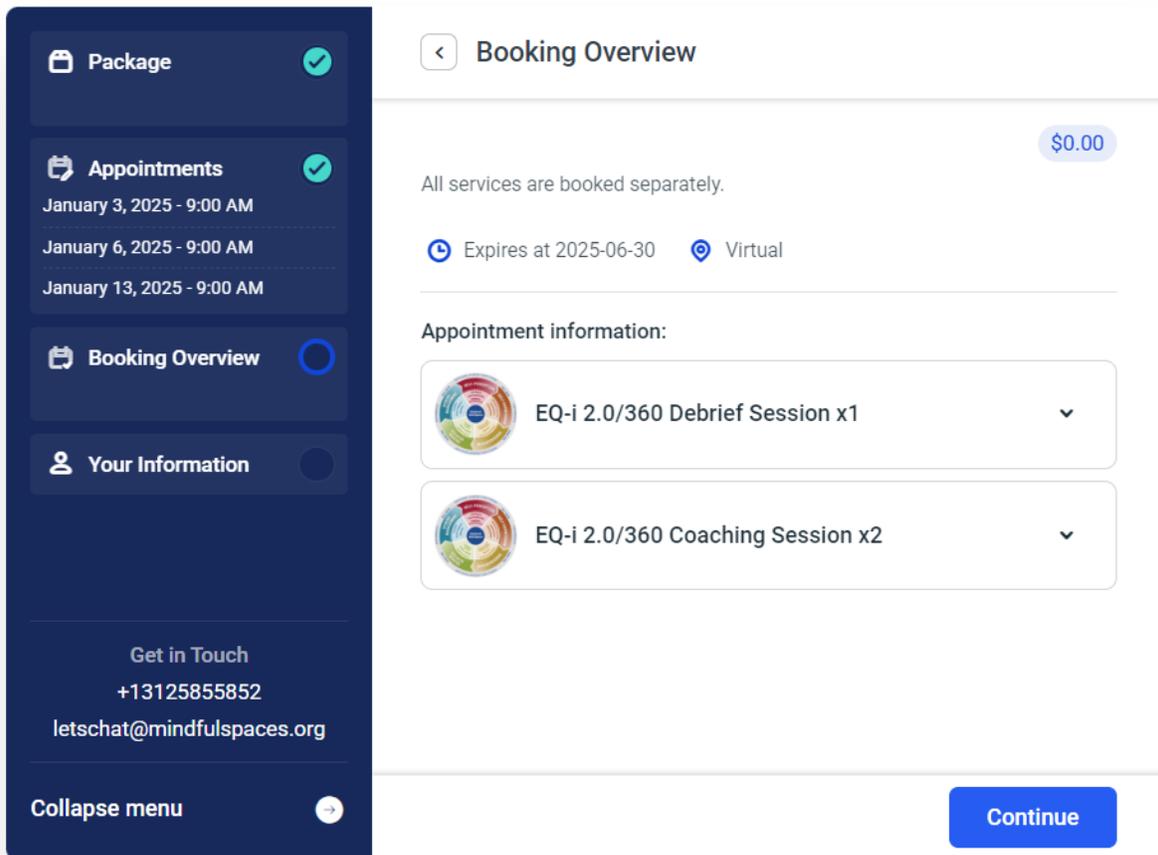
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Continue

- Click Continue.
- Schedule both of your EQ-i 2.0/360 Coaching Sessions. **Note: You must schedule both sessions at this time to complete your enrollment. Reminder: Please schedule all sessions at least one week apart.**



6. Click Continue to verify your appointment details.

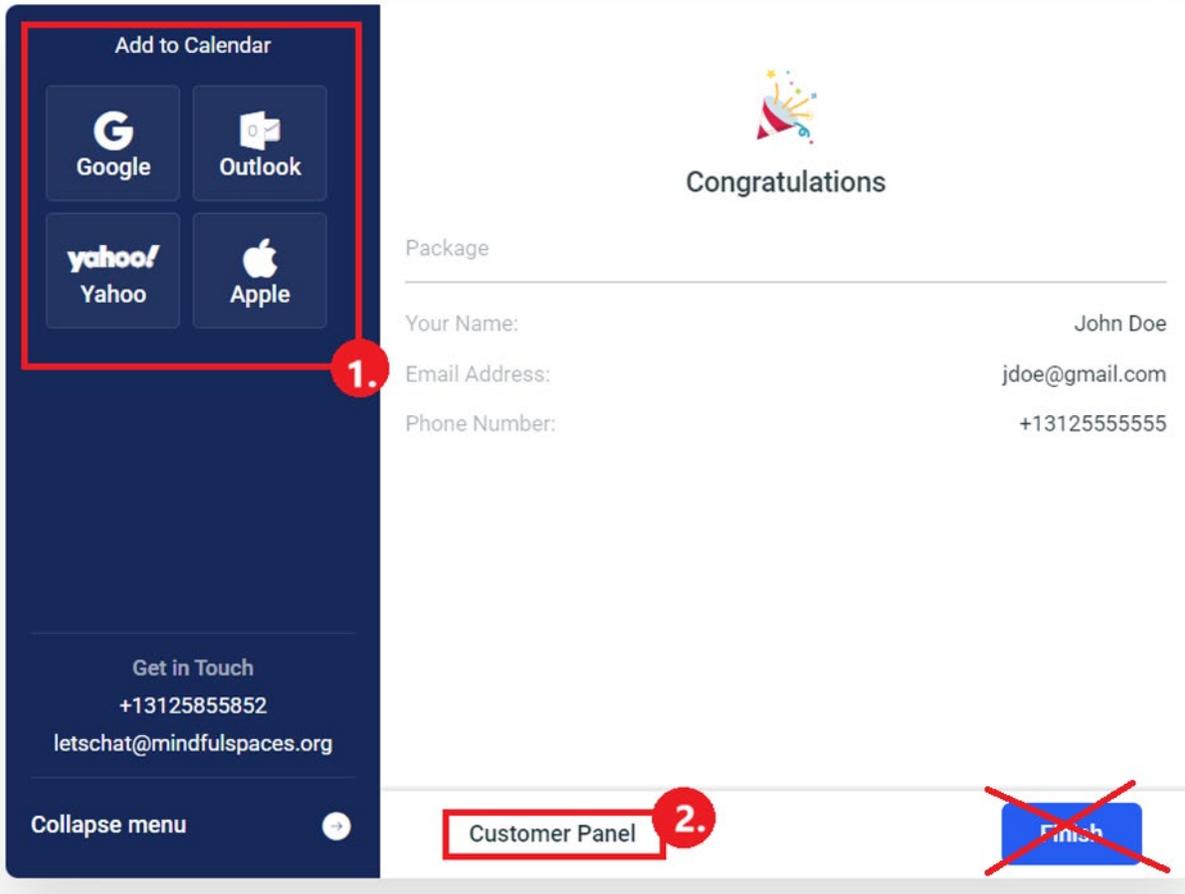


7. Once verified, click continue to enter your information details. Enter:

- a) First Name
- b) Last Name
- c) Email (work email if your employer sponsors your program)
- d) Pronouns
- e) Phone (work phone that can receive text messages if your employer sponsors your program)
- f) Opt-in to receive text messages and/or voicemails in an emergency to reschedule.

The screenshot displays a mobile application interface. On the left is a dark blue sidebar menu with the following items: 'Package' (checked), 'Appointments' (checked) with sub-items 'January 3, 2025 - 9:00 AM', 'January 6, 2025 - 9:00 AM', and 'January 13, 2025 - 9:00 AM'; 'Booking Overview' (checked) with sub-item 'Ada S. McKinley Leadership'; and 'Your Information' (selected with a blue circle). Below the menu is contact information: 'Get in Touch', '+13125855852', and 'letschat@mindfulspaces.org'. At the bottom of the sidebar is a 'Collapse menu' button. The main content area is titled 'Your Information' and contains the following form fields: '\* First Name:' (text input 'Enter first name'), '\* Last Name:' (text input 'Enter last name'), 'Email:' (text input 'Enter email'), 'Phone:' (country dropdown with US flag and text input 'Enter phone'), '\* Pronouns' (dropdown menu 'Select'), and '\* I would like to:' (checkboxes for 'Receive Text Messages. Standard messaging and data charges may apply and you can opt-out at any time by replying STOP.' and 'Receive Voicemails.'). A blue 'Continue' button is located at the bottom right of the form area.

8. Click Continue.



**9. STOP! DO NOT CLICK 'FINISH.'**

- 10. Add your sessions to your calendar. Select the application that manages your calendar to download your session dates and times.
- 11. Click Customer Panel to set up your Username Password.
- 12. Enter your password and save it for your records.

**Set Password**  
Enter, and re-enter your new password to continue

\* New Password:

\* Re-type New Password:

**Set Password**

Bookmark <https://mindfulspaces.org/clients/scheduling/> to log in and use your email address and password to book, reschedule, cancel, and/or join virtual sessions.