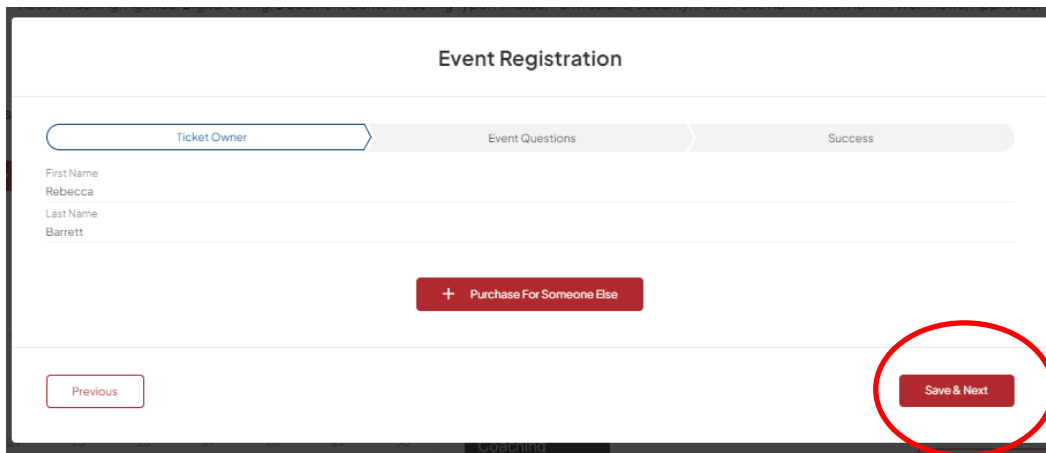


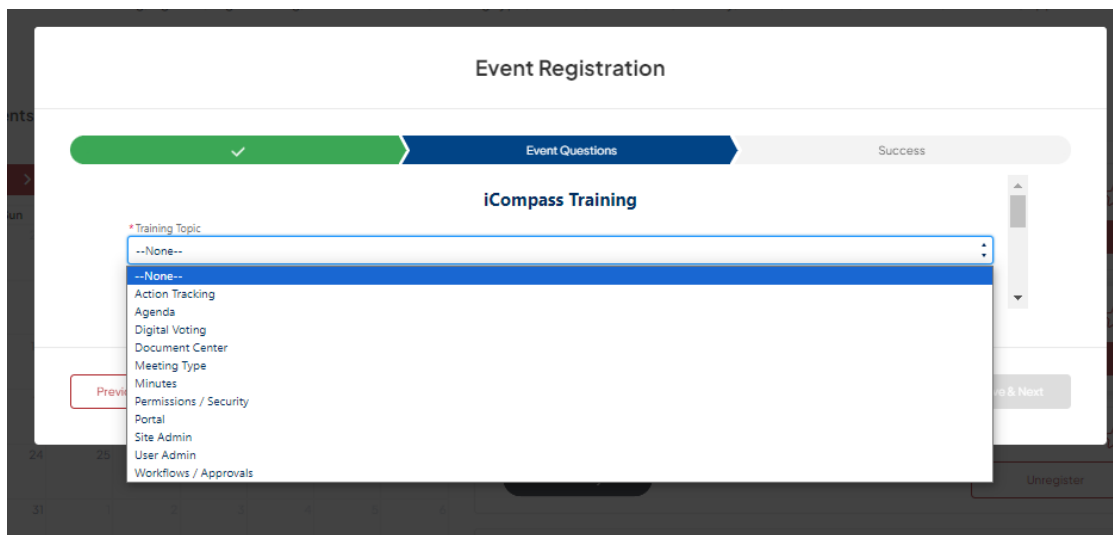
Booking a coaching session

As of March 2024, we will be changing the way that we book coaching sessions. Below is a step-by-step guide to signing up for account and booking a coaching session with one of our dedicated iCompass coaches.

1. To book coaching, you will need to create a Diligent Connect account using the link [here](#).
2. [Click here to watch a step by step tutorial](#).
3. Once you have successfully signed up, Navigate to the iCompass booking page, [linked here](#).
4. You will see a list view of all of our upcoming coaching sessions, available for you to book into.
5. If you require Board Manager or BoxCast/Video Manager training, please select the session with your desired topic in the title.
6. For all other coaching topics, please select 'iCompass Coaching Session' at a time that best suits your availability. You will then be prompted to select your desired topic and fill in some additional information.
7. As you are signed into your account, your information will populate as the registrant of the event. You don't need to 'Purchase for someone else', you will be asked on the next page if there are additional attendee's.



8. If you have chosen 'iCompass coaching session' you will then be prompted to select your desired topic:



- Once you have filled out all of the additional information, select 'Complete' to successfully register for your event.
- Once registered, the meeting link will appear on the event details page. We would suggest saving the link so you can easily access it on the day of training, alternatively you can revert back to this page before your training commences.

iCompass Board Manager Training

🕒 1PM EST
12PM CST
10AM PST

[General Data](#) [Meeting Link](#) [Training](#) [Contact Support](#)

06 Mar **Board Manager Training** Online

📅 Wed, Mar 06, 2024, 01:00 PM - Wed, Mar 06, 2024, 02:00 PM EST

👤 Steve Paul Claydon

Event description

This session is to cover any questions pertaining to the Board Manager experience in iCompass.

Coaching is a one-hour session with staff from your organization and one of our coaches. This is a tailored session to your specific set up and specific questions. This is usually best after training has occurred to address specific set up questions or user administration that were not covered in training.

To ensure you have a smooth and uninterrupted experience, we recommend downloading and double-clicking on the calendar icons in the top right-hand corner, to download the ICS file. This will add the event to your preferred email software, such as Gmail, Outlook, or Apple Calendar.