# BRING IN AN EXPERT

### Step-By-Step Guide to Schedule A Meeting

Visit the page on our agent website (<u>https://goldencareagent.com/bring-in-an-expert/</u>) or go directly to the scheduling app page: <u>https://calendly.com/goldencare-bring-in-an-expert/</u>.

Choose a meeting between

- 15-minutes
- 30-minutes
- 45-minutes or
- 60-minutes.

Click on the corresponding box to begin the scheduling process.







When you've selected a time, you'll be asked to confirm.

## 10:30am

# Confirm

When you click "Confirm," it will move the meeting details to the right, and will open fields for you to complete.

i.e. Your name, email address, phone number (to be used for the meeting on the chosen date/time), etc. Note: If meeting exclusively over the phone, ensure you're able to hold 3-way calls.

To add your client directly to the scheduled meeting, click:

Add Guests

It will expand another field that will allow you to enter your client's email address (up to a maximum of 10).

Email addresses entered under "Add Guests" will also receive the reminder(s)/notification(s).

**Enter Details** Name \* 2GoldenCare Email \* Add Guests GoldenCare Expert Phone Number \* 15 Minute Meeting 15 min What type of coverage is your client considering (i.e. Long-Second Second Se Term Care insurance, Medicare Supplement, etc)? 10:30am - 10:45am, Wednesday, November 23, 2022 🔇 Central Time - US & Canada Please share anything that will help prepare for our meeting. Send text messages to -You will opt in to text messages for this event. Message and data rates may apply. Reply STOP to opt out. Schedule Event

### Guest Email(s)



Notify up to 10 additional guests of the scheduled event.

Once the "Schedule Event" button is clicked, you will receive a confirmation pop-up: IF that date/time are no longer available, you'll receive a notification asking you to view other times:

$\bigcirc$	Sorry, that time is no longer available.	
Confirmed	Please select a different time to book this event.	
You are scheduled with GoldenCare Expert.	View Times	
Redirecting		

From there, you will be redirected to a confirmation on our goldencareagent.com website.

Be sure to check your email for a confirmation. Depending on the email service, you may also have the ability to add the meeting to your calendar:

<ul> <li>Lynn Voss and Golden</li> </ul>	Care Expert	inbox 🟠
25 FRI, NOV	Lynn Voss and GoldenCare Expert          When       Who         11:30 AM - 11:45 AM       ***         Where       ***         ***       ***	View on Calendar
Warketing Support	xmarketingsupport@goldencareusa.com> 📑 📎	Wed, Nov 2 at 3:59 PM な
Location: +1 800-842-7799 What type of coverage is you etc)?: Long-Term Care insura Please share anything that wi burden their one child with ca	r client considering (i.e. Long-Term Care insurance, Medi nce II help prepare for our meeting.: Married couple, consider re.	icare Supplement, ring LTCi so as not to
Need to make changes to this Cancel: <u>https://calendly.com/</u> Reschedule: https://calendly.com/	event? ancellations/ff12c975-6e86-4337-986e-ad06fd5aafe0 com/reschedulings/ff12c975-6e86-4337-986e-ad06fd5aa	fe0

If you added guests to your meeting, they will also receive a confirmation very similar to your own.

Questions? Call our Marketing Team at 800-842-7799!



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