

<https://calendly.com/>

Calendly helps you schedule meetings without the back-and-forth emails

Enter your email

Sign Up

Get started for free. No credit card required.



- ✓ Professional
- ✓ Efficient
- ✓ Saves time
- ✓ Improves results

I am only using this for group classes...I am not using this facility to sync with Online diary!! I use a paper one..

Here is the link to book onto our Intro to Essential Oils FREE online class to find out more:

<https://calendly.com/pete-rea/intro-to-essential-oils-1>

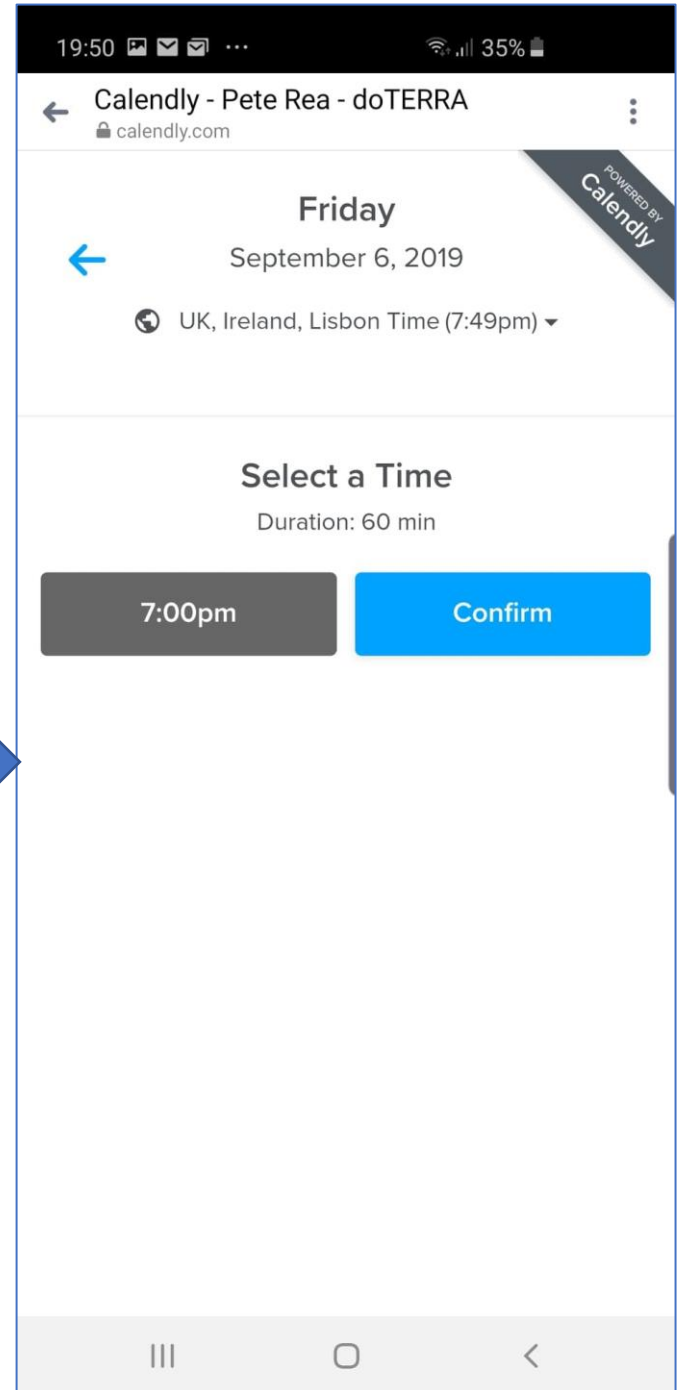
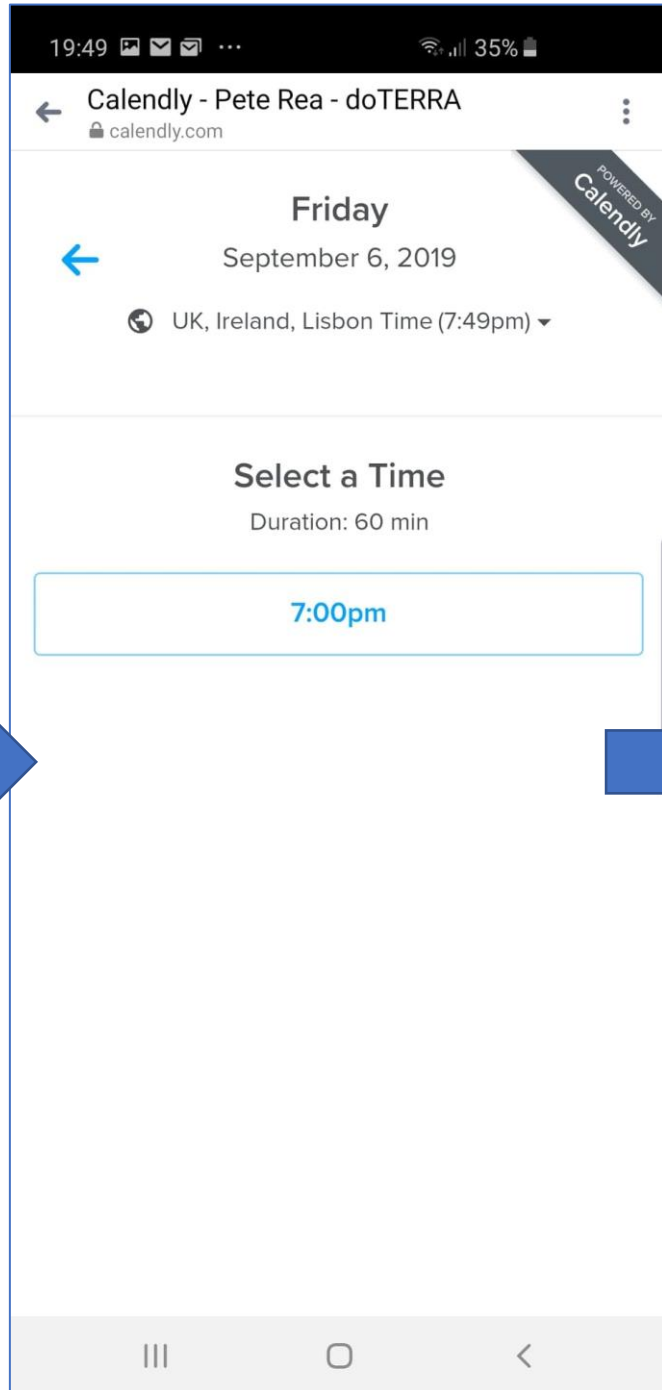
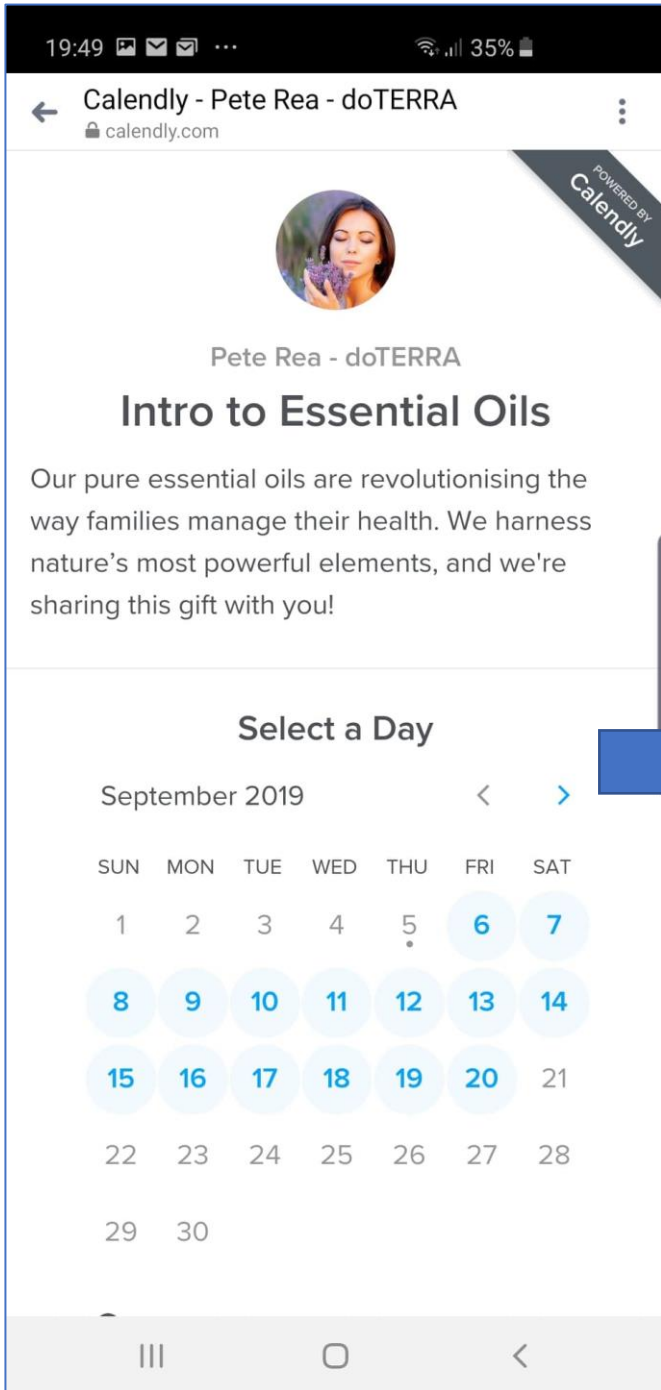


Intro to Essential Oils - Pete Rea - doTERRA

Our pure essential oils are revolutionising the way families manage their health. We harness nature's most powerful elements, and we're sharing this gift with you!

calendly.com

- ✓ WhatsApp
- ✓ Messenger
- ✓ Text
- ✓ Posts
- ✓ Page
- ✓ Adverts
- ✓ Old Leads
- ✓ Website



Calendly - Pete Rea - doTERRA
calendly.com

← Intro to Essential Oils

1 hr Online

7:00pm - 8:00pm, Sunday, September 8, 2019

UK, Ireland, Lisbon Time

Online

POWERED BY Calendly

Enter Details

First Name * Last Name *

Peter Rea

Email *

pete.rea@btinternet.com

Country you live in? *

Uk

Mobile number inc country code *

+447980664696

Are you on WhatsApp? *

Yes

Any experience with essential oils?

Yes

Schedule Event

Calendly - Pete Rea - doTERRA
calendly.com

First Name * Last Name *

Peter Rea

Email *

pete.rea@btinternet.com

Country you live in? *

Uk

Mobile number inc country code *

+447980664696

Are you on WhatsApp? *

Yes

Any experience with essential oils?

Yes

Schedule Event

Calendly - Pete Rea - doTERRA
calendly.com

Confirmed

You are scheduled with Pete Rea - doTERRA.

+ Add to your calendar

Intro to Essential Oils

7:00pm - 8:00pm, Sunday, September 8, 2019

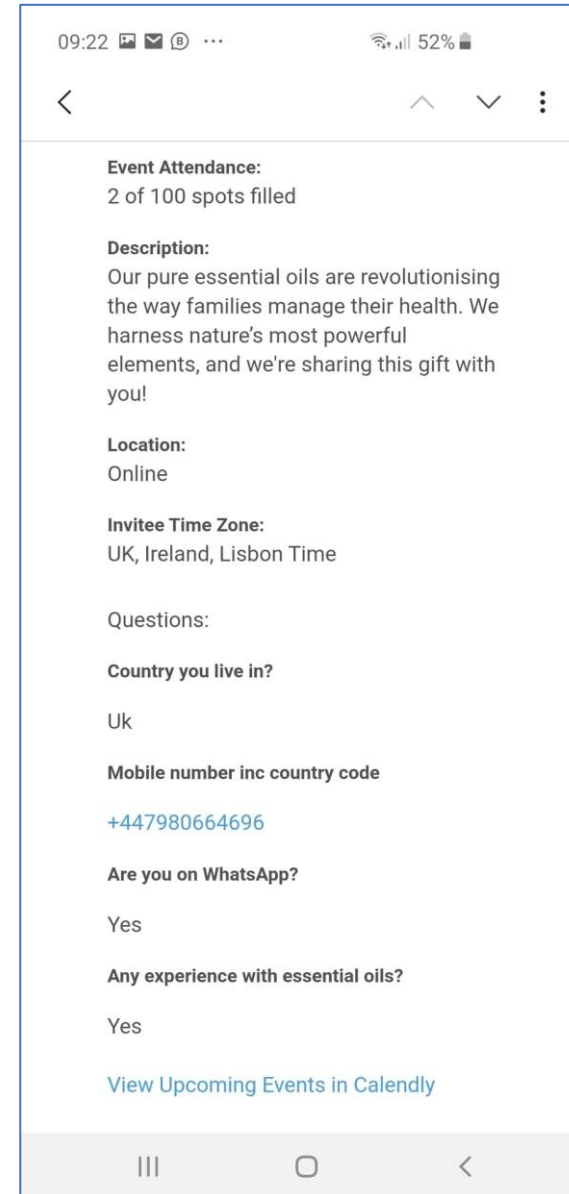
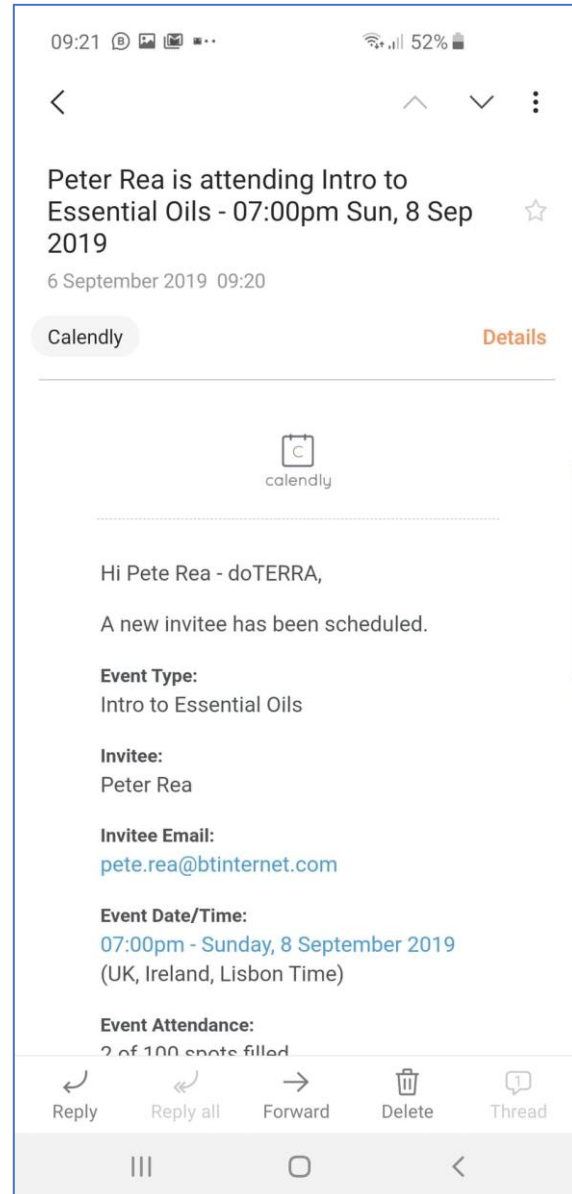
UK, Ireland, Lisbon Time

Online

Simple. Automated. Scheduling.

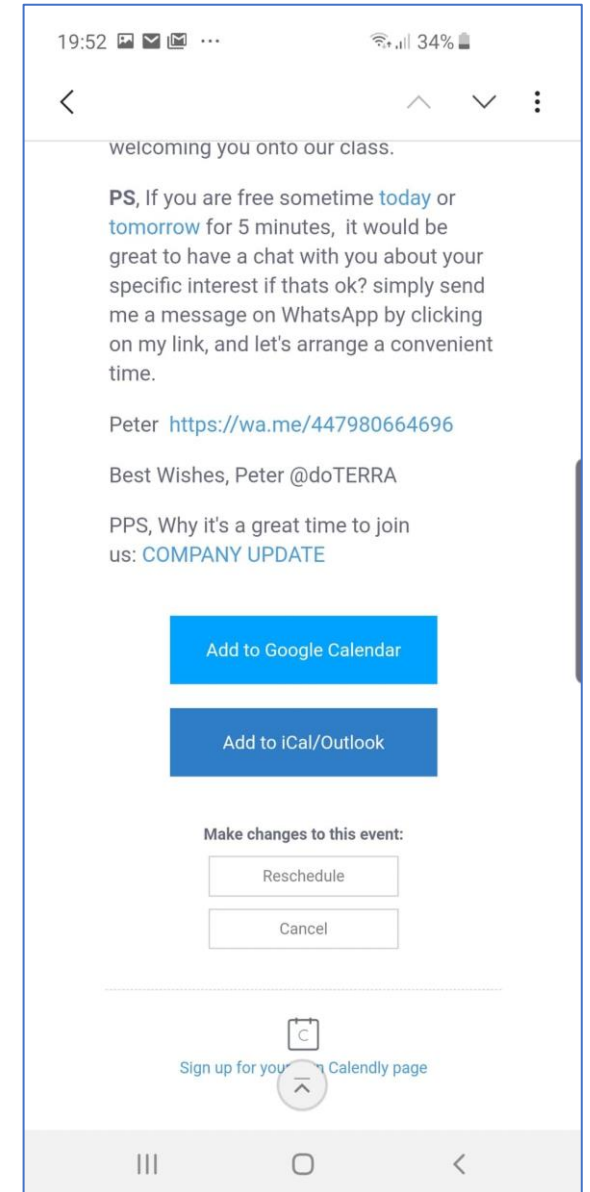
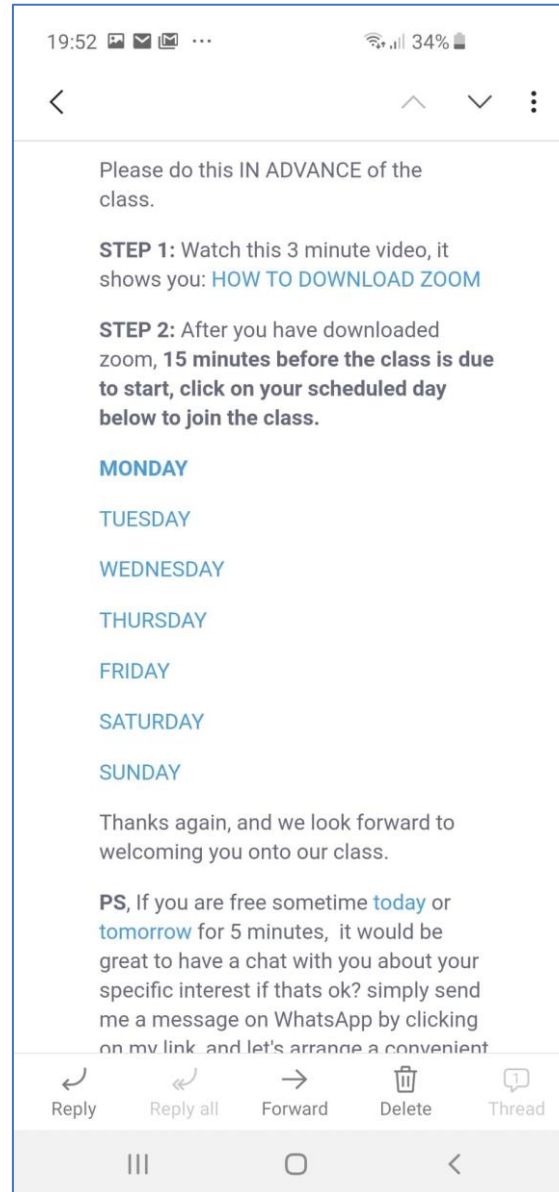
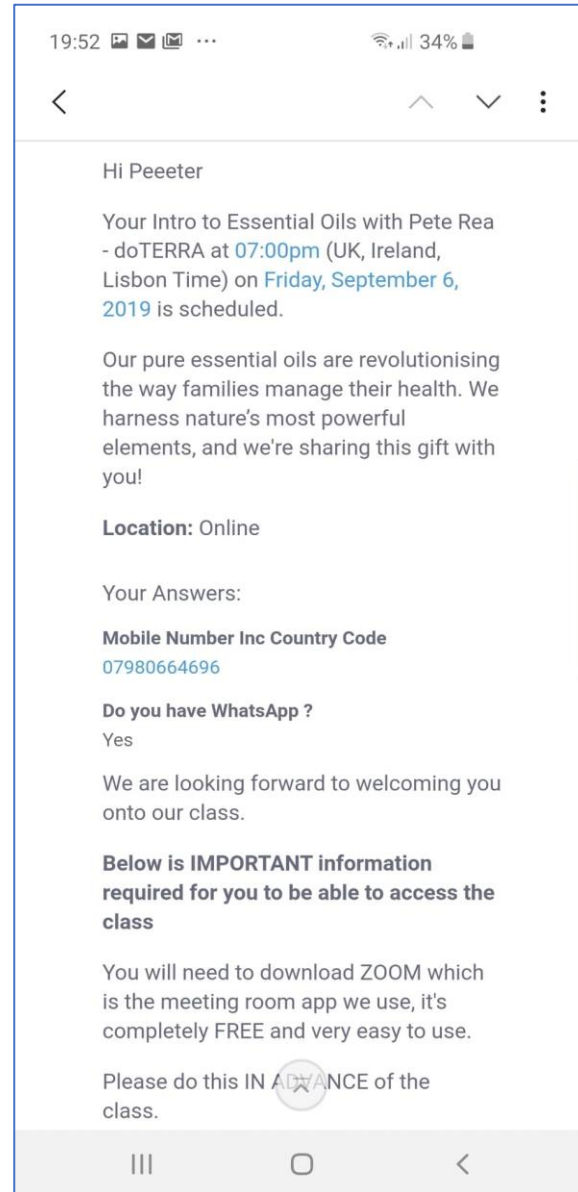
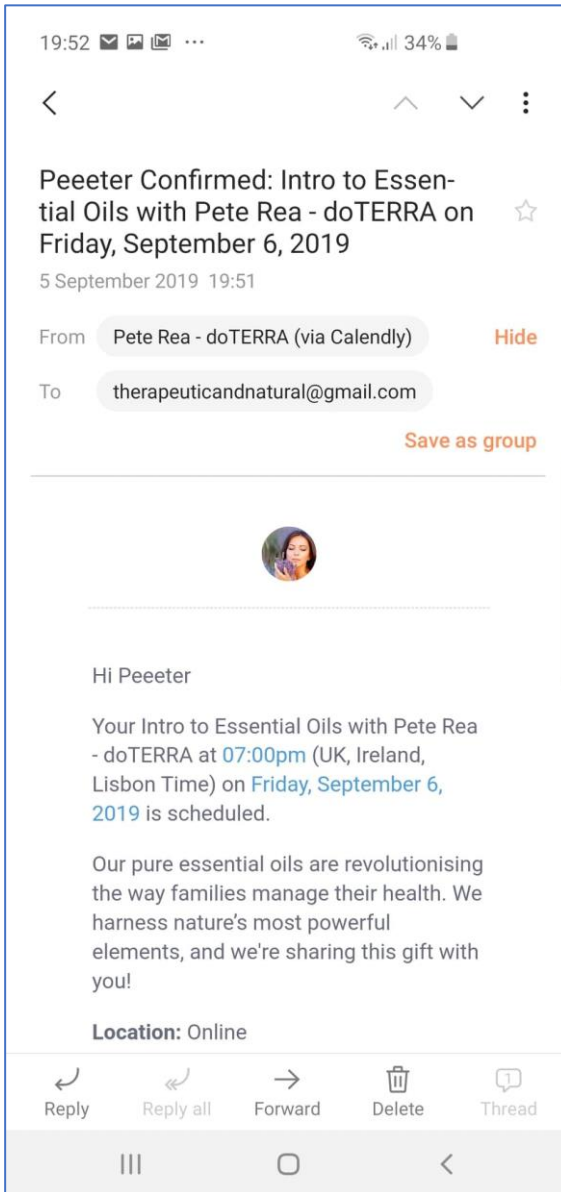
pete.rea@btinternet.com Try it now!

We get sent this email confirmation of their booking

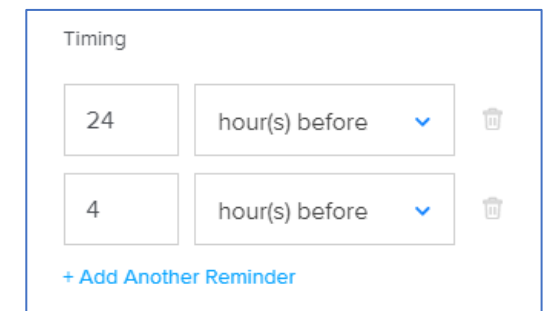
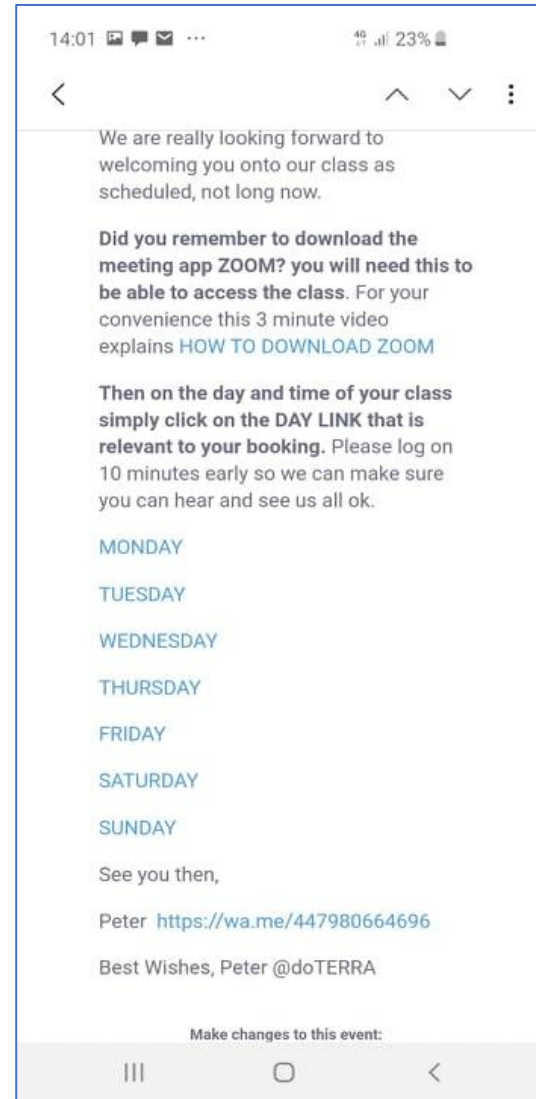
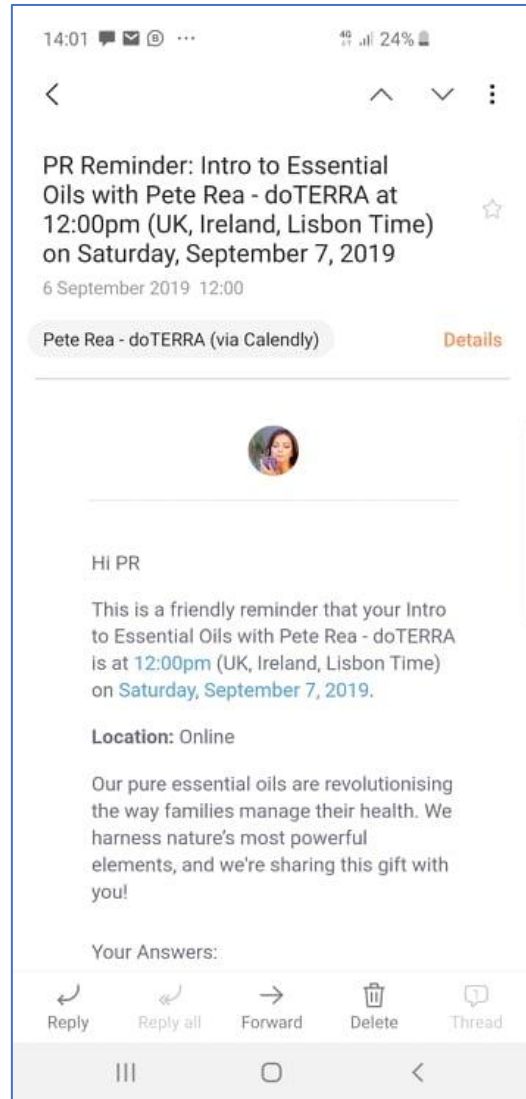


Add them on WhatsApp
If you haven't already

Prospect receives this automated email



And you can schedule automatic reminders



Calendly helps you schedule meetings without the back-and-forth emails

rea992@aol.com

Sign Up

Get started for free. No credit card required.



Home

Integrations

Help



Account ▾

My Calendly ▾

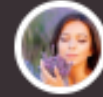
Event Types

Scheduled Events








Home

Integrations

Help



Account ▲

-  Account Settings
-  Billing
-  Calendar Connections
-  Users
-  Share Your Link
-  Apps
-  Logout

Account Settings

Profile

Picture

My link

Login



Calendly Branding ?

SHOW ●

Name ?

Pete Rea - doTERRA

Welcome Message ?

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

Language

English ▼

Language

English ▼

Date Format ?

DD/MM/YYYY ▼

Time Format ?

12h (am/pm) ▼

Country

United Kingdom ▼

Time Zone

Current Time: 10:00am

UK, Ireland, Lisbon Time ▼

Save Changes

Cancel

Account Settings

Profile

Uploaded pictures will display at the top of your Calendly page. (maximum file size of 5MB)

Picture

My link

Login



Change Picture

Remove Picture

Profile

Changing your Calendly URL will mean that all of your copied links will no longer work and will need to be updated.

Picture

My link

calendly.com/

Login

Save Changes

Don't worry about your link just yet, as this is a personal link, we are going to get a meeting link after we create an event

Account Settings



My Calendly


Event Types Scheduled Events

 Filter



Pete Rea - doTERRA
calendly.com/pete-rea



[+ New Event Type](#) 



[Home](#)

[Integrations](#)

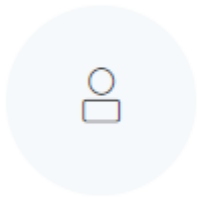
[Help](#)



[Account](#) ▾

[← Back](#)

Create New Event Type



One-on-One

Allow invitees to schedule individual slots with you.

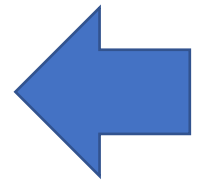
Create



Group

Allow multiple invitees to schedule the same slot. Useful for tours, webinars, classes, workshops, etc.

Create



For Team Intro Classes you MUST select GROUP

[← Back](#)

Edit Group Event Type

Your event type is ON

Invitee language - English ▼ *Last edited 6 September 2019.*

[view live page](#)



What event is this?

Intro to Essential Oils



When can people book this event?

60 min, 15 rolling days

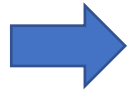
What event is this?
Intro to Essential Oils

Event name * ?



Intro to Essential Oils

Location ?



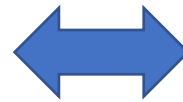
Online

e.g. Joe's Coffee, I'll call you, [GoToMeeting](#), [Zoom](#), [join.me](#)...

- Display location while booking
- Display location only after confirmation

Description/Instructions ?

Our pure essential oils are revolutionising the way families manage their health. We harness nature's most powerful elements, and we're sharing this gift with you!



Our pure essential oils are revolutionising the way families manage their health. We harness nature's most powerful elements, and we're sharing this gift with you!

Event link * ?

calendly.com/pete-rea/
intro-to-essential-oils-1



This link will get created for you automatically
And will become the link you include to direct
People to book the class

Max invitees in a spot * ?



100



Save & Close

[← Back](#)

Edit Group Event Type

Your event type is

ON

Invitee language - English ▼ *Last edited 6 September 2019.*

[view live page](#)



What event is this?

Intro to Essential Oils



When can people book this event?

60 min, 15 rolling days



When can people book this event?

60 min, 15 rolling days

Cancel

Save & Close

Event Duration * ?

15 min	30 min	45 min	60 min	- custom min
--------	--------	--------	---------------	--------------

Date Range ?

Events can be scheduled over 15 rolling days [Edit](#)

Event Time Zone ?

You're in UK, Ireland, Lisbon Time. Your invitees will see your availability in their local time zone. [Edit](#)

Availability ?

Set your available hours when people can schedule meetings with you.



Availability

When can events be scheduled?

Over a period of rolling days ▼

Your invitees will be offered availability for a number of days into the future.

15 rolling days

Apply

Cancel



Be careful with noon! Its pm and if you are using this also for one on one bookings It can conflict with your group class event and effect available days being shown

Availability ?

Set your available hours when people can schedule meetings with you.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 SEP 7:00p - 8:00p	2 7:00p - 8:00p	3 7:00p - 8:00p	4 11:00a - 12:00p	5 4:00p - 5:00p	TODAY 7:00p - 8:00p	7 12:00p - 1:00p
8 7:00p - 8:00p	9 7:00p - 8:00p	10 7:00p - 8:00p	11 11:00a - 12:00p	12 4:00p - 5:00p		

Click in day box – set the time of the class based on the time zone YOU are in, and then click apply to all days i.e all Mondays etc..

On Sat and Sunday it doesn't show an availability so you have To create a new 'Interval' first, then add class time in.

Edit Availability

From: 07:00 pm - To: 08:00 pm

+ New Interval

I'm unavailable

Apply to 1 Sep only

Apply to all Sundays

Or apply to mul

Cancel

Save & Close

📅 When can people book this event?

60 min, 10 rolling days

Cancel

Save & Close

Event Duration * (?)

15 min	30 min	45 min	60 min	- custom min
-----------	-----------	-----------	-------------------	-----------------

Date Range (?)

Events can be scheduled over 10 rolling days [Edit](#)

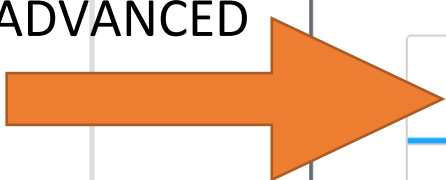
Event Time Zone (?)

🌐 You're in UK, Ireland, Lisbon Time. Your invitees will see your availability in their local time zone. [Edit](#)

Availability (?)

Set your available hours when people can schedule meetings with you.

NOW CLICK ADVANCED



Hours **Advanced** [Copy availability from...](#) ▾

10 May - 23 May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	TODAY	12	13	14	15	16
11:00 - 12:00	6:00 - 7:00	6:00 - 7:00	11:00 - 12:00	1:00 - 5:00	6:00 - 7:00	12:00 - 1:00

Change this to ZERO



Minimum Scheduling Notice

Use this setting to prevent last minute events.

Prevent events less than

hours away

Event Buffers

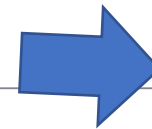
You can check its been set up the way you want

Back

Edit Group Event Type

Your event type is **ON**

Invitee language - English Last edited 6 September 2019.



view live page

- What event is this?
Intro to Essential Oils
- When can people book this event?
60 min, 15 rolling days

And Yes it is set up correct, class day only shows the time I wanted

View as invitee Account

Pete Rea - doTERRA

Intro to Essential Oils

1 hr
Online

Our pure essential oils are revolutionising the way families manage their health. We harness nature's most powerful elements, and we're sharing this gift with you!

Select a Date & Time

September 2019

SUN	MON	TUE	WED	THU	FRI	SAT
						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

UK, Ireland, Lisbon Time (4:21pm)

powered by Calendly

Pete Rea - doTERRA

Intro to Essential Oils

1 hr
Online

Our pure essential oils are revolutionising the way families manage their health. We harness nature's most powerful elements, and we're sharing this gift with you!

Select a Date & Time

September 2019 Saturday, September 7

SUN	MON	TUE	WED	THU	FRI	SAT
						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12:00pm

UK, Ireland, Lisbon Time (4:21pm)

powered by Calendly

Secret Event 

Hide this event from your main Calendly page?

YES

Because I am only using this for people I send invites to I have left this as hide From my Calendly page. Not sure if this The best thing to do tbh.

Additional Options



Invitee Questions

Name, Email + 4 questions



Notifications and Cancellation Policy

Email Confirmations, Email Reminders

First Name *

Last Name *

Email *

↕ Country you live in? *

↕ Mobile number inc country code *

↕ Are you on WhatsApp? *

↕ Any experience with essential oils?

[+ Add New Question](#)

You can click on existing default tabs
And edit them as I have

You can also add new questions

Then SAVE





Cancel

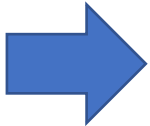
Save & Close

VERY IMPORTANT SECTION – this will provide the prospect with all of the Extra info we want them to be aware of to download zoom and the different Links to click on to join the correct class!

Additional Options

 Invitee Questions
Name, Email + 4 questions

 Notifications and Cancellation Policy
Email Confirmations, Email Reminders



✉ Notifications and Cancellation Policy
Email Confirmations, Email Reminders

Cancel

Save & Close



 **Email Confirmations** ?

Your invitee will receive an email confirmation with links to create their own calendar event.

[Personalize](#)



Email Cancellations

Email notifications will be sent to your invitee if you cancel the event.

[Personalize](#)



Text Reminders ?

Your invitees will have the option of receiving text reminders before a scheduled event at specified times.

Inactive



Email Reminders ?

An invitee will receive a reminder email before a scheduled event at specified times.

[Personalize](#)



Gettin

Subject



Restore default

{{invitee_first_name}} Confirmed: {{event_name}} with {{my_name}} on {{event_date}}

Subject



{{invitee}} {{my_name}}

{{invitee_full_name}}

Body



{{invitee_first_name}}

{{invitee_last_name}}



This is the default info... They would just get this if you didn't customise it... It would just confirm their booking and any questions you had asked that they replied with



Body ?

↶ ↷ **B** **I** 🔗 ▼

Restore default

```
Hi {{invitee_first_name}}  
Your {{event_name}} with {{my_name}} at {{event_time}} on {{event_date}} is scheduled.  
{{event_description}}  
{{location}}  
{{questions_and_answers}}
```

We NEED to add the ALL important customisations – see next page

This is just part of the email, so I can show you how to create the clickable links

The screenshot shows an email editor interface. At the top, there is a rich text toolbar with icons for undo, redo, bold (B), italic (I), link (G), and a dropdown arrow. Two blue arrows labeled '2' and '3' point to the bold and link icons respectively. Below the toolbar is a text area containing a draft email. The email text includes placeholders like {{invitee_first_name}}, {{event_name}}, and {{my_name}}. A link 'HOW TO DOWNLOAD ZOOM' is highlighted in yellow, with a blue arrow labeled '1' pointing to it. A 'Restore default' button is visible in the top right corner of the editor.

The screenshot shows a 'Link' dialog box with a close button (X) in the top right corner. It contains two input fields: 'URL' with the value 'https://youtu.be/pPGOQ5wBk1w' and 'Text' with the value 'HOW TO DOWNLOAD ZOOM'. There is a checked checkbox labeled 'Open link in new tab'. At the bottom, there are 'Cancel' and 'Insert' buttons.

- 1- Highlight what you want to hyperlink: **HOW TO DOWNLOAD ZOOM**
- 2 – **Make bold**
- 3 – Click on link icon
- 4 – Past in link url and click insert - I have put all relevant links on a page for you to easy access (I think of everything lol)

This is my complete customised section of the email, every blue line of text is a hyper link

We are looking forward to welcoming you onto our class.

Below is IMPORTANT information required for you to be able to access the class

You will need to download ZOOM which is the meeting room app we use, it's completely FREE and very easy to use.
Please do this IN ADVANCE of the class.

STEP 1: Watch this 3 minute video, it shows you: [HOW TO DOWNLOAD ZOOM](#)

STEP 2: After you have downloaded zoom, **15 minutes before the class is due to start, click on your scheduled day below to join the class.**

[MONDAY](#)

[TUESDAY](#)

[WEDNESDAY](#)

[THURSDAY](#)

[FRIDAY](#)

[SATURDAY](#)

[SUNDAY](#)

Thanks again, and we look forward to welcoming you onto our class.

PS, If you are free sometime today or tomorrow for 5 minutes, it would be great to have a chat with you about your specific interest if thats ok? simply send me a message on WhatsApp by clicking on my link, and let's arrange a convenient time.

Peter <https://wa.me/447980664696>

Best Wishes, Peter @doTERRA

PPS, Why it's a great time to join us: [COMPANY UPDATE](#)

Links for you to use

HOW TO DOWNLOAD ZOOM: <https://youtu.be/pPGOQ5wBk1w>

MONDAY (Debra's zoom) <https://zoom.us/j/6977395897>

TUESDAY (Peter's zoom) <https://zoom.us/j/6959470658>

WEDNESDAY (Peter's zoom) <https://zoom.us/j/6959470658>

THURSDAY (Neil's zoom (Standing in for Paula until further notice) <https://zoom.us/j/6201467286>

FRIDAY (David Miller zoom) <https://zoom.us/j/8170288966>

SATURDAY(Neil's zoom) <https://zoom.us/j/6201467286>

SUNDAY (Dave Williams zoom) <https://zoom.us/j/4146490779>

COMPANY UPDATE <https://youtu.be/ZFY7UDrFcEk>



Email Reminders ?

An invitee will receive a reminder email before a scheduled event at specified times.

Personalize

ON



Email Reminders ?

An invitee will receive a reminder email before a scheduled event at specified times.

Close

ON

Subject ?



Restore default

Reminder: {{event_name}} with {{my_name}} at {{event_time}} on {{event_date}}

Body ?



Restore default

Hi {{invitee_full_name}},
This is a friendly reminder that your {{event_name}} with {{my_name}} is at {{event_time}} on {{event_date}}.
{{location}}
{{event_description}}
{{questions_and_answers}}



Timing

24

hour(s) before



4

hour(s) before



[+ Add Another Reminder](#)

We are really looking to welcoming you onto our class as scheduled, not long now.

Did you remember to download the meeting app ZOOM? you will need this to be able to access the class. For your convenience this 3 minute video explains [HOW TO DOWNLOAD ZOOM](#)

Then on the day and time of your class simply click on the DAY LINK that is relevant to your booking. Please log on 10 minutes early so we can make sure you can hear and see us all ok.

[MONDAY](#)

[TUESDAY](#)

[WEDNESDAY](#)

[THURSDAY](#)

[FRIDAY](#)

[SATURDAY](#)

[SUNDAY](#)

See you then,

Peter <https://wa.me/447980664696>

Best Wishes, Peter @doTERRA



My Calendly

Event Types Scheduled Events

Filter



Pete Rea - doTERRA
calendly.com/pete-rea

+ New Event Type



Intro to Essential Oils

1 hr, Group

[/intro-to-essential-oil...](#) [Copy Link](#)



<https://calendly.com/pete-rea/intro-to-essential-oils-1>

if I have an email address

Hi , you replied to our Social Media advertisement expressing an interest in our Certified Pure Therapeutic Grade Essential Oils.

THE NEXT STEP:

Is to attend our educational LIVE ONLINE CLASS, it's an 'Intro to doTERRA and Essential Oils' it's completely FREE.

When you attend the class you will discover:

1. Why choose doTERRA
2. Why our oils are the purest on planet earth!
3. How to **BOOST YOUR IMMUNE SYSTEM** to help guard against Bacteria & Viruses that attack your cells!
4. How to take control of your health naturally, reducing the risks of chronic disease & serious illness
5. What oils can be used for certain health conditions (10 x core oils)
6. How to use the oils safely and effectively
7. How to purchase the oils at wholesale prices
8. Working with us to develop an income stream *optional
9. Options for joining doTERRA

You can easily book onto our free class' It's live and online - you don't even need to leave the house; you can access it from your smart phone - laptop - or PC. It's also very convenient, you can simply book a day and time that suits you best, just click on the link below:

[BOOK A CLASS](#)

Ps, if you're free today or tomorrow for 5 minutes, it would be great to chat live about your specific interest if that's ok? **Please just WhatsApp me** by clicking on my link: <https://wa.me/447980664696>

Also here is a great 4-min video showing you why doTERRA is different to every other essential oils company: <https://youtu.be/NLYPZ1c4IzA>

Thanks again, please [BOOK CLASS](#) and I look forward to hearing back from you.

Peter @doTERRA

Connect with me on Facebook:

<https://www.facebook.com/PeterReaDoTERRA>

Good Morning Mihaela

It's Pete from doTERRA Essential Oils, I hope you are well. 🙏

Re: your enquiry Working with us as a Product Consultant.

STEP 1: Please watch this 4 min-video showing why we are the global leading company 📌

<https://youtu.be/NLYPZ1c4IzA>

STEP 2: Book onto our online intro class:

You will find out more about doTERRA - our Therapeutic Grade Essential Oils and how you can work with us to earn an income without leaving your home!

Book intro class: 📌

<https://calendly.com/pete-rea/intro-to-essential-oils-1>

Ps, I will give you a call later on this number to chat about your enquiry, it will

only take 5 mins. Look forward to speaking.

Thanks Pete 💧🌈

10:27 ✓✓

If they are on WhatsApp (if not TEXT)

Good Morning Mihaela

It's Pete from doTERRA Essential Oils, I hope you are well.

Re: your enquiry

STEP 1: Please watch this 4 min-video showing why we are the global leading company
<https://youtu.be/NLYPZ1c4IzA>

STEP 2: Book onto our online intro class:

You will find out more about doTERRA - our Therapeutic Grade Essential Oils and how you can work with us to earn an income without leaving your home!

Book intro class:

<https://calendly.com/pete-rea/intro-to-essential-oils-1>

Ps, I will give you a call later on this number to chat about your enquiry, it will only take 5 mins. Look forward to speaking. Thanks Pete

If they don't reply to your email or WhatsApp after a few days. I send this..

Good Morning..

Just in case you've been a little busy, you can easily book onto our free 'Intro to Essentials Oils class' it only takes 2 minutes.....

The class will be live and online, so you don't even need to leave the house, you can simply access it from your phone, laptop or PC.

It's also convenient as you can book a day and time that suits you best.

Just click on the link below:

<https://calendly.com/pete-rea/intro-to-essential-oils-1>

I look forward to receiving your class confirmation so we can share with you the healing powers of our amazing 100% pure therapeutic grade essential oils, the most pure, potent, and effective oils on earth.

Thanks Pete - doTERRA ipc 😊