

INNER INSIGHTS CLIENT BOOKING APP



BOOK NOW

Hi! It's Claudia — your new Spiritual Bestie & Imperfect Ally.
Download my App to book your coaching sessions on the go!

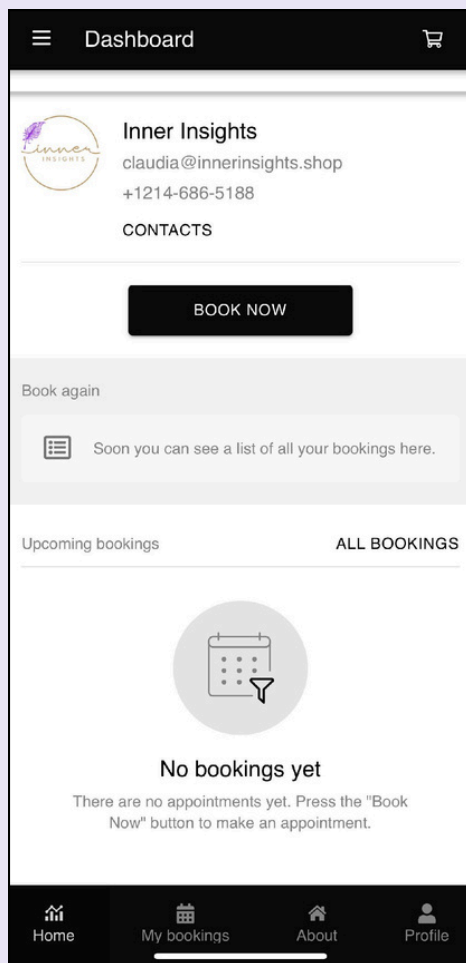
START HERE

Download the Inner Insights Client Booking App via your iPhone or Android smartphone. Here's the link: <https://innerinsights.simplybook.me/v2/app>

Copy and paste the link to your favorite browser to download this Booking App to your smartphone, tablet, or desktop computer.

Let's get acquainted with all of the App's features. Then, we will move on to booking a session.

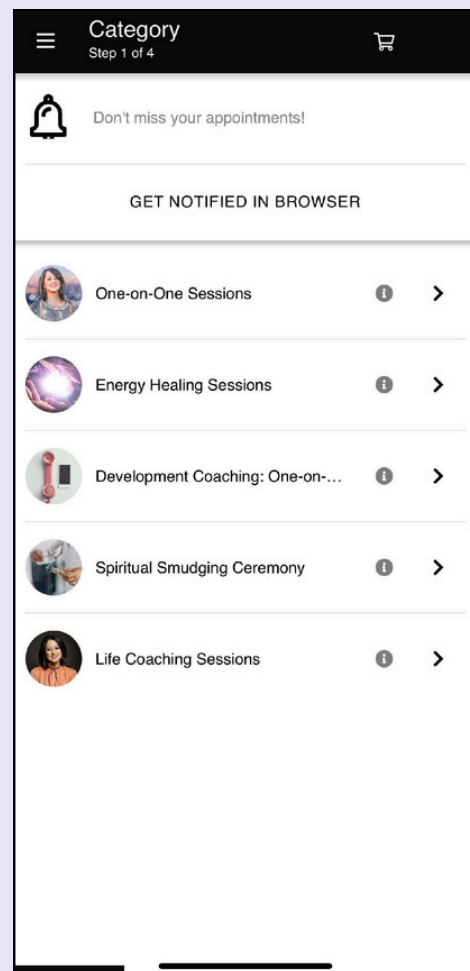
1 DASHBOARD



On the **Dashboard** start page, you will find the Inner Insights business contact information.

Your **Upcoming Bookings** will be displayed here too.

2 CATEGORY (I.E. SERVICES)



On the **Category** page, you will find a menu of all the services offered at Inner Insights.

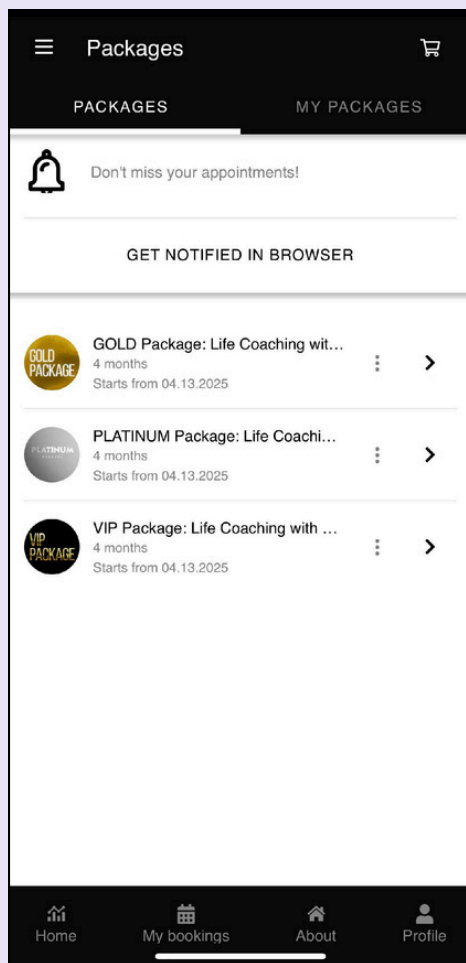
You can click on the **i icon** on the right of the service to find more details about the specific service. It will help you select the service that offers what you need.

PROGRESSIVE WEB APP

This App is a Progressive Web App (or simply PWA). Install it on any smartphone, tablet or even on your desktop computer — it uses very little storage space and requires no updates.

Below is more information about the App's features.

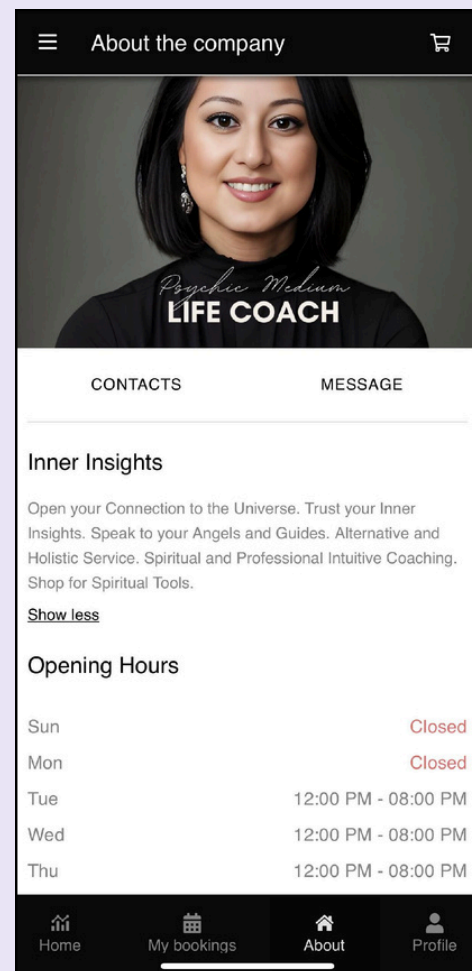
3 PACKAGES



On the **Packages** page, you will see “The Imperfect Coaching” bundled coaching services. You can click on the **Three Dot Icon** to the right of each coaching package to view more details. You can then decide which option feels good to you.

Be on the lookout for upcoming service bundles on the Packages page!

4 ABOUT INNER INSIGHTS




On the **About the Company** page, you will find Inner Insight's hours of operation.

Any changes to the “Opening Hours” will be found on this page.

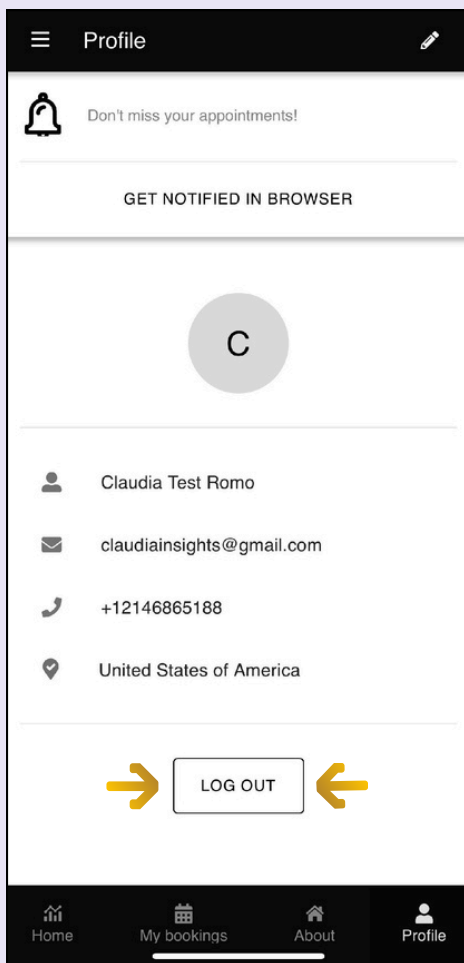
Holiday Closures will be found here too.

RECEIVE NOTIFICATIONS

You can receive notifications from us about your appointments and our special promotions. Just click on the  icon.

By design, a PWA app cannot access your device data or personal information and is therefore as safe to use as visiting normal webpages on the internet.

5 YOUR PROFILE



The **Profile** page is where you will see your personal information.

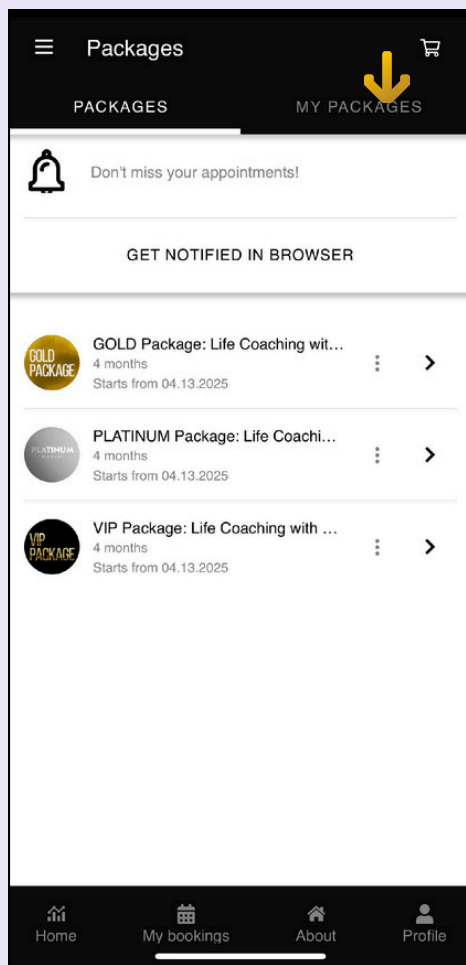
This is also the place where you can log out of your booking app by clicking the **LOG OUT** button.

LIFE COACHING PACKAGES

Congratulations! You've purchased a **Gold, Platinum** or **VIP Package**. Now you get to book your sessions on the dates and times that work best for you.

First, let's check to see where your purchased package is located in this App. Then, we'll walk you through how to book your coaching sessions. Let's begin!

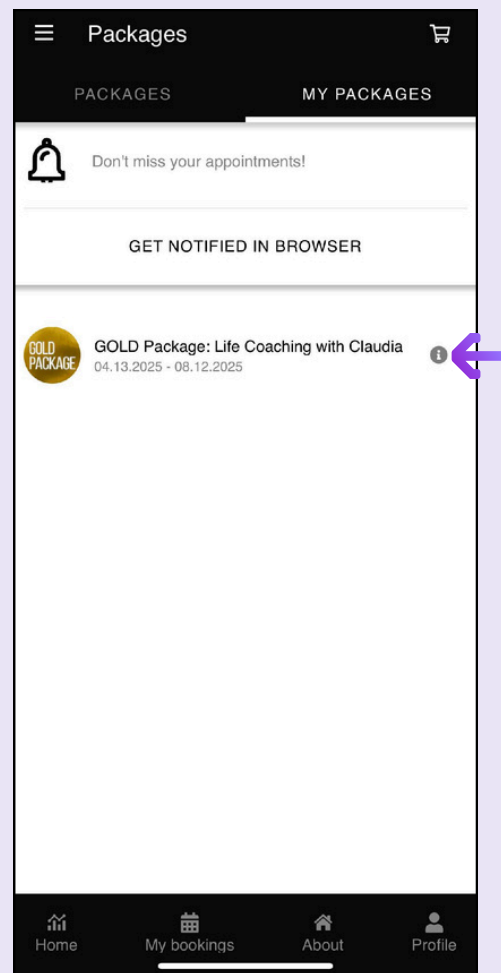
1 GO TO PACKAGES



On the **Packages** page, you will find all three of “The Imperfect Coaching” bundled coaching service packages.

Click on the **My Packages** tab located to the right of the Packages tab.

2 CLICK ON MY PACKAGES



On the **My Packages** page, you will find the package you selected and paid for.

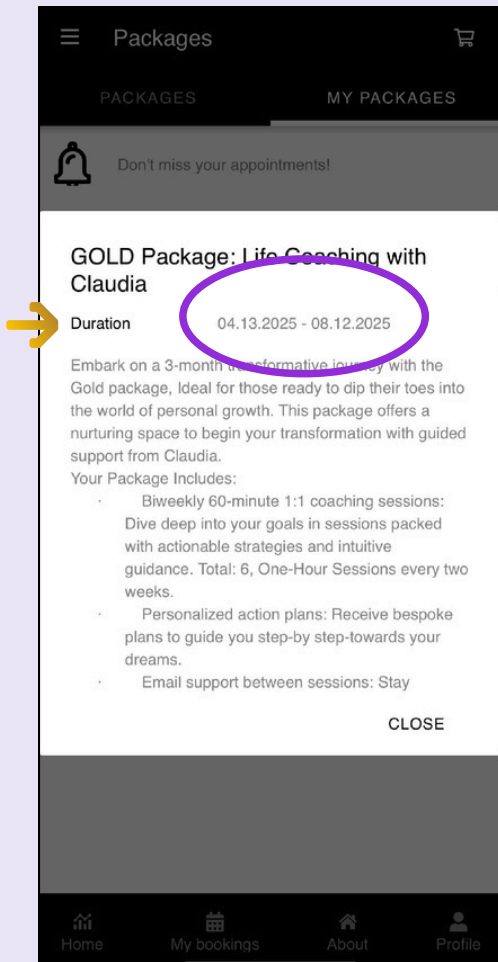
If you want details on what you signed up for, click the **i icon**.

LIFE COACHING PACKAGES

I'm thrilled to partner with you and am beyond excited to support you on this journey of self-discovery. I am incredibly grateful that you are choosing to put your trust in me. Get ready for a magical ride!

Now, let's revisit what you signed up for. Next, you will book your 1st session.

3 YOUR PACKAGE DETAILS



LET'S BOOK YOUR 1ST SESSION!



Once you click on the **i** icon you will see this white pop-up box. It contains details about the coaching package you purchased.

It also includes the **Duration** of the program. **Note! You can only book your sessions within the allotted time frame stated here. For example, if this Client tries to book a coaching session after 08/12/25, they will not be able too.**

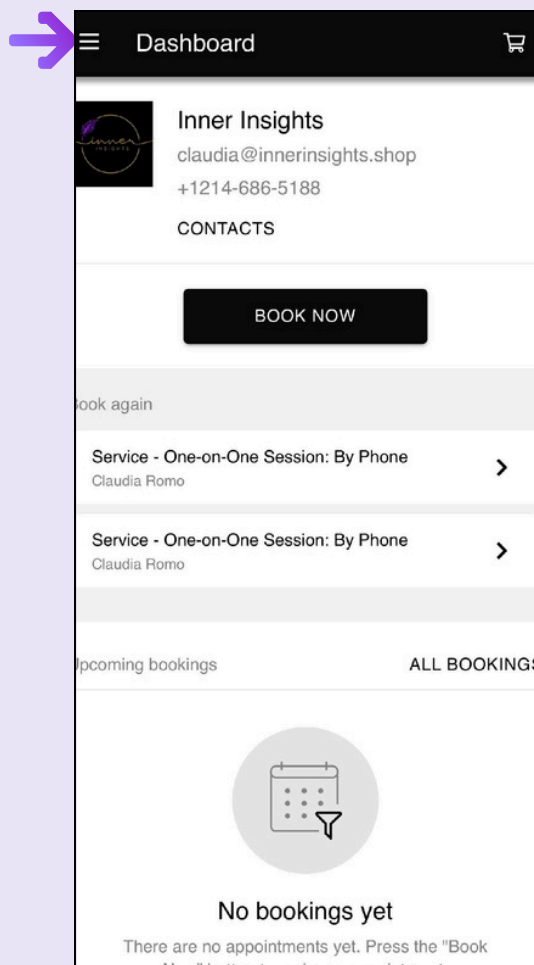
I can't wait to get started! I hope you are excited too.

BOOK NOW


Did you know that you can reschedule any session via this app? You sure can — as long as you do so within 24-hours of the start time of the session.


If you have an emergency the day of your session, contact Claudia at 214-686-5188 or at claudiatheimperfectcoach@gmail.com. Claudia may assist you in rebooking the session. Rebooking is at Claudia's discretion. Ok, let's book now.

1 DASHBOARD START PAGE

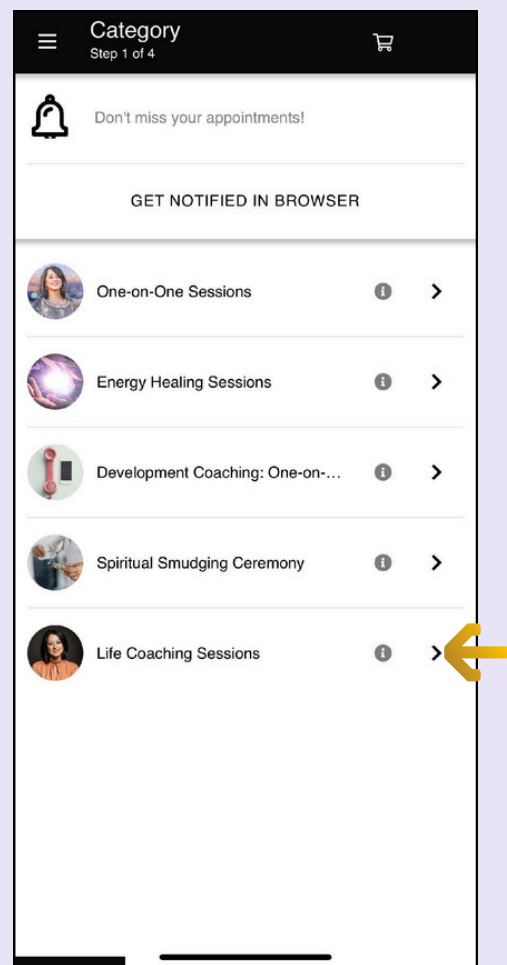


Once you log into the Booking App you will be taken to the **Dashboard** start page.

Click on the **Menu Icon**  to the left of the Dashboard header.

Now, click on the **Start Booking Icon** .

2 CATEGORY (STEP 1 OF 4)



Now you are on the **Categories** page.

Next, click on **Life Coaching Sessions**.

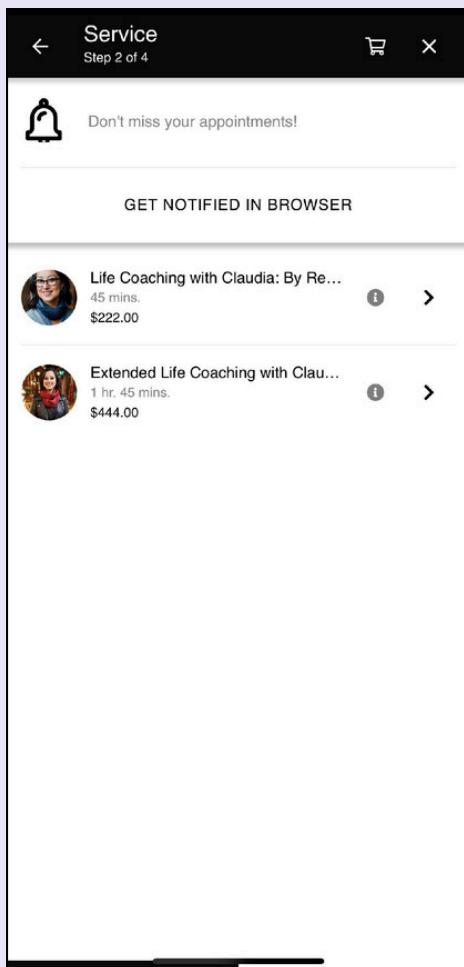
This will take you to the **Service** page.

REMOTE SESSIONS

All of our coaching sessions will be via Zoom. The Coaching Session Zoom link will be provided to you via email and included in the calendar appointment reminder.

I recommend you save the appointment to your Google, Outlook, iCal, or Yahoo calendar so that you can locate easily on the day of our session.

3 SELECT SERVICE (STEP 2 OF 4)



On the **Service** page, you will see two options to choose from.

If you purchased the **GOLD Package**, you must select *"Life Coaching with Claudia: By Zoom."*

If you purchased the **PLATINUM** or **VIP Package**, you must select *"Extended Life Coaching with Claudia: By Zoom."*

Select the session you want to book. You will now be automatically directed to complete Step 3.

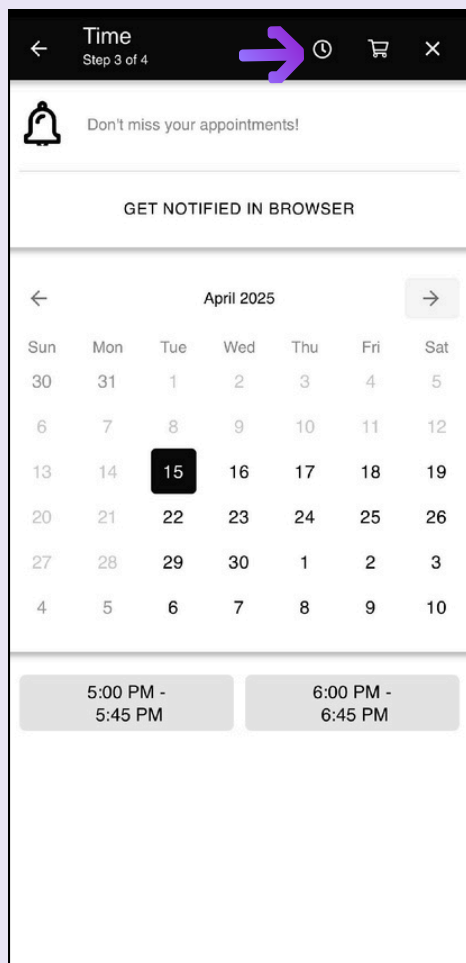
SELECT DATE & CHANGE YOUR TIME ZONE

Make sure to **Accept All Cookies** in the App or website log-in booking page. **Not doing so will create issues with your password and log-in experience.** If you don't "Accept All Cookies" the App or website may not recognize your information.

Not accepting all cookies may result in the booking software giving you an error message that *"your log-in and password are incorrect."*

Now, let's pick a date and time. Then, we will confirm the details of the booking.

4 SELECT A DATE & TIME (STEP 3 OF 4)

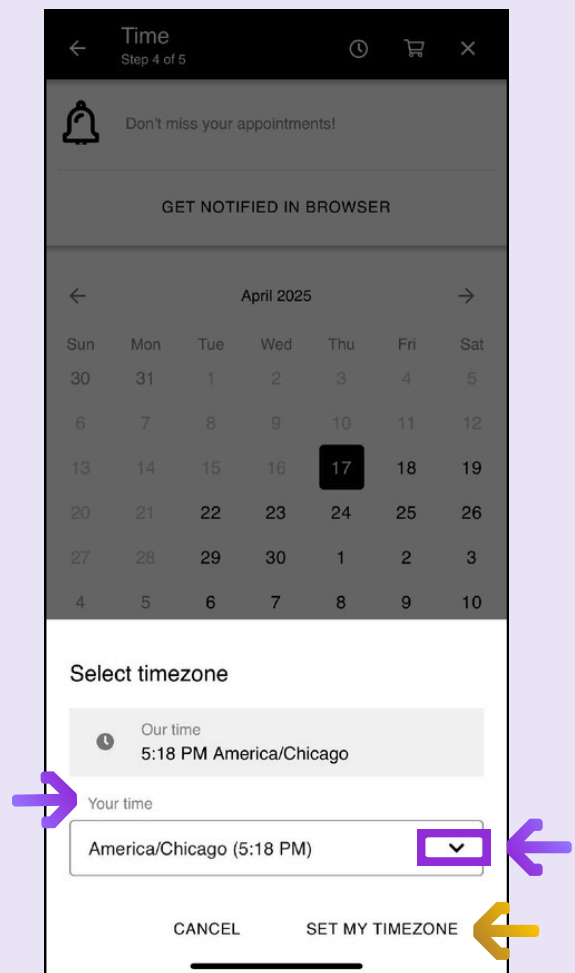


On the **Time** page, select the date and time that work best for you.

But first, make sure to change the time zone from its default setting (American/Chicago) to your preferred time zone.

To **Change the Time Zone**, click on the 🕒 icon to the right of the word "Time."

5 SELECT YOUR TIME ZONE



After clicking on the clock icon, click the **Your Time** drop-down menu on the right to select your preferred time zone.

Then, click **SET MY TIME** on the lower right corner of the App.

Once you select the date and time you want for your session, the App will take you to the **Confirm Details** page.

CONFIRM DETAILS

The Inner Insights Client Booking App uses **Package Credits** to book pre-paid services. You will have a chance to select this option before you finalize your booking.

You can also get a summary of the credits used/remaining for your coaching package. Now, let's confirm the details of this booking.

6

CONFIRM DETAILS (STEP 4 OF 4)

The screenshot shows the 'Confirm details' page (Step 4 of 4) in the Inner Insights Client Booking App. The page is titled 'Confirm details' and 'Step 4 of 4'. It features a section for 'GET NOTIFIED IN BROWSER' with a text input field for notes. Below this is a summary of the booking: 'Life Coaching with Claudia: By Remote T...' for '04.15.2025 1:00 PM' with 'Claudia Romo' as the coach. The 'Texas Tax Fee' is '\$13.88' and the 'Total for booking' is '\$235.88'. A note states 'Package credits can be used in the next step if they are available'. There are two checkboxes: 'I agree with Inner Insights Terms & Conditions *' and 'Subscribe to be one of first to receive our promotions, cool offers and get other relevant information.' At the bottom, there is an 'ADD ANOTHER SERVICE' link and a 'CONFIRM BOOKING' button.

On the **Confirm details** page, you can **Add Notes** for your coach to read prior to your session. You can also request an in-person coaching session if you live in Dallas, TX.

Claudia will review your request and will notify you if an in-person session is available for the time and date you selected.

A revised in-person appointment will be sent to you only if your request is accepted.

Now, click on **"I agree...Terms & Conditions"** Click on **Subscribe**. Loyalty Rewards program rewards, merch, and upcoming self-paced classes will be announced via my email newsletter. Be sure not to miss out.

OK, DON'T PANIC! You **will not** be charged again. **Package credits** will be used at checkout. Package Credits are your coaching package's pre-paid sessions.

You can use these to book your "Life Coaching with Claudia: By Zoom" for the GOLD Package or "Extended Life Coaching with Claudia: By Zoom" for the PLATINUM & VIP Packages.

VIP CLIENTS ONLY: To **book a Card Reading** or **book an Energy Healing** using your **6 Package Credits**, select **"One-On-One Session: By Zoom."** **THIS IS THE ONLY SELECTION YOU CAN MAKE TO USE YOUR 6 PACKAGE CREDITS.** In the notes, let me know if you want a card reading or an energy healing by phone or by Zoom. I'll send a revised appointment to you with the final details.

Lastly, you can **ADD ANOTHER SERVICE** to book multiple coaching sessions, add other services, or you can **CONFIRM BOOKING** to move to the next step.

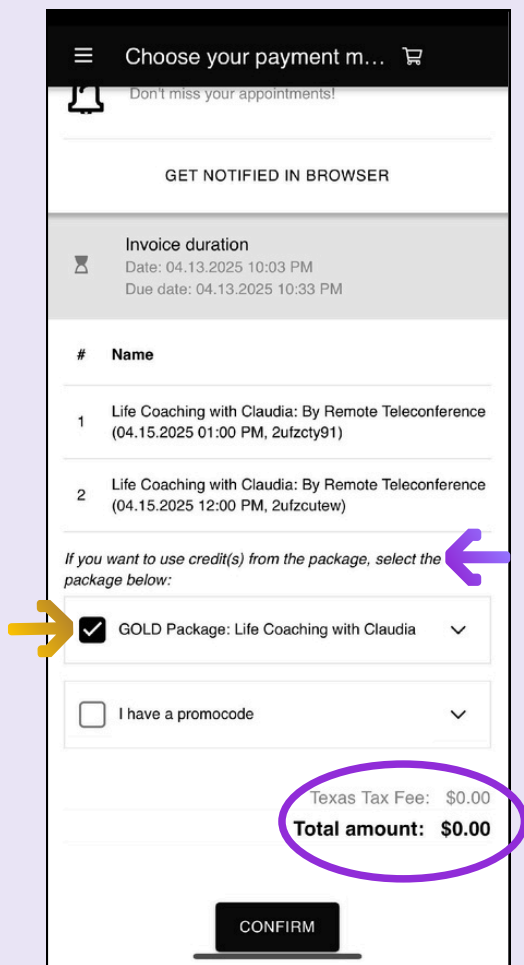
CHOOSE PAYMENT

You can now pay with **Square, Pay Pal, and Pay Pal Checkout** for a convenient and secure checkout experience. You can also leave a **Tip** if you wish to show me some extra Love. May your generosity return to you multiplied 100x or better!

Both Pay Pal and Pay Pal Checkout give you the option to **“Pay Later”**— offering you the flexibility to break down purchases into four, interest-free payments.

Book Now, Pay Later.

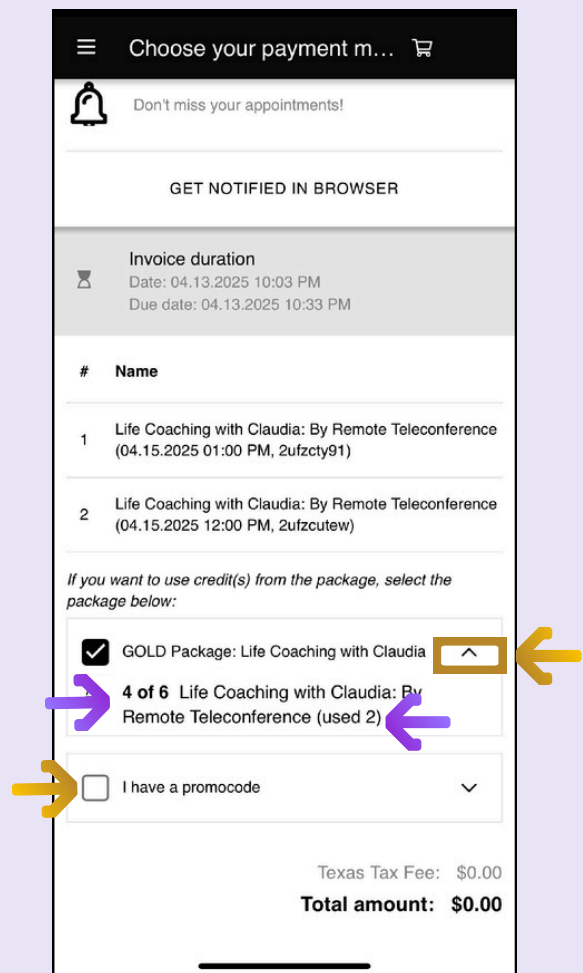
7 CHOOSE YOUR PAYMENT




On the **Choose Your Payment** page, click the **Check Mark** to the left of your Coaching Package.

Once you do so, you will see the fee change to **“Total amount: \$0.00;”** that is unless you add another service that is not included in your pre-paid coaching package.

8 CLICK ICON PACKAGE CREDITS



Click the **Drop-Down Arrow**  to the left of your Gold, Platinum, or VIP Package. You will see a summary of the credits you have available.

You can also see your remaining credits. If you have a **Promocode**, you can enter it now.

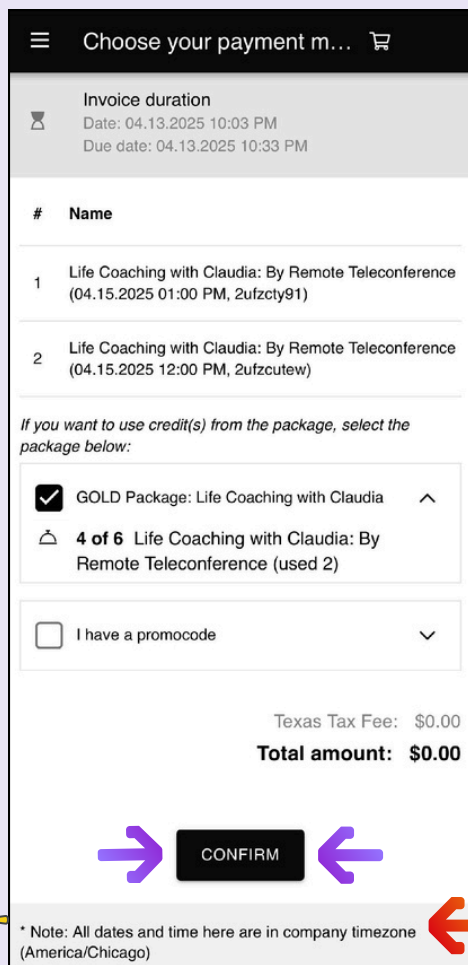
Let's finalize your booking.

FINALIZE BOOKING & CHECKOUT

You did it! You have booked your session(s). **NOTE: If a booking was successfully completed, you will receive an email confirming your session. You will also get a text message on your smartphone, plus a second set of reminders via email and a final text one hour before the start time on the day of the booking.**

If you do not receive an email and a text, then the booking was unsuccessful, or it was cancelled after 30 minutes of being in your queue because payment did not go through successfully. **The booking will disappear from your queue after 30 minutes.** After 30 minutes, you can resume booking once more.

9 CONFIRM BOOKING



Choose your payment method

Invoice duration
Date: 04.13.2025 10:03 PM
Due date: 04.13.2025 10:33 PM

#	Name
1	Life Coaching with Claudia: By Remote Teleconference (04.15.2025 01:00 PM, 2ufzcty91)
2	Life Coaching with Claudia: By Remote Teleconference (04.15.2025 12:00 PM, 2ufzcutew)

If you want to use credit(s) from the package, select the package below:

- GOLD Package: Life Coaching with Claudia
- 4 of 6 Life Coaching with Claudia: By Remote Teleconference (used 2)
- I have a promocode

Texas Tax Fee: \$0.00
Total amount: \$0.00

CONFIRM

* Note: All dates and time here are in company timezone (America/Chicago)



On the **Choose Your Payment** page, click the **CONFIRM** button to finalize and book the appointment.

You should get an email sent to your email address and a text to your smartphone confirming the appointment(s).

If you **do not**, your booking was unsuccessful. Try again :)



CHECK YOUR BOOKING TIME ZONE

Make sure that you check the time zone displayed in your App.

Inner Insights is located in the (American/Chicago) time zone, or Central Standard Time.

You will find time zone information located in the final checkout step under the **CONFIRM** button. Look for the **Flashlight Icon** in the screenshot to the left.



Make sure the time zone displayed in that section of your App is the one you live in or have selected for this booking. Do this **before** you finalize your booking.

If you do not change the time zone (refer to Page 8 on how to), then the session(s) you booked today are in American/Chicago time, also known as Central Standard Time.

Booking Tip: You can set and reset the default time zone as often as you need to accommodate your global travel or work needs.

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Assumption of Risk

Use of this Coaching Program is voluntary and undertaken at the participant's own risk. Outcomes may vary, and no guarantees are made regarding results.

Disclaimer of Warranties

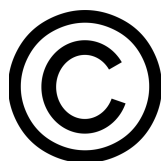
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