

# Welcome to your guide on scheduling a program.



## Schedule your virtual program in 3 steps



### Create your profile

Share contact details to receive portal notifications, and later communicate with an aligned SBS educator.



### Select dates and topics

Identify dates and times that your team is available for a session. Share which topic(s) your team wants to hear, and how many people will be joining.



### Select your Educator

View our directory of trained educators in SBS and view bios. Identify up to 3 individuals to present to your team. If the preferred selection is unavailable, the system will send the request to the 2nd choice, and then onto the 3rd (if applicable).