

LCA Office Hours

Scheduling Instructions

1. Select your preferred Friday timeslot.

Christopher Johnson
LCA Office Hours
15 min
Web conferencing details provided upon confirmation.

Select a Date & Time

January 2022 < > Friday, January 21

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Central Time - US & Canada (1:38pm) ▾

11:00am
11:15am
11:30am
11:45am

Powered by Calendly

2. Click "Confirm" to reserve your slot.

Christopher Johnson
LCA Office Hours
15 min
Web conferencing details provided upon confirmation.

Select a Date & Time

January 2022 < > Friday, January 21

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Central Time - US & Canada (1:38pm) ▾

11:00am Confirm
11:15am
11:30am
11:45am

Powered by Calendly

3. Confirm that your contact information is correct and add any additional guests. Click “Schedule Event” to finalize.

The screenshot shows a calendar event creation interface. On the left, the event details are listed: a back arrow, the organizer 'Christopher Johnson', the event title 'LCA Office Hours', a duration of '15 min', a note 'Web conferencing details provided upon confirmation.', the date and time '11:00am - 11:15am, Friday, January 21, 2022', and the time zone 'Central Time - US & Canada'. On the right, the 'Enter Details' section contains input fields for 'First Name' (John), 'Last Name' (O'Neill), and 'Email' (joneill@lew-arts.org). Below these fields are two buttons: 'Add Guests' and 'Schedule Event'. A 'Powered by Calendly' logo is in the top right corner.

4. You will receive an email with your confirmation and Zoom link, as well as a calendar invitation that can be added to your personal calendar. Please notify our office if you have to cancel.