

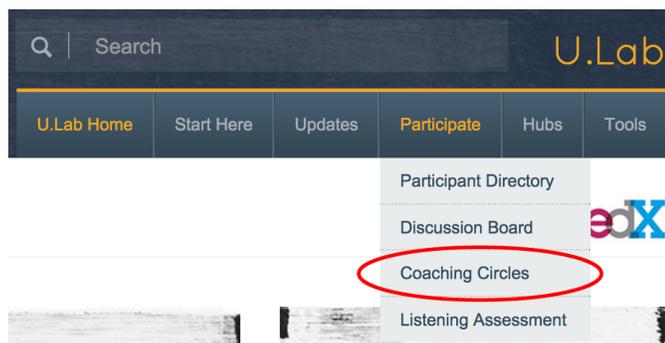
How to Join a Virtual Coaching Circle

We're thrilled that you've decided to join a coaching circle. In our experience, coaching circles are one of the best and most direct methods for experiencing the U process.

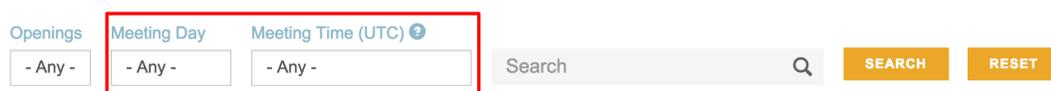
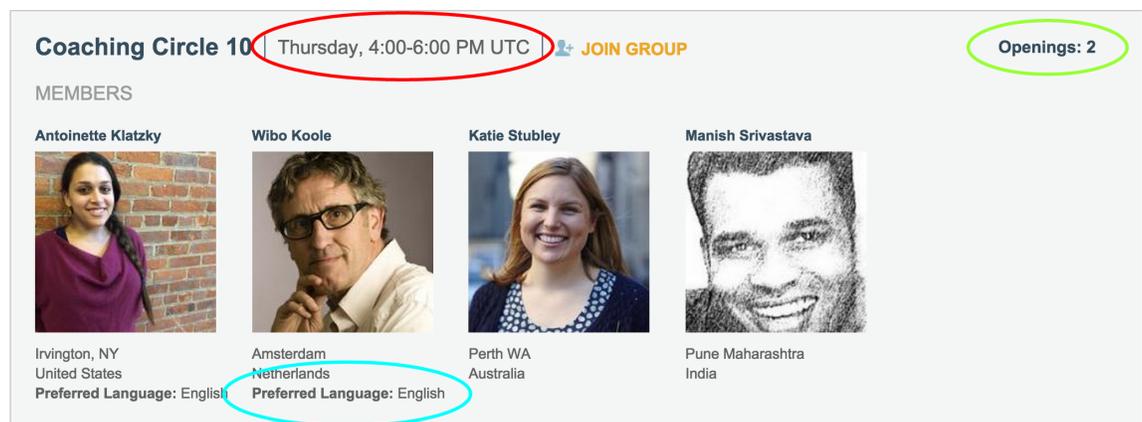
Here's how virtual coaching circles will work. You will self-select into small groups with other U.Lab participants. For the self-selection process to work, it's important that everyone follow the instructions below.

STOP: If you have not yet created an account on the PI U.Lab site, visit: <http://uschool.presencing.com/>. You must have an account in order to access the coaching circle selection page.

1. In the Participate menu, click Coaching Circles



2. On the Coaching Circles page, select the day and time you want to meet

A screenshot of the search filters on the Coaching Circles page. The filters are: 'Openings' (dropdown with '- Any -'), 'Meeting Day' (dropdown with '- Any -'), and 'Meeting Time (UTC)' (dropdown with '- Any -'). A red box highlights the 'Meeting Day' and 'Meeting Time (UTC)' dropdowns. To the right is a search bar with a magnifying glass icon and two buttons: 'SEARCH' and 'RESET'.A screenshot of a specific Coaching Circle listing. The title is 'Coaching Circle 10' followed by 'Thursday, 4:00-6:00 PM UTC' and a 'JOIN GROUP' button. The 'Openings: 2' indicator is circled in green. Below the title is a 'MEMBERS' section with four member profiles: Antoinette Klatzky (Irrington, NY, United States), Wibo Koole (Amsterdam, Netherlands), Katie Stubley (Perth WA, Australia), and Manish Srivastava (Pune Maharashtra, India). The 'Preferred Language: English' text for Wibo Koole is circled in blue.

Use the drop-down filters (highlighted above with a **red box**) to select the day and block of time you want to meet. Click search, and you will see a list of coaching circles associated with that day and time (highlighted above with a **red circle**). Please note that all times are listed in UTC:

<http://www.timeanddate.com/worldclock/timezone/utc>

3. Browse the list, and consider a few factors

Before you decide which one to join, browse the list. There are some important factors you might want to consider.

TIME: Please only join a group if you can commit to meeting each week of U.Lab during that period of time. Because it's entirely self-organizing, the success of this selection process depends on *you*. It's not a problem if you might need to miss one session. Still sign up, but discuss it with your group. What matters is your intention to make it work at the time you've selected.

PREFERRED LANGUAGE(S): If you prefer to speak a language other than English in your coaching circle, browse for groups in which other members list your language (**circled in blue**). TIP: You can update your preferred language on the Account Tab of your Profile.

OPENINGS: Groups can have a maximum of 6 members. Check the number of openings at the top right (**circled in green**). Whenever possible, we suggest you join a group that is nearly complete rather than starting your own.

JOIN! Ready to join? Click the button that says **+JOIN GROUP**. Please note, you can only join one group.

4. Explore your group's private page

Once you join a group, you will have access to a private page created especially for your group. Here's a preview of what it looks like:

The screenshot shows a web interface for a coaching circle. At the top, the title "Coaching Circle 10" is displayed in orange. Below the title is a navigation bar with tabs: "Timeline" (selected), "Edit", "Group", "Members", "Comments", "Photos", "Videos", and "Files". Underneath the navigation bar is a text input field with the placeholder "Paste your google hangout url here...". Below the input field is an orange "SAVE" button. Further down are four circular icons with labels: "COMMENT" (speech bubble), "ADD A PHOTO" (camera), "ADD A VIDEO" (video camera), and "UPLOAD A FILE" (upload icon). At the bottom of the interface are four orange buttons: "GET A HANGOUT LINK", "SUBSCRIBE", "INVITE", and "HIDE COACHING CIRCLE". The time "Thursday, 4:00-6:00 PM UTC" is shown at the very bottom.

Key Features

Click around and explore the group features. We've highlighted a few of the key ones here:

Do you already have five friends or colleagues with whom you want to form a coaching circle?

Here's what you do: Find a group with 6 openings. Join that group. Then on your new coaching circle page, immediately click:

HIDE COACHING CIRCLE

You can then invite others to join your group by clicking:

INVITE

Want email updates when new content is posted to your coaching circle?

Sign up by clicking:

SUBSCRIBE

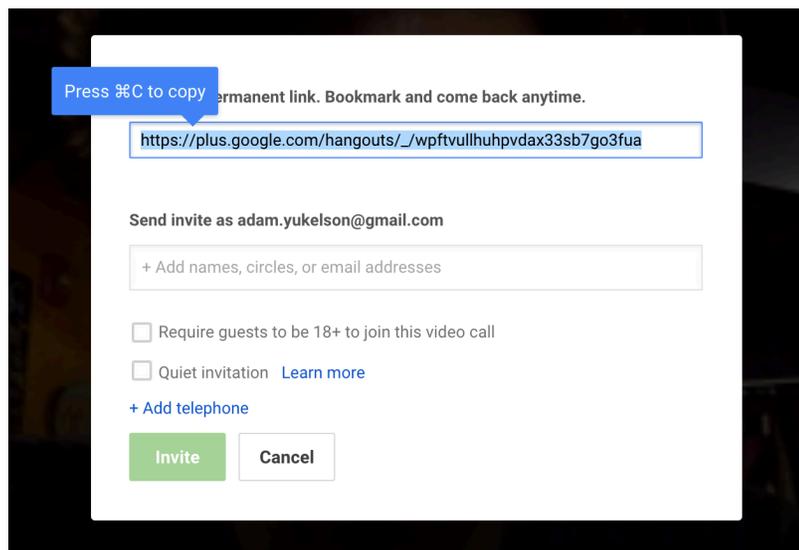
Want a permanent Google Hangout link for your coaching circle to use when you meet?

Before your first case clinic, designate one person in your group to click this button.

GET A HANGOUT LINK

You'll be taken to the page below, where Google will prompt you to copy and save a permanent link to this hangout. Please do that, and copy it to your Coaching Circle page (see below) and press SAVE. Then whenever your group is ready to meet, you can all open this link.

COPY:



PASTE:

Paste your google hangout url here...

SAVE

All six members joined? Great. Here's the first thing you'll want to do...

When all six members have joined the group, use the comment feature on your group page to communicate with each other and schedule your first meeting. If you don't know each other, use that first meeting to have a brief conversation to introduce yourselves. Schedule your first case clinic for next week. Remember, you can subscribe to the group to be notified by email when new comments are posted.

Logistics

There are many ways your group can meet virtually. A phone call works. If you can all meet using video conferencing, that's a great option. We've created a few features to help facilitate interaction over Google Hangout. You could also use Skype or Zoom. The choice is yours!

Questions? Email us: coaching@presencing.com

-U.Lab Team