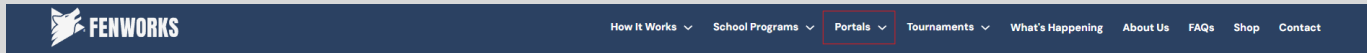
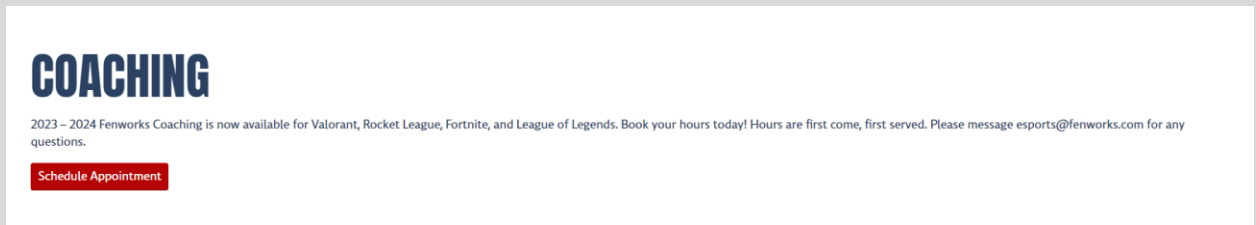


## How to Book Coaching Hours

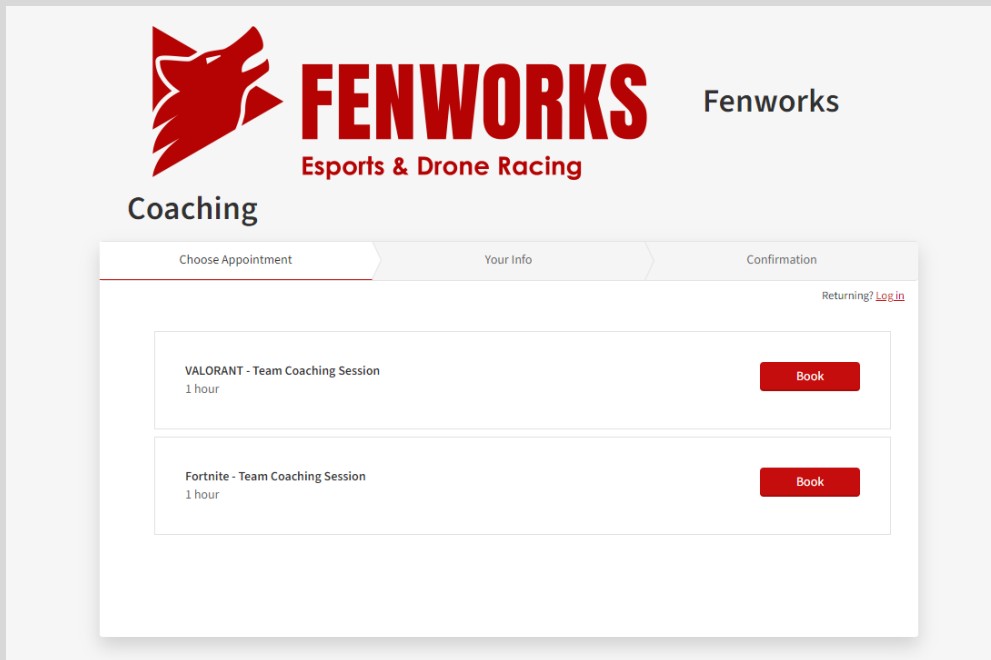
1. Head to the Fenworks website <https://fenworks.com/>
  - a. Or directly reach out to a Fenworks Administrator for the booking link.
2. Navigate to the Portals tab and click on “Esports Portal”



3. Scroll down to the “For Educators” login and login with the info provided by Fenworks.
4. Once you are logged into the Esports Portal scroll down until you see “Coaching”.
5. Click the red “Schedule Appointment” button



6. Follow the prompted instructions. The scheduler will ask you what game title the session is for, which coach you would like to book, and then what day and time the session will occur while considering the coach’s availability.



**Ethan**

Rank: Immortal

Are you aspiring to transform your Valorant team into a professional force to be reckoned with? Look no further as I am the coach to guide you and your team to becoming one of the best in the game. I have been the Valorant coach here at Fenworks for 4 years in a row and have coached the winner of state all 4 years. I offer Live Game and VOD analysis to spot and fix mistakes, I'll develop personalized strategies and perfect team synergy, And most importantly I will make sure your team has fun

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< September 2024 > Friday, September 13

TIME ZONE: CENTRAL TIME (GMT-05:00)

S	M	T	W	T	F	S
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	1	2	3	4	5

12:00 AM	1:00 AM	2:00 AM
3:00 AM	4:00 AM	5:00 AM
6:00 AM	7:00 AM	8:00 AM
9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM

- Once successfully booked you will receive a confirmation email and the coach will be notified that you have booked them.

### **How and Where does Coaching Take Place**

- Coaching takes place in the League's discord. **INSERT LINK TO THE DISCORD HERE BASED ON THE STATE.** Your students will need to be able to join discord to receive coaching.
  - If a student cannot join Discord, please reach out to the Fenworks Coach Manager at [josh.bitterman@fenworks.com](mailto:josh.bitterman@fenworks.com) . Fenworks will work with you, the students, and the Fenworks coach to figure out a different way to host the online coaching session.
- Once a session has been booked, the General Manager is responsible for informing their players of the day and time of the session, as well as the process for attending.
- Close to the scheduled time students should join the respective coach's waiting room in discord.



4. Once they are in the waiting room voice channel, their coach will move them into the correct coaching channel.
5. If the General Manager would like to sit in on a coaching session, they are free to do so!

### **Coach Scheduling Rules**

1. Coaches are booked first come first serve basis.
2. If a time is not available for a coach on the booking platform, then the coach cannot be booked for that time.
3. Coaches have variable booking windows.
  - a. One coach may allow you to book a session with 8 hours notice while another may require 48 hours.
  - b. Fenworks strongly encourages schools to book their coaching sessions as far in advance as possible.
4. Rescheduling or cancelling a booked session can only be done 24 hours or more before the scheduled session.
  - a. If a cancellation or a reschedule is needed, a General Manager should do so on the booking platform.
  - b. If a reschedule or cancellation is needed due to extreme weather conditions, please contact your coach or the Fenworks Coach Manager for support.
5. Coaches will remain in their coaching session for the entire duration of the booked session, but will not stay past the booking time.
6. If students arrive late, the coach will remain in the session until completed, but the session will not be extended.
7. If students arrive for a coaching session on time and are not brought into the coaching channel in a timely manner, please notify the Fenworks Coach Manager as soon as possible.
8. If an issue with a coach arises, please reach out to the Fenworks Coach Manager as soon as possible so the issue can be resolved.