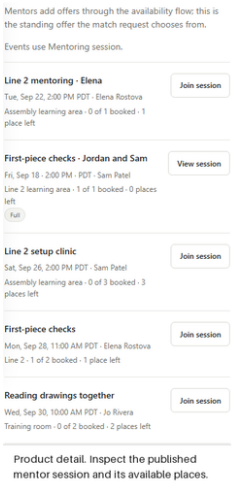
CREATE SESSION OFFERINGS AND BOOK A PLACE

Give people current details for choosing a session

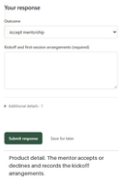
Set the event type, host, time, location and capacity so the offering brings the essential booking information together.

Create event type; Add offering > Configure calendar link; Book available place

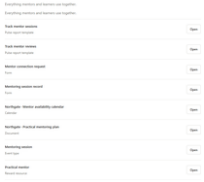
SkillSmith · Inspect published mentoring sessions and available places



SkillSmith · Record the mentor response and kickoff arrangements



SkillSmith · Publish a useful collection of mentoring resources



Inspect published mentoring sessions and available places

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Calendar editor or mentor; permitted participant	Create event type, Add offering, Configure calendar link and Book available place	Use the method within the permitted scope for the selected information.

Review details when the host changes the offering

In a worked example, the host changes the offering; review the current session details instead of treating an old invitation as the current booking option.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Event type and Host	Create event type.
Method action	Time, Location and Capacity	Add offering and Configure calendar link.
Result to inspect	Session availability and Booking receipt	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Create session offerings and book a place

Start with event type and host. The steps below show the actions and information available for this method.

01 Create event type; Add offering

Start with event type and host. Create event type and Add offering.

02 Configure calendar link; Book available place

Configure calendar link and Book available place. The result includes session availability and booking receipt.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Create session offerings and book a place

An offering and selected place are recorded.

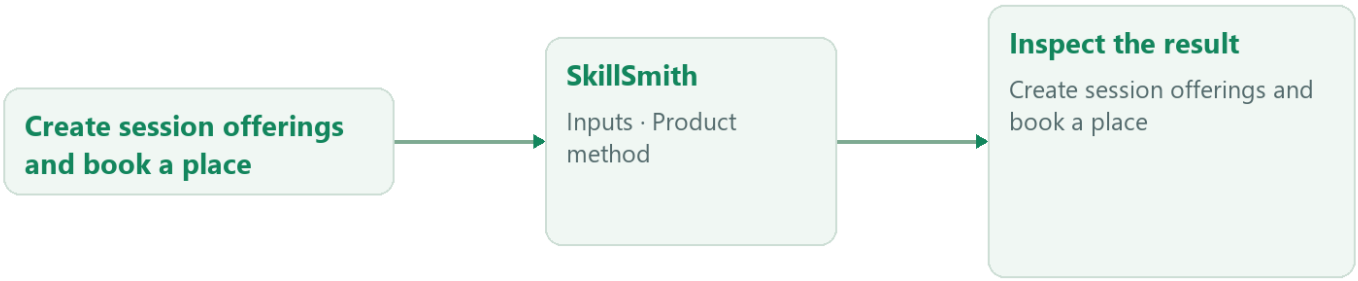
Give people current details for choosing a session

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Create session offerings and book a place A host offers capacity or a participant chooses a session	Session availability and Booking receipt.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review event type, host, time, location and capacity.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Calendar editor or mentor; permitted participant.

03 Try the useful actions

Create event type, Add offering, Configure calendar link and Book available place.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides session availability and booking receipt. An offering and selected place are recorded.

Who uses this method?

The permitted roles are Calendar editor or mentor; permitted participant. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review event type, host, time, location and capacity. Use those choices to prepare the first example and its permitted scope.

What offering details and capacity must be available for booking?

The host changes the offering; review the current session details instead of treating an old invitation as the current booking option.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Session details and booking status are checked in separate places.	Inspect the session's host, time, location and available places, then check the recorded booking.
A listed session is treated as a confirmed place before the participant chooses it.	The host sets the offering details and capacity; the participant checks the session and chooses an available place.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- What offering details and capacity must be available for booking?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

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