**Email Templates to Schedule Your Skype Consultations:**

NOTE: Meeting in-person is always required unless a Skype meeting is specified by the beforehand. If it is to be a Skype consultation, it will *always* be specified in the email in which you initially receive the lead’s contact info. If it is not specified, the meeting is to be held in-person as usual.

STEP 1:

**Send Email # 1 to contact your lead.**

**Email # 1:**

**Subject:** Your SEI Club Consultation

Dear Member Applicant Name Here,

My name is insert your name here and I will be doing your consultation for SEI Club Matchmaking.

Please let me know if you are available for your in-person consultation via Skype this Insert day and time here (ie: Monday June 4th at 10am) or alternate day and time here.

If you prefer a different day/time please let me know and I will do my best to accommodate.

I look forward to hearing from you.

Best Regards,

YOUR NAME HERE

STEP 2:

**Applicant replies to you with Days/Times that work best for him/her**

STEP 3:

**If the proposed day/time works well for you, send Email # 2a below:**

**Email # 2a:**

Hi Member Applicant Name Here,

Insert Day & Time he/she proposed here works well.

I will be at the following Skype ID at that time Insert your Skype ID here.

Please let me know your Skype ID as well.

Looking forward to meeting!

Best,

Your name here

**If the day/time proposed by the member is not possible for you, send Email # 2b below instead of Email # 2a**

(After receiving a reply to email # 2b you should be able to send Email # 2a, above, to the member applicant):

**Email # 2b:**

Hi Member Applicant Name Here,

I am not available at Insert day/time he/she proposed.

Please let me know if insert three different days/times that work for you here: (day/time A, day/time B, or day/time C) works well for you.

Also, if there are alternate days/times that work better for you let me know and I will do my best to accommodate.

Awaiting your reply.

Best,

Your name here

**NEXT: If in her/his next reply, the proposed day/time works well for you, send Email # 2a above**

Step 4:

**The day and time of the meeting has been set.**

**The day before your scheduled meeting, send the following Email # 3 (confirmation email) to the member with whom you are meeting via Skype:**

**Email # 3:**

Hi Member Applicant Name Here,

Just confirming our Skype meeting tomorrow at Insert time of meeting here.

Best,

Your name here

Insert your mobile # here

Insert your Skype ID here