Schedule Session

To schedule a session, you first need to click the "Schedule Session" button on the dashboard. Then, you will be required to provide the **topic**, **date**, **start time**, and **end time**.

After that, you must choose a **payment method**.

* If you select **cash**, you’ll need to provide the **instructor’s details** and enter the **payment amount**. This amount will be transferred to the system's account, but it will **not be forwarded to the instructor** until the session is successfully conducted. You must make the payment to the **P2P Learning account**. Without making this payment, your session will not be scheduled.
* If you choose **food** as the payment method, you will need to enter the **name of the food brand**, **what item you ordered**, and finally, **upload a picture of the receipt** as proof. Once all this information is provided, your session will be scheduled with food as the payment.

Once your session is successfully scheduled, it will appear on your **calendar** on the selected date. From there, you will also have the option to **delete the session** if needed.

After scheduling, you need to **send the session link** to your **instructor peer** through the **chat** feature available on your **dashboard** by clicking the **"Chat"** button.

Then, at the time of the session, **both of you must click the "Conduct Session" button** to join the session using the shared link. You can **copy the session link** and use it to enter the session.

Once the session ends, you will be asked to **give feedback** about how the session went.

If we talk about the dropdown in the navbar next to your name, each option in it has a specific purpose:

1. **Dashboard**  
   If you’re on any page of the website, clicking this will take you directly back to your main dashboard.
2. **Profile**  
   If you want to view your profile, click this option. You can also edit your profile details from here if needed.
3. **Reset Password**  
   If you want to change your password, go to this option. You can update it by entering a new password.
4. **Repository**  
   Through this option, you can upload any content you have that might help others in their studies.
5. **Directory**  
   This allows you to view content uploaded by others, which you can use for your own learning.
6. **Complain**  
   If you face any issues related to the system, you can use this option to fill out a complaint form and inform the admin about the problem.
7. **Broadcast Request**  
   If you want to learn something, you can use this option to send out a request to people in your relevant field, letting them know what you want to learn and how urgent it is.

**Privacy Policy for P2P Learning**

P2P Learning is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our platform. Please read this policy carefully to understand our views and practices regarding your personal data.

**Information We Collect**

We may collect and process the following information about you:

* **Personal Information:** Name, email address, contact number, university name, student ID, and other profile-related details.
* **Login Credentials:** Encrypted passwords.
* **Academic Information:** Campus, program, subjects of interest.
* **Interaction Data:** Messages, session details, complaints, and feedback.
* **Payment Information:** Only relevant data necessary to process and track transactions (we do not store your bank/credit card details).

**How We Use Your Information**

We use the information we collect for purposes including:

* Creating and managing your user account.
* Facilitating peer-to-peer learning and session scheduling.
* Processing payments and maintaining transaction history.
* Improving the functionality and performance of our platform.
* Communicating updates, support messages, or relevant notifications.
* Ensuring platform safety and preventing abuse or misuse.

**Sharing Your Information**

We **do not sell or trade** your personal data. However, we may share it:

* With your consent.
* With instructors/peers for scheduling sessions.
* With administrators for complaint management or misuse reports.
* If required by law or in response to a valid legal request.

**Data Security**

We implement appropriate technical and organizational measures to safeguard your data from unauthorized access, disclosure, alteration, or destruction. Sensitive data (e.g., passwords) is encrypted and securely stored.

**Your Rights**

You have the right to:

* Access the personal information we hold about you.
* Request correction or deletion of your data.
* Withdraw consent at any time (note: this may affect your ability to use certain features).

**Changes to This Policy**

We may update this Privacy Policy from time to time. We will notify users of any significant changes through the platform or by email.

**Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at:  
📧 [**support@p2plearning.com**](mailto:support@p2plearning.com)