



## Creating an Appointment Slot Calendar in Google Calendar

Create a new calendar (or use an existing one) and give it a name. Change the settings as appropriate for your needs.

A screenshot of the Google Calendar web interface. The browser address bar shows "https://calendar.google.com/calendar/ren...". The page header includes the NLE logo and a search bar. The main content area shows a calendar for June 2016, with a "CREATE" button in the top left. A dropdown menu is open over the "CREATE" button, showing options for "Create new calendar" and "Settings". The calendar view shows a grid for June 5-11, 2016, with time slots from 10am to 9pm. The time zone is set to GMT-02:30. The Windows taskbar is visible at the bottom.

Click here to access the option to create a new calendar



## Create New Calendar

### Calendar Details

[« Back to calendar](#)

Name of Calendar

Calendar Name:

Organization: NLESD Online

Description:

Location:   
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country:  (choose a different country to see other time zones)  
Now select a time zone:   Display all time zones

### Share this calendar with others

- Make this calendar public [Learn more](#)
- Share this calendar with everyone in the organization **NLESD Online**

Options for sharing

### Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/> <input type="button" value="Add Person"/>	
richardsnow@nlesdonline.ca	Make changes AND manage sharing	



Click on a slot on the calendar (when viewed in day or week view only) and choose appointment slots.

The screenshot shows the Google Calendar appointment slot configuration interface. It is divided into two sections, one for a Tuesday slot and one for a Wednesday slot. Annotations with arrows point to specific elements:

- Click here:** Points to the 'Appointment slots' tab in the top navigation bar.
- Choose a title:** Points to the title input field containing 'Appointment for...'.
- Type and time for each slot:** Points to the radio button options under the 'Type' section.
- More detailed appointment slot options:** Points to the 'Edit details' button.

**Section 1 (Tuesday):**

- Event | Appointment slots
- Title: e.g., Breakfast at Tiffany's
- When: Tue, June 7, 1pm – 2pm
- Calendar: Test 123

**Section 2 (Wednesday):**

- Event | Appointment slots
- Title: Appointment for...
- When: Wed, June 8, 11:30am – 12:30pm
- Calendar: Test 123
- Type:
  - Offer as a single appointment slot
  - Offer as slots of: 30 minutes
- Buttons: Edit details, Create



Click edit details and create a more detailed appointment slot type of calendar.

**How does this work?**

[Learn more about appointment slots](#) [Hide instructions](#)

**1. Create appointment slots**

Pick a block of time you want to offer to others, and choose how many slots to split it up into; don't worry, you can always change it later.

**2. Share your appointment page**

This is the link to your public appointment page. Anyone who has this link can book an appointment slot.

**3. Guests book appointment slots**

Booked appointment slots appear right on your calendar as regular events.

Link to appointment calendar to send to those that will fill it in.

Create appointment slots on calendar:

This calendar's appointment page: <https://calendar.google.com/calendar/selfsched?sstoken=UUg5c1VDZE9lY2hDfGRlZmF1bHR8NzFIM2YwY2M2ZGY1YzFmZjBmNTVlZDk1ODMyZDYyMWY>

Title

This title will be used for any appointment slot booked from this block.

**Add guests**

Time block   to

Repeat...

Duration calendar will be active



**Repeat** [X]

Repeats:

Repeat every:  weeks

Repeat on:  S  M  T  W  T  F  S

Starts on:

Ends:  Never  
 After  occurrences  
 On

Summary: **Weekly on Monday**

**Repeat** [X]

Repeats:

Repeat every:

Repeat on:

Starts on:

Ends:

After  occurrences  
 On

Summary: **Weekly on Monday**

When you click on the link to fill in appointments, this is similar to the view you will see and how you register for the slots.



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've a

Today [Navigation] **Sep 4 – 10, 2016**

	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7
			School Opens	
9am		Lab Room 1	Lab Room 1	Lab Room 1
10am		Lab Room 1	Lab Room 1	Lab Room 1
11am		Lab Room 1	Lab Room 1	Lab Room 1
12pm				Lab Room 1

**Book an appointment** [X]

What:

When:

Who:

Where:

Description:

Tip: You can customize the details of the event after you save it.

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Google G-Suite