10to8: Appointment Booking

1. Create an account on 10to8.

1. Go to 10to8.com.
2. Click on Free Signup in the top right hand corner to create a free account. (Free accounts allow for up to 100 bookings a month.)

2. Set up your account.

1. Once logged in, go to Set Up.



   a. Enter in your Business Details.
   b. Then, enter in your Services.
      i. You might only have one service, such as “Meet with Me”, or you might have many, “Parent/Teacher Conference” “Advisee Appointment” “Project Meeting”.
   c. Under Availability, list your “working hours”, or available times.
      i. You can only list a consistent time frame each week, so be sure that it is also reserved on your regular calendar.
   d. Set up your Location address/rooms.

3. Design the online booking.

1. Go to Online Booking.



2. Take note of your custom Web address.
3. Change the appearance.
   a. Upload your logo and background image from the Preview (dimensions: 200x200 and 1200x200 pixels).
4. Change the description.

4. Send people the link.

1. Add the link to your email signature.
   a. When people want to schedule an appointment, refer them to the link in your signature to “schedule at their convenience”.
2. Add the link to Web pages.
3. Add the link to business cards.

5. Approve the bookings.

1. Once you receive an email, click on the link to “See in Diary” (this takes you to the calendar page).
2. Then approve the appointment (or don’t).
3. From here, you can also send people a message or cancel an appointment.

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