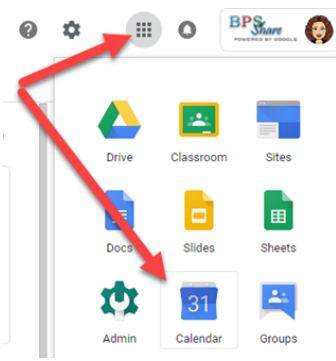
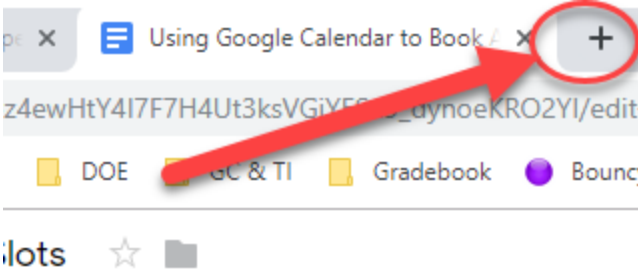

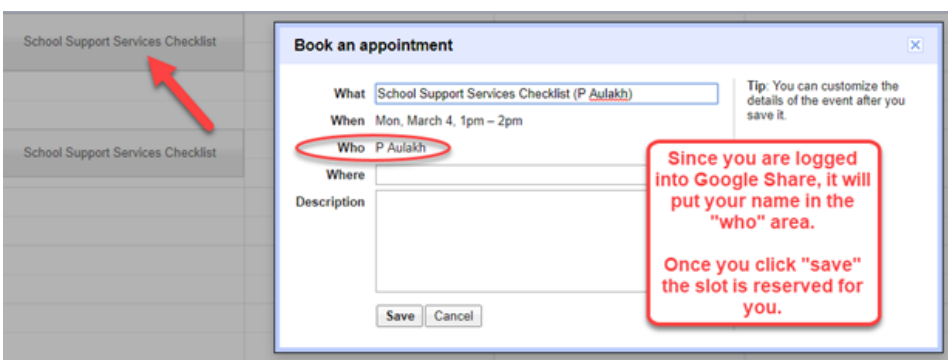
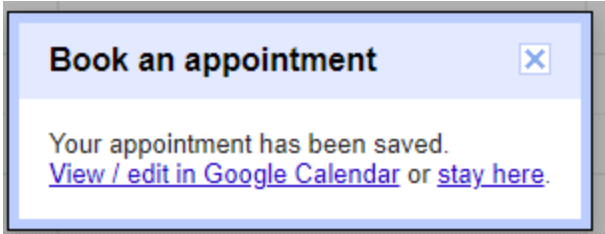
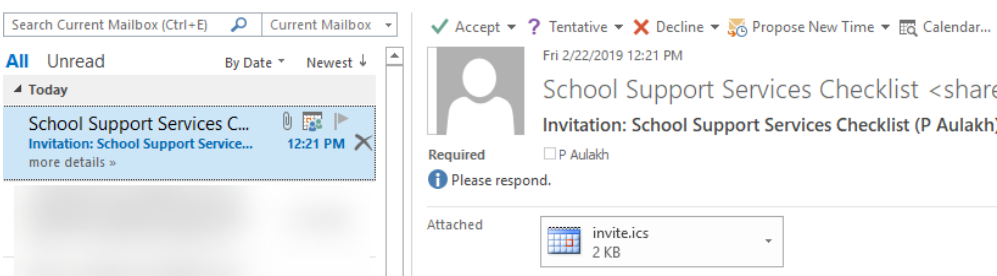


Using Google Calendar to Create and Book Appointment Slots

<https://goo.gl/Z9RA5u>

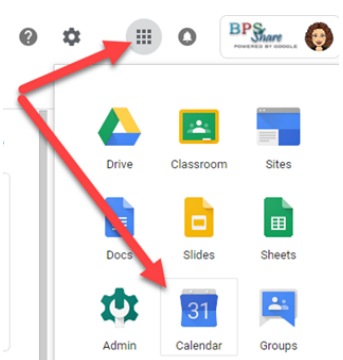
To book an appointment slot - you have received the link in an email

<ol style="list-style-type: none">1. Log into Launchpad through Google Chrome2. Click on "Google Share" inside Launchpad3. Go to "Calendar" by clicking on the app center in the top right	
<ol style="list-style-type: none">4. Next, go to your email and copy and paste the link that was sent to you. You'll want to paste it into a new tab. <p>To open a new blank tab, click the "+" sign at the top of the browser.</p>	
<ol style="list-style-type: none">5. Click the arrow at the top of the page to find the appointment times OR click on the "next available appointment slot" link in the middle of the page	
<ol style="list-style-type: none">6. Once you see the slots, click the actual appointment slot you want to book and click "save" to reserve your appointment slot.	

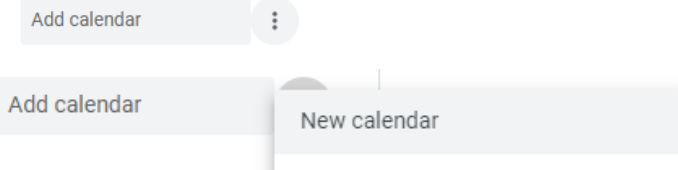
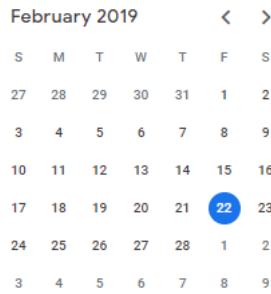
<p>You will get a confirmation screen confirming your appointment.</p>	
<p>You will receive a calendar invite in your Outlook from Google. It takes a few minutes for the automated email to go out. Treat it just like any other calendar invite and keep all your appointments in one place!</p>	

Creating Appointment Slots Using Google Calendar

Google Calendar provides the ability to create appointment slots, share the slot calendar with others, and have users book a slot. Users cannot access or edit other’s appointments.

<p>Log into Launchpad Click on “Google Share” inside Launchpad Go to “Calendar” by clicking on the app center in the top right</p>	
<p>Part of the appointment slot process is sharing the calendar that the slots are on with other people. For this reason, it is suggested that you create a separate calendar for each purpose. In this case, we are going to create one calendar for the purpose of evaluation sign ups as an example.</p>	

Click on the ellipses next to “Add calendar”
Click on “New calendar”



Name the calendar and add any description details you would like. Click “Create calendar”.

You will see a little notification at the bottom of the page telling you that the calendar was created successfully.

To see the new calendar, click the back arrow next to “Settings” to view your calendar list.

New calendar

Name
Evaluation Appointment Slots

Description

Time zone
(GMT-05:00) Eastern Time - New York

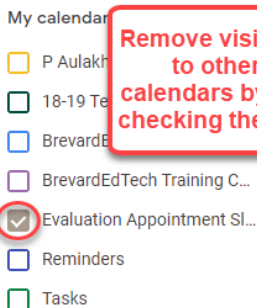
Owner
aulakh.pamela@share.brevardschools.org

Organization
Brevard Public Schools

Create calendar

← Settings

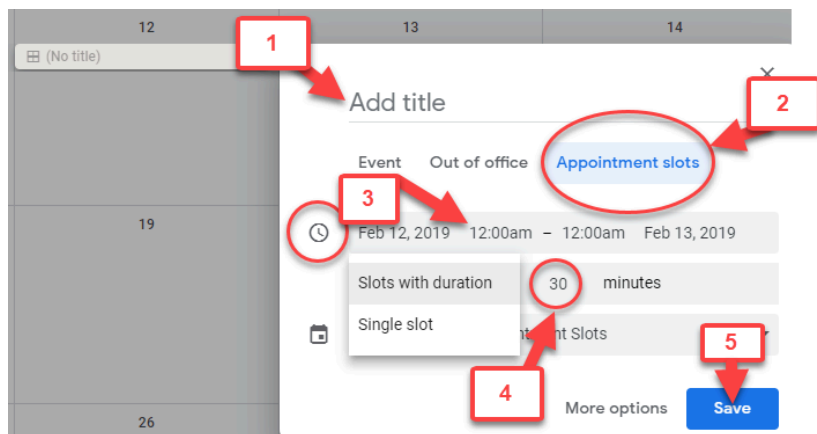
Uncheck any other calendars so that the newly created calendar is the only one that appears. *If you leave others visible, it's easy to accidentally create appointment slots on the wrong calendar.*



Find the day you want to create your appointment slots for and click ONCE on the date. *If you click twice, the appointment slot option doesn't appear.*

1. Add the title
2. CLICK “Appointment slots” as the type
3. Select the time frame you want your entire appointment slot window to run
4. Enter in the **amount of time for each slot** within that slot window
5. Click **Save**

Note: You can also set these up as single slots.

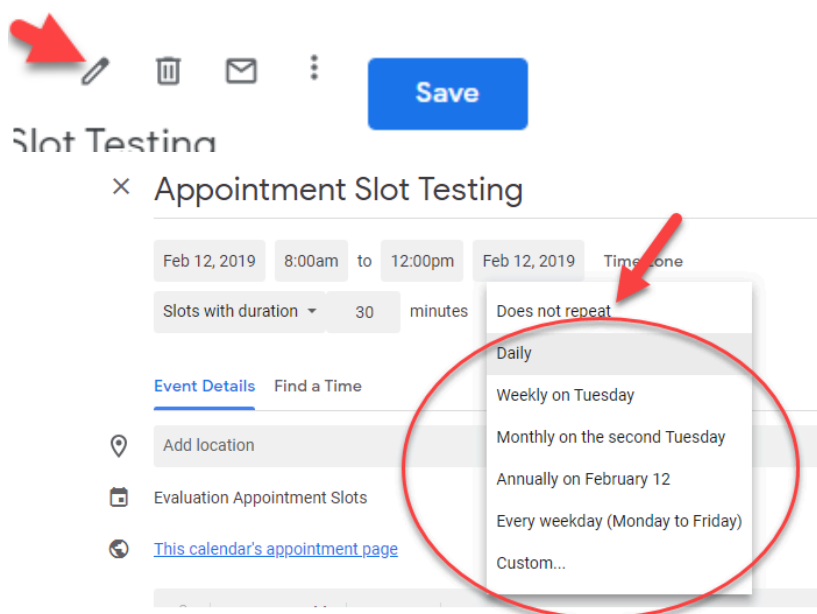


To create recurring events, click on the appointment block once in your calendar and click the edit button.

Click on the “Does not repeat” button and select your recurring times. Be sure to click “Save” at the top of the page if you make any changes.

Things to remember:


- Each user will not be able to edit or view any appointments slots booked by anybody else.
- Once a slot is booked, only the calendar creator and the person who booked the slot can see the slot. It disappears for all others.

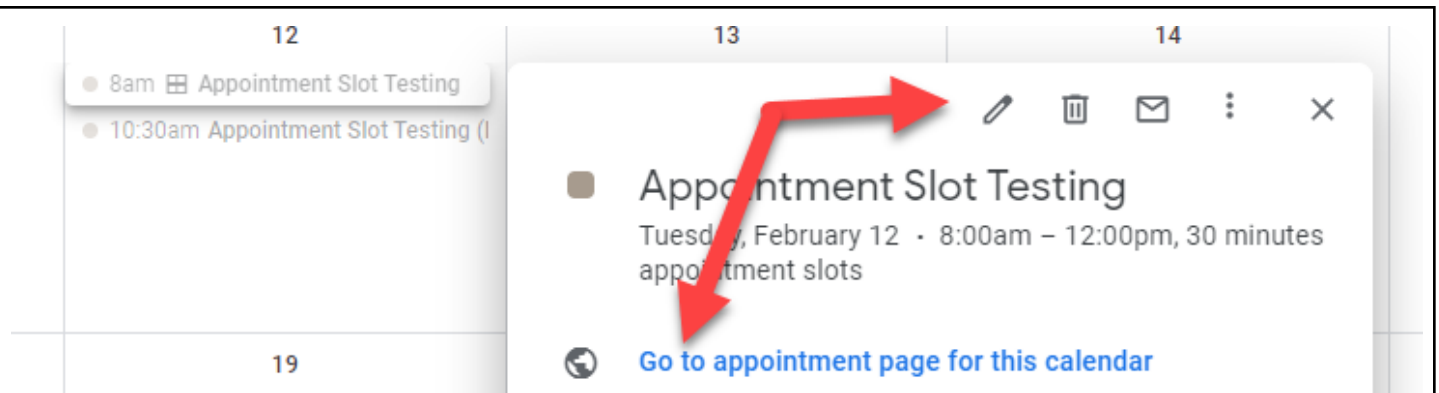


The next step is to invite users who you want to be able to sign up for a slot.

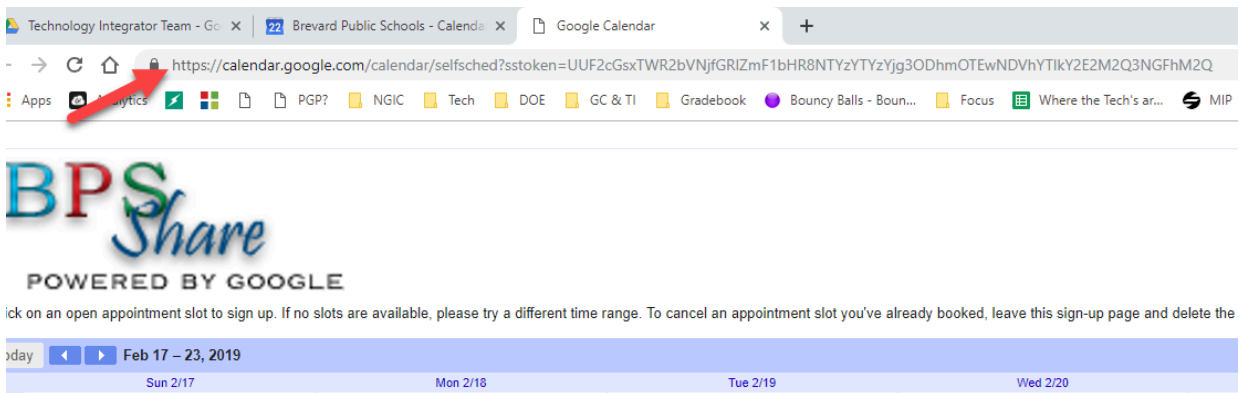
After you've set up appointment slots, you can invite people to book time.

To invite people to book appointments, don't invite them to the appointment slot. Instead, get a link to send them for your appointment slots page:

1. Open [Google Calendar](#).
2. Click your appointment >  Edit event.
3. Click This calendar's appointment page.



- Copy and paste the calendar's appointment page link from your browser.



- Send this link to people who want to book an appointment through email.