

How To: Create a Google Calendar Appointment Schedule

With a scheduling link, you control your own availability and mentees can book a conversation only during the times you make available.

Step 1: Open Google Calendar

Visit: <https://calendar.google.com>

Step 2: Create an Appointment Schedule

1. Click Create (+) in the top left corner.
2. Select Appointment Schedule.
3. Give your schedule a title (e.g., "ACTWS Professional Office Hours").
4. Set the duration (recommended: 20-30 minutes).
5. Select the days and times you would like to make available.

Step 3: Customize Your Schedule

Consider including:

- Appointment length: 20-30 minutes
- Scheduling window:
 - Minimum booking notice: 10 days. This help ensure conversations are scheduled with adequate notice for you.
 - Maximum booking window: 20 days. This prevents your calendar from being booked too far into the future and allows you to adjust your availability as needed.
- Adjust availability here if needed in the future.
- Location and conferencing: Google Meet Video Conferencing, or in-person location.
- Booking Form (add item): Request that mentees provide a discussion topic when booking.

These settings are recommendations only. You are welcome to customize your appointment schedule to fit your availability and preferences.

Step 4: Share Your Booking Page

1. Save your appointment schedule.
2. Open the schedule and click Share. Copy the booking page link.
3. Paste this link into the ACTWS Mentor Registration Form.

Managing Your Availability

Your availability can be updated at any time. If your schedule changes or you are temporarily unavailable, you can edit or remove appointment slots directly from your Google Calendar Appointment Schedule.

To modify your availability:

1. Open Google Calendar.
2. Click on your Appointment Schedule.
3. Select **Edit**.
4. Update your available days, times, booking settings, or meeting details.
5. Click **Save**.

To temporarily remove all availability:

1. Open Google Calendar.
2. Click on your Appointment Schedule.
3. Select **Edit**.
4. Remove all available time slots or adjust the schedule to a future date.
5. Click **Save**.

You are not expected to maintain availability year-round. Feel free to add, modify, or remove appointment times as your schedule permits. If you anticipate being unavailable for an extended period, we encourage you to remove your appointment availability until you are ready to participate again.

Maintaining an up-to-date schedule helps ensure a positive experience for both mentors and mentees.