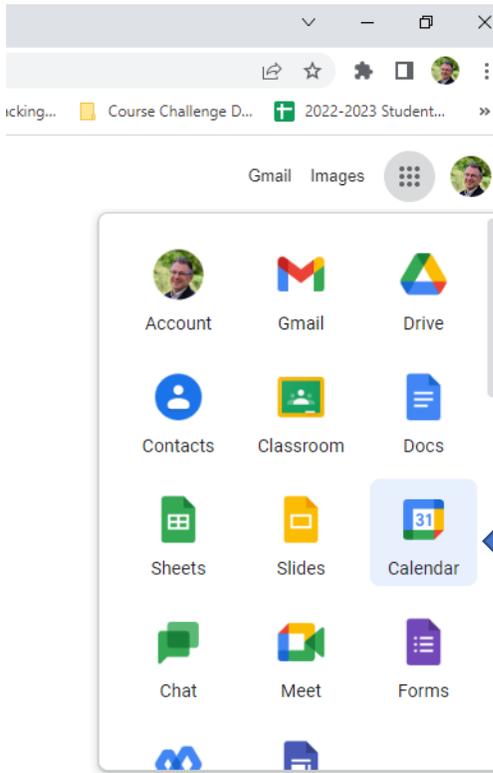
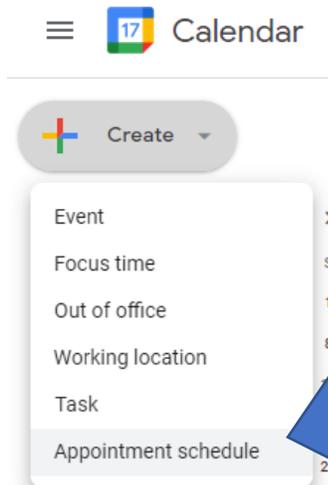


How to create an appointment schedule for a region using Google Appointments:



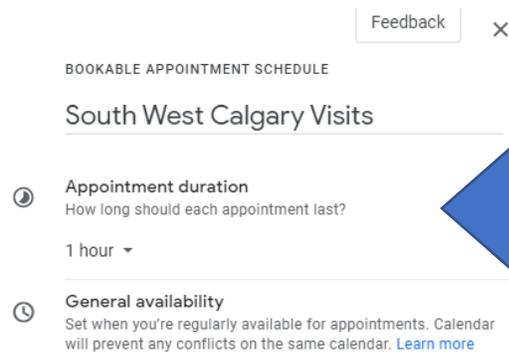
First, go to Google Calendar. It helps to be logged into an account that you use for communicating with parents. (ie. @gilbertineinstitute.com)

Next, click the Create button on the upper left part of the screen:



Select Appointment schedule

Now give the Calendar event a name and set the visit time:



Change this to the default time you plan on visiting. (1.5 hours)
You can do Custom and set 1.75h or more if you wish for longer visits

Remove the Repeat Weekly and set it to Doesn't Repeat

1.5 hours

 **General availability**
Set when you're available for appointments. Calendar will prevent any conflicts on the same calendar. [Learn more](#)

Doesn't repeat 

Repeat weekly

Sun Unavailable 

Mon 9:00am - 5:00pm   

Tue 9:00am - 5:00pm   

Next set the date for the day you are making this appointment schedule.

 **Availability**
Set when you're available for appointments. Calendar will prevent any conflicts on the same calendar. [Learn more](#)

Doesn't repeat ▾

24 Oct 2022 10:00am - 6:00pm 

[Add a date](#)

Now here is where you can book time off for lunch or not and give a 30 minute gap between appointments for travel.

If you want the most simple schedule, set your time from when you want to start, such as 10 am and set a finish time and add a buffer time for driving between visits.



Availability

Set when you're available for appointments. Calendar will prevent any conflicts on the same calendar. [Learn more](#)

Doesn't repeat ▾

24 Oct 2022

10:00am – 6:00pm



[Add a date](#)

(GMT-06:00) Mountain Time - Edmonton ▾



Scheduling window

60 days in advance to 4 hours before



Booked appointment settings

Manage the booked appointments that will appear on your calendar



Buffer time

Add time between appointment slots



30

minutes ▾

Maximum bookings per day

Limit how many booked appointments to accept in a single day



4



Colour



I personally wanted to give myself longer lunch break, so I had to add individual time slots to the availability like this:

Availability
Set when you're available for appointments. Calendar will prevent any conflicts on the same calendar. [Learn more](#)

Doesn't repeat ▾

24 Oct 2022

10:00am - 12:30pm	⊕	×
1:30pm - 3:00pm		×
3:30pm - 5:00pm		×
5:30pm - 7:00pm		×

[Add a date](#)

This is where you can specify a gap between visits that is custom and give yourself a longer lunch if so desired.

Click Next on the bottom to add an important requirement for parents:

24 Oct 2022

10:00am - 12:30pm	☺	^
1:30pm - 3:00pm		×
3:30pm - 5:00pm		×
5:30pm - 7:00pm		×

[Add a date](#)

(GMT-06:00) Mountain Time - Edmonton ▾

Scheduling window
60 days in advance to 4 hours before ▾

Booked appointment settings
Manage the booked appointments that will appear on your calendar ^

Buffer time
Add time between appointment slots

30 minutes ▾

Maximum bookings per day
Limit how many booked appointments to accept in a single day

4

[Next](#)

Select the Booking form drop-down:

The screenshot shows a configuration menu with three items: 'Description', 'Booking form', and 'Booking confirmations and reminders'. The 'Description' item has a sub-menu icon (three horizontal lines) and a text description: 'Add a note that explains your service. This will appear on your booking page and in confirmation emails.' Below this is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink. The 'Booking form' item has a sub-menu icon and the text 'First name · Surname · Email address'. A red circle highlights the downward-pointing arrow icon next to the 'Booking form' item.

I wanted them to confirm their address or give me directions to their house, so this is where I would require that:

The left screenshot shows the 'Booking form' configuration screen. It has a sub-menu icon and the text 'Customise the form that people use to book an appointment'. Below this are three input fields: 'First name*', 'Surname*', and 'Email address*'. A note '*Required' is positioned below these fields. A red arrow points to a '+ Add an item' button. Below the button is a checkbox labeled 'Require email verification' with a help icon. The right screenshot is a modal dialog titled 'Add an item'. It features a 'Custom item' dropdown menu, a text input field containing 'Please confirm your address or provide directions:', and a checked 'Required' checkbox. A red circle highlights the 'Required' checkbox. At the bottom right of the dialog are 'Cancel' and 'Add item' buttons.

Select Add item., Then click Save on the bottom of the menu:

The screenshot shows the booking form configuration screen with the 'Add an item' button selected. The selected item is displayed as a grey pill-shaped button with the text 'Please confirm your address or provi... *' and edit/delete icons. Below it is the '*Required' label. The '+ Add an item' button is visible below. The 'Require email verification' checkbox is also present. At the bottom of the screen, there is a 'Back' link and a blue 'Save' button, which is circled in red.

Now it's time to share the appointment bookings link with the families in the area:

BOOKABLE APPOINTMENT SCHEDULE

South West Calgary Visits

90 min appointments

[Open booking page](#) [Share](#)

[See all your appointment schedules](#)

Booking form

First name · Surname · Email address

Please confirm your address or provide directions:

Peter Weidman

My calendars 5 PM

Copy the link to email the families in the area.

Share your booking page

You can share your booking page by sending people a link or by adding a button to your website. [Learn more](#)

[Link](#) Website embed

What would you like to share?

All appointment schedules ([preview](#))

A single booking page

South West Calgary Visits ▾

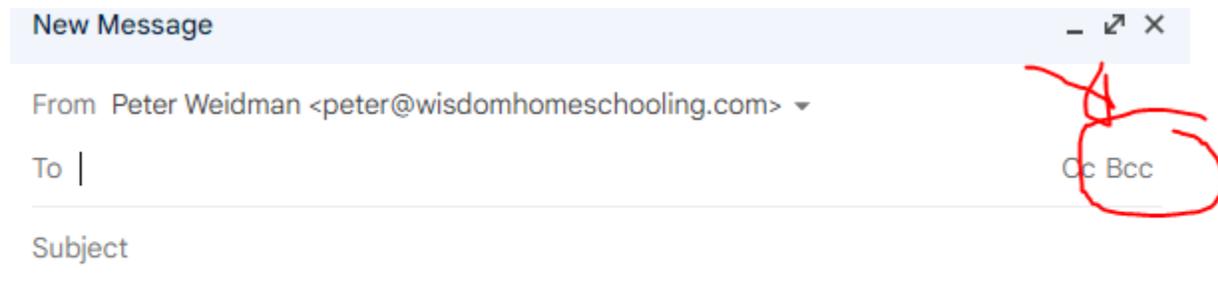
Booking page link
<https://calendar.app.google/QnqDhRoxetV7oCif8>

Share this page with others by sending them this link. Anyone with the link can book an appointment. ⓘ

[Copy link](#)

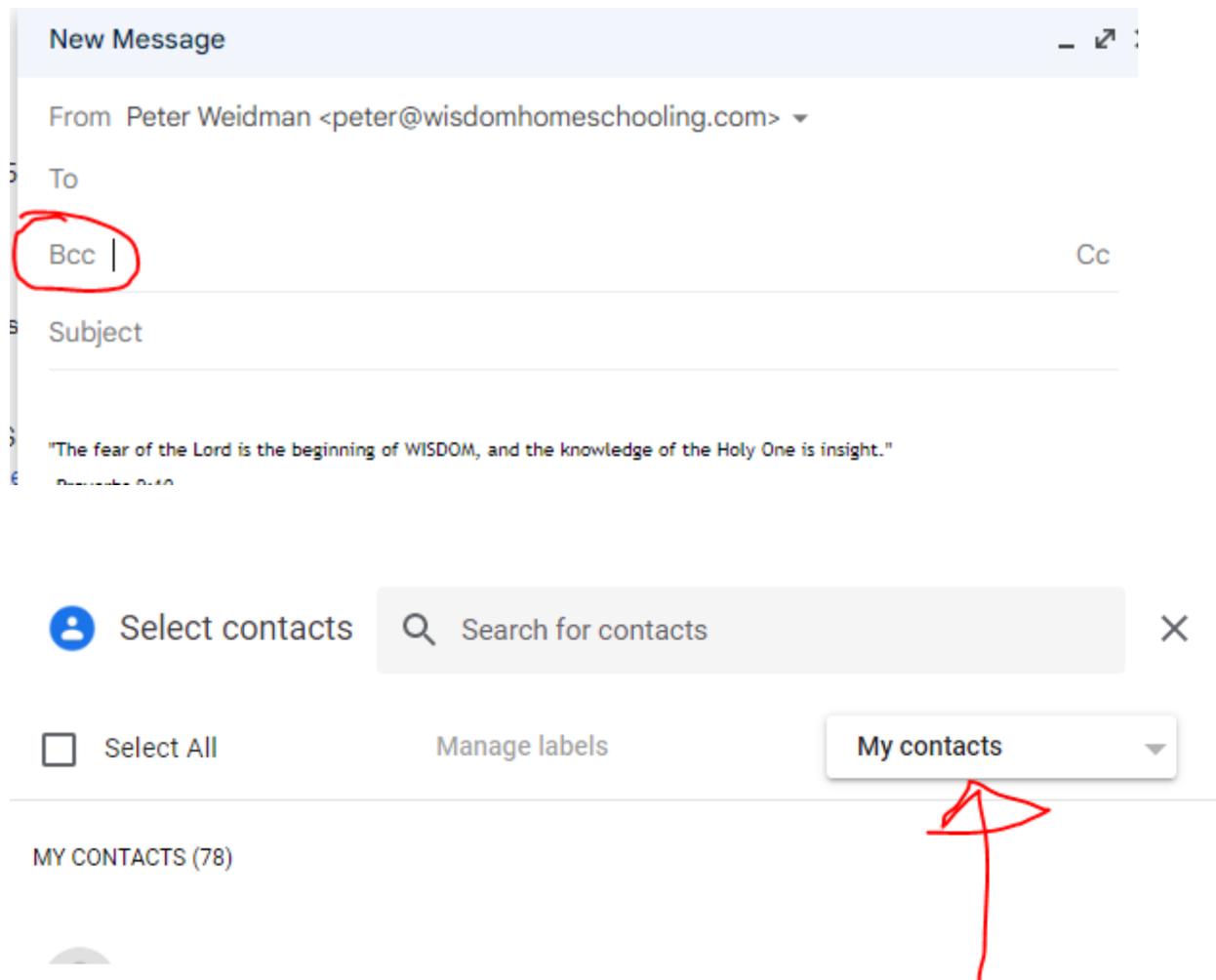
[Done](#)

Here is how to email this link to a group of families with a label:



You don't even need to put any recipient under To: , just click the Bcc.

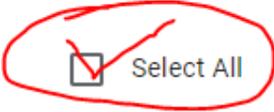
Click it again to open up your contacts (assuming you have already imported all your contacts):



Now you can select the area of the families that you already labelled. In this case, this is my South West Calgary Families.

Select contacts

Search for contacts



Manage labels

Calgary SouthWest

CALGARY SOUTHWEST (3)



Put a subject of the visit and instructions:

This is what I have used, feel free to copy and paste as you see fit:

Greetings families in the South West Calgary Area,

Here is my current schedule availability for Monday Oct 24. Please select a time that can work for you. If it does not work for you, you can let me know and we can re-schedule in November. I will also have time available in the evening if you want to contact me. Feel free to email, or text me @780-581-1601 if things change as well.

If you have 3 or more children that require a visit, I ask that you pick 2 adjoining time slots so I can provide you the necessary time to serve you.

<https://calendar.app.google/QnqDhRoxetV7oCif8>

I look forward to meeting you,

Again, this is what the parents will see when they click on the link. When they book a time, it will remove it from the availability and put it on your Google Calendar.

P Peter Weidman

South West Calgary Visits

🕒 90 min appointments

Select an appointment time

October 2022

S	M	T	W	T	F	S
25	26	27	28	29	30	+
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	+	2	3	4	5

MON	TUE
24	25
10:00am	—
1:30pm	—
3:30pm	—
5:30pm	—

IT IS STRONGLY RECOMMENDED THAT YOU USE YOUR GMAIL AND USE LABELS TO EMAIL A GROUP OF FAMILIES IN AN AREA WITH ONE LINK. I WILL CREATE A SEPARATE TUTORIAL FOR THAT.

I HOPE THIS CAN MAKE SCHEDULING A BIT EASIER. GOD BLESS