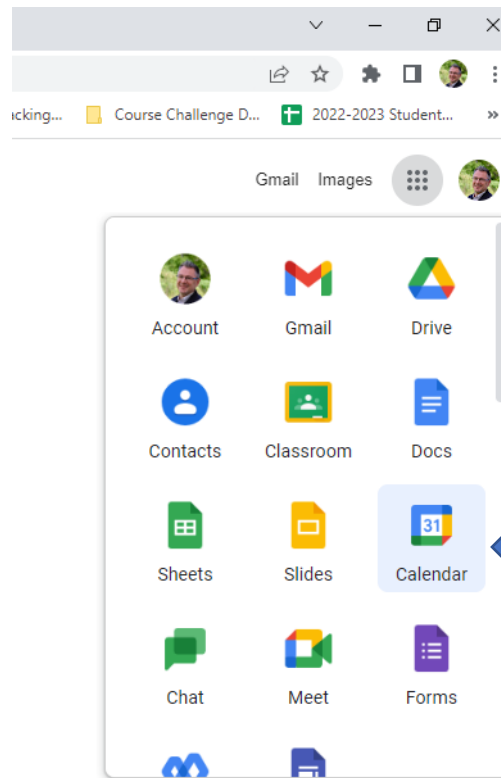
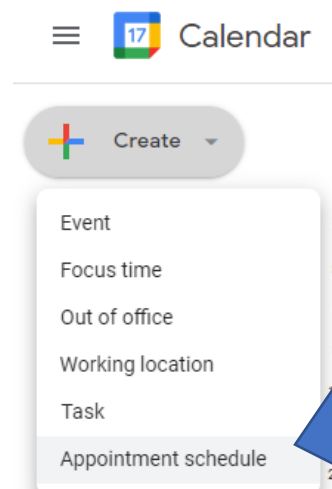


How to create an appointment schedule for a region using Google Appointments:



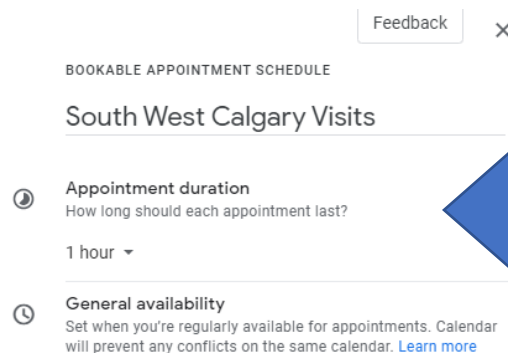
First, go to Google Calendar. It helps to be logged into an account that you use for communicating with parents. (ie. @gilbertineinstitute.com)

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



Select Appointment schedule

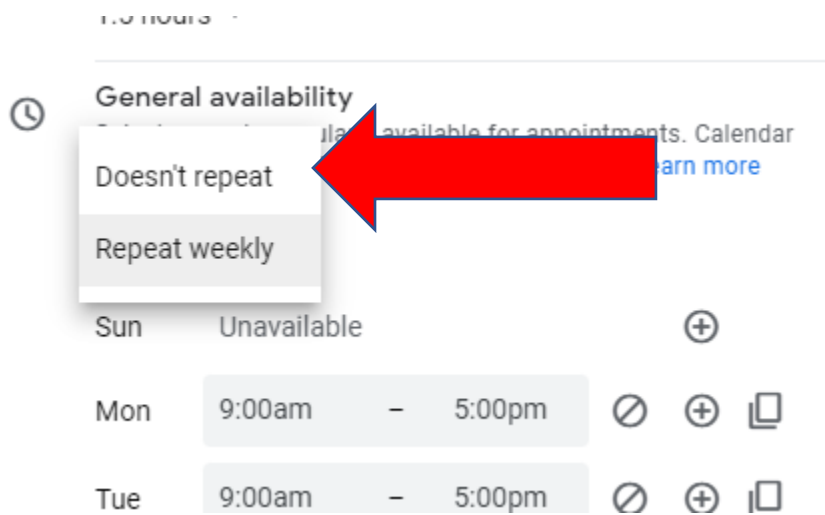
Now give the Calendar event a name and set the visit time:



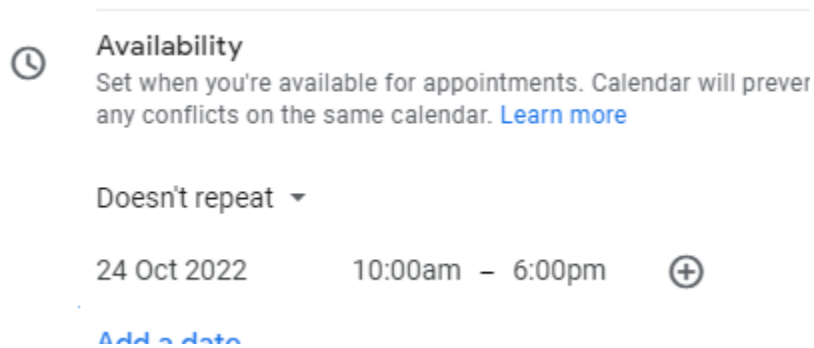
Change this to the default time you plan on visiting. (1.5 hours)

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



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



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 menu with three items: 'Description', 'Booking form', and 'Booking confirmations and reminders'. The 'Booking form' item is highlighted with a red circle and a downward arrow, indicating it is the selected option.

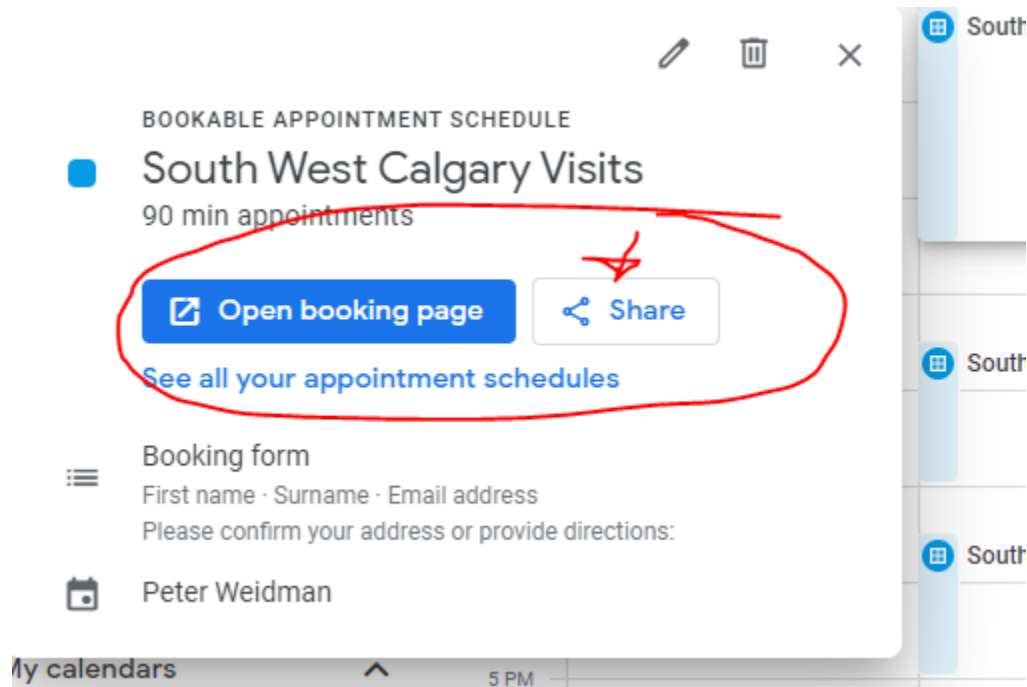
I wanted them to confirm their address or give me directions to their house, so this is where I would require that:

The screenshot shows the 'Booking form' configuration menu on the left and the 'Add an item' dialog box on the right. In the menu, the 'Add an item' button is highlighted with a red circle and an arrow. In the dialog box, the 'Required' checkbox is checked and highlighted with a red circle.

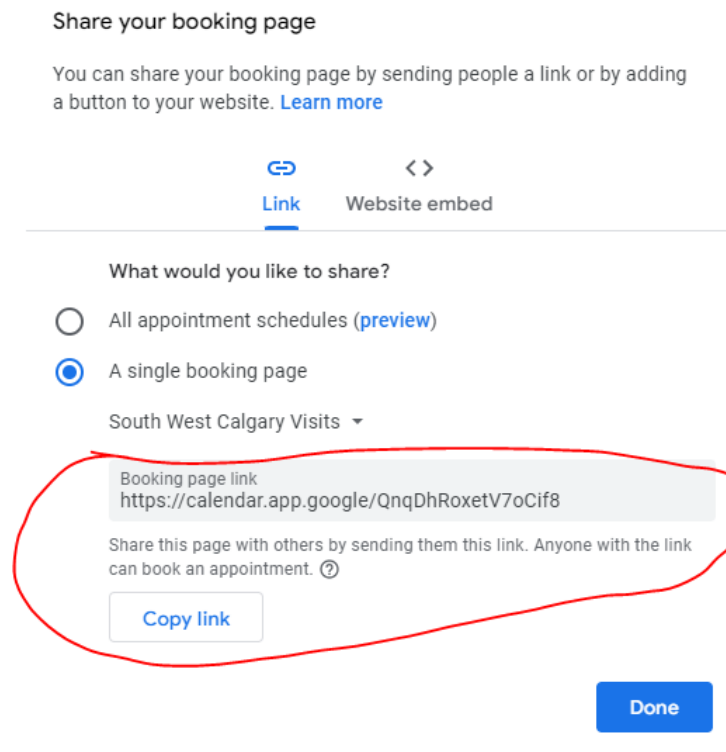
Select Add item., Then click Save on the bottom of the menu:

The screenshot shows the booking form configuration menu. The 'Add an item' button is highlighted with a red circle. Below it, the 'Required' checkbox is checked. At the bottom of the menu, the 'Save' button is highlighted with a red circle.

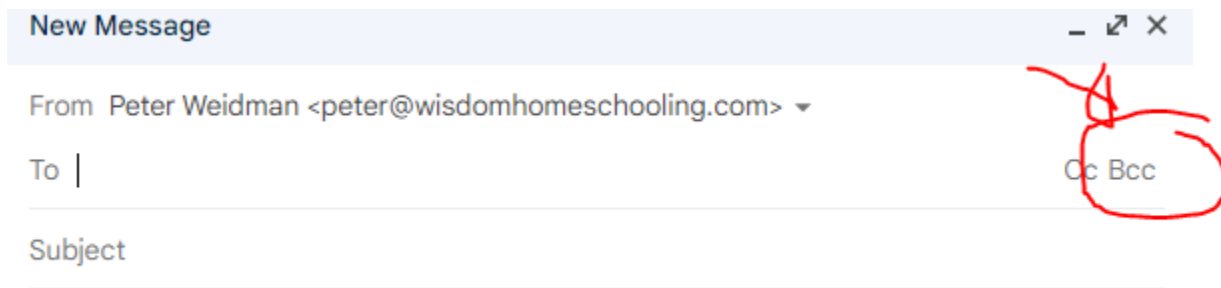
Now it's time to share the appointment bookings link with the families in the area:



Copy the link to email the families in the area.



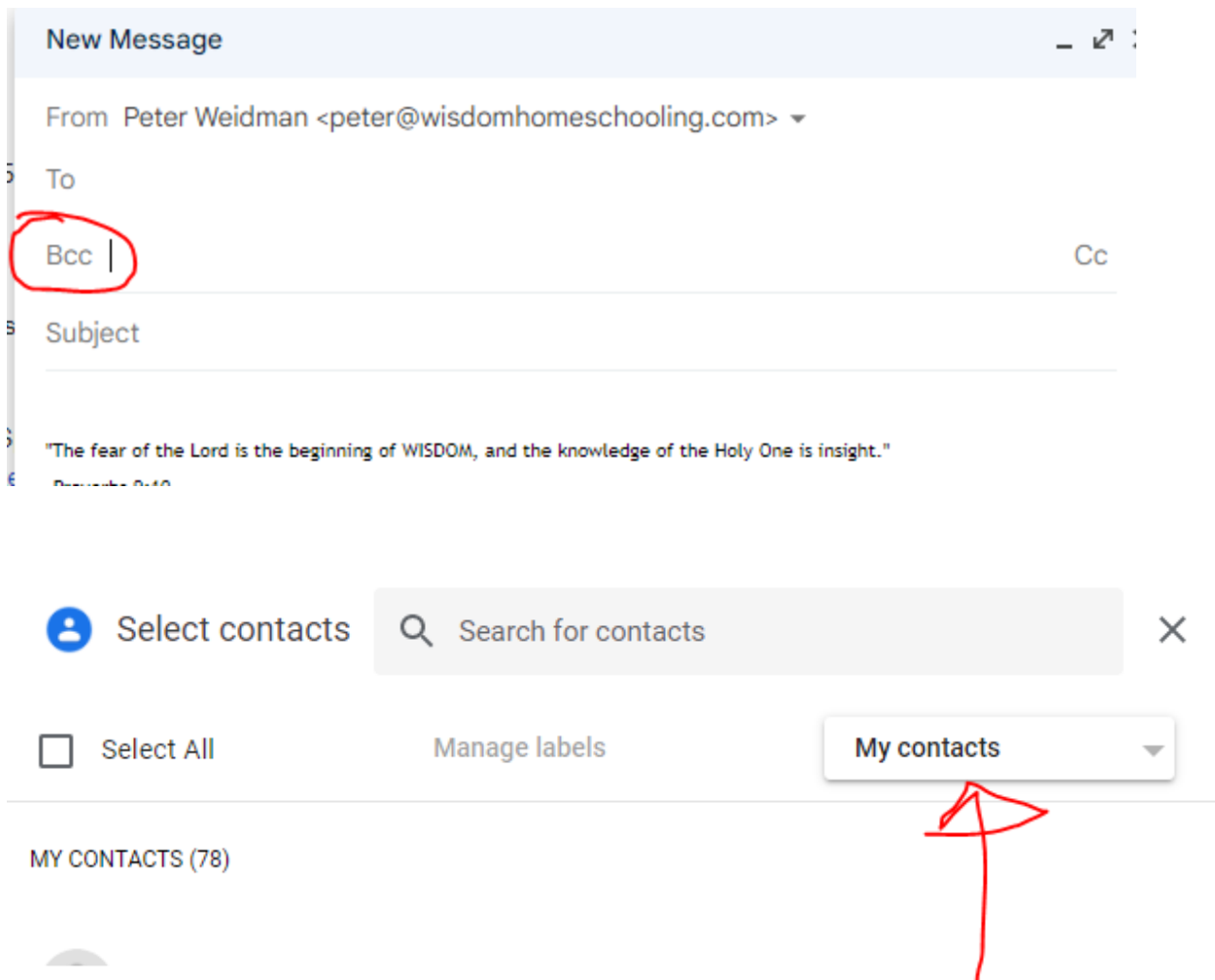
Here is how to email this link to a group of families with a label:



A screenshot of a 'New Message' form. The 'From' field is filled with 'Peter Weidman <peter@wisdomhomeschooling.com>'. The 'To' field is empty. The 'Cc' and 'Bcc' labels are circled in red, with a red arrow pointing to the 'Bcc' 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):



A screenshot of a 'New Message' form. The 'From' field is filled with 'Peter Weidman <peter@wisdomhomeschooling.com>'. The 'To' field is empty. The 'Bcc' label is circled in red. Below the form, a 'Select contacts' dialog box is open. The dialog box has a search bar and a 'Select All' checkbox. The 'Manage labels' section shows 'My contacts' selected. A red arrow points to the 'My contacts' label.

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



☒
Select All

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.


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	1
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	1	2	3	4	5

MON
24

10:00am

1:30pm

3:30pm

5:30pm

TUE
25

—

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—

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