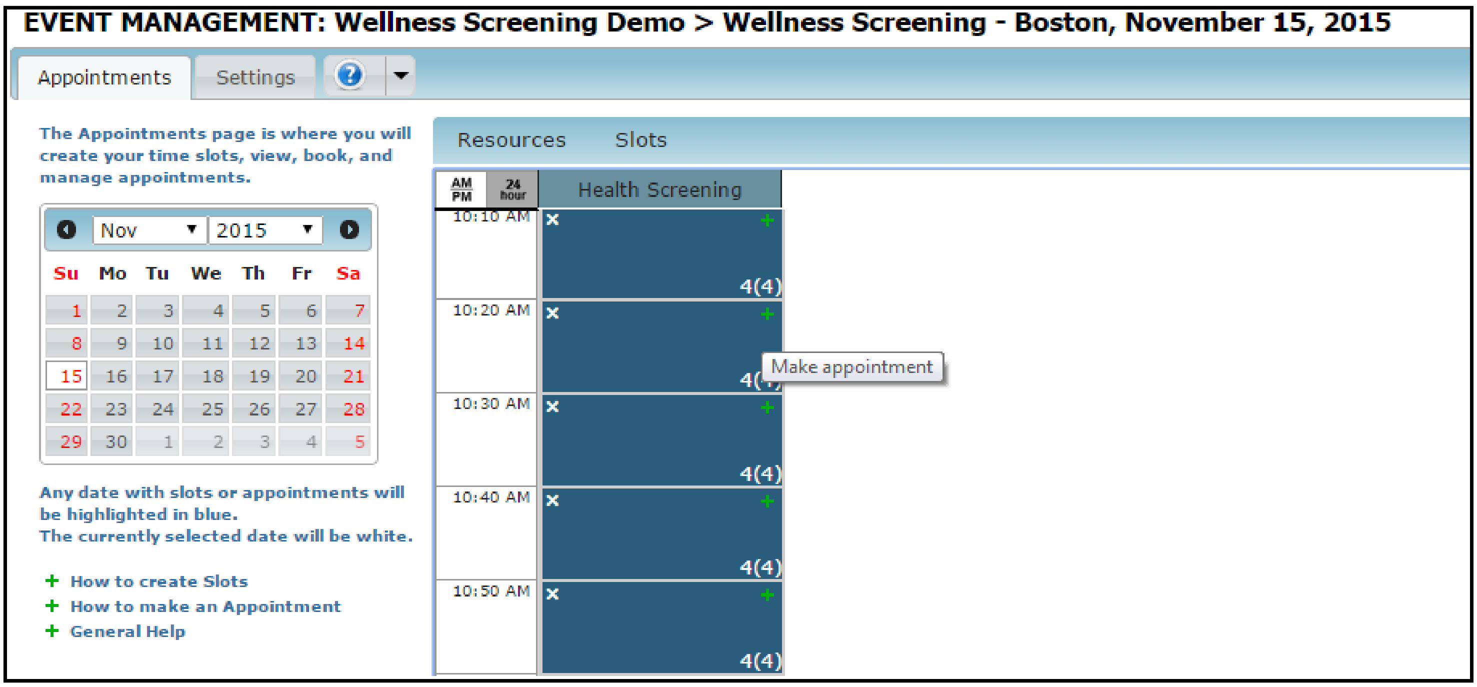
Make and Cancel Appointments

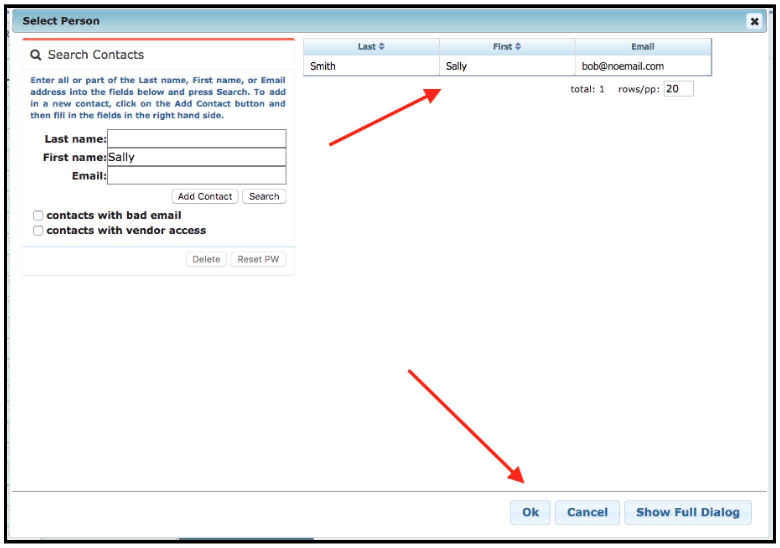
Make an Appointment

- Log in to your pickAtime account, and select the option **Events => Preview** from the dashboard.
- Then select your event from the list and click on the 

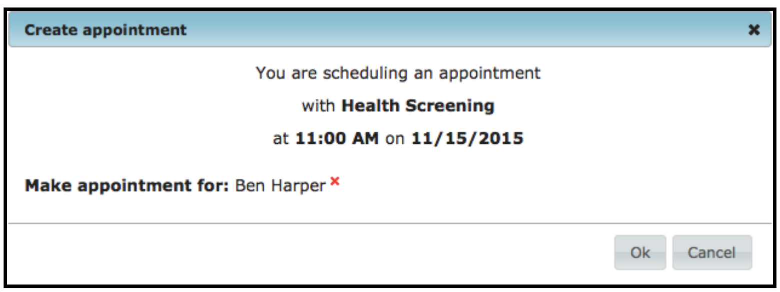
button.
- Select the **Appointments** tab
- Select the day on the calendar on the left and select the time slot you want to fill.
- Click on the green plus sign (+) in the time slot. If appointments already exist in that time slot, and there is still availability you will need to simply click below the last name in the slot. Stretch the time markings on the left side if needed to see all names in the slot. If the time slot is completely booked you will not be able to book in that time slot.



- This will bring up a Select Person dialog box.
- Search for the contact by typing in the name or part of the name on the left-hand side of the Select Person dialog box. When the contact name is displayed on the right-hand side, select the name and press **Ok.**

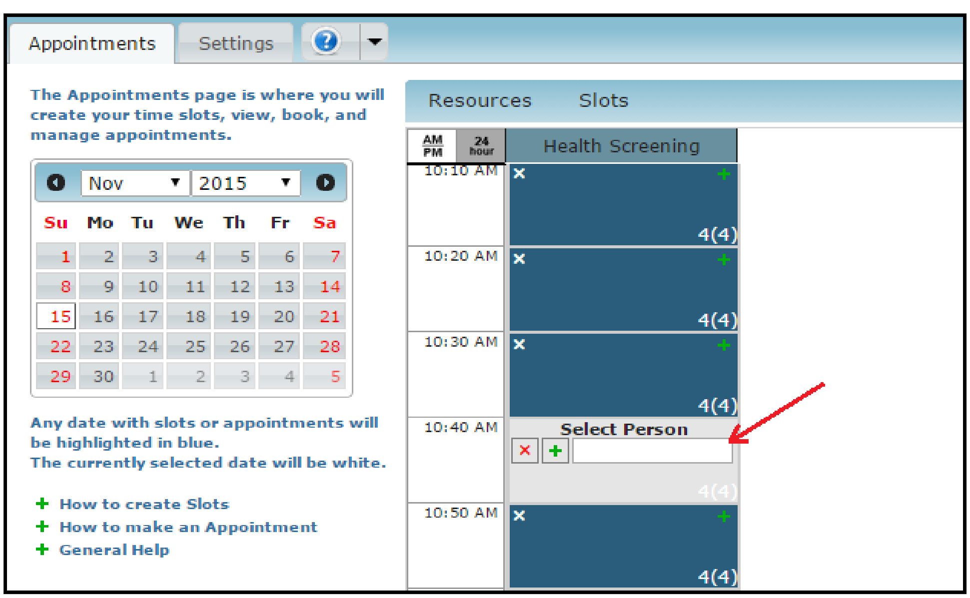


- Then press **Ok** in the Create Appointment dialog box.



- Create a new contact by entering in the First Name, Last Name, and Email address of the contact in the search control boxes and then select the + Add button. Then press **Ok.**
- Then press **Ok** in the Create Appointment dialog box.

NOTE: If the contact has already been entered in your account, you can use the quick add process. Simply click in the time slot. Then you can type in the start of the contact name in the empty white box in the appointment slot. If a match is found, the rest of the name will fill in and you can press enter to book the appointment for that contact.



If the contact has a valid email address they will receive any emails you have set up.

Other Appointment Options

On the Appointments page, you can click on an existing appointment. Select the Appointments drop-down to see the following options:

Confirm Appointment - this will be enabled if you have clicked on a red problem appointment and will allow you to confirm the problem appointment.

Cancel Appointment - will allow you to cancel the appointment and optionally send a cancellation email.

Edit Appointment - will allow you to edit the appointment details for an appointment. For example, if you are prompting your customer for additional appointment specific information you would be able to edit it here.

Change Time - will allow you to move the appointment to a new time.

Send Reminder - will send a reminder email to the customer.

Customer Info - will bring up the Contact Information dialog box for the customer.