

## 31 Calendar: Appointment Slots

The appointment slots feature lets you set one period of time on your calendar, divided into available time slots for people to reserve. For instance, professors can have their students reserve time during office hours each week, or a hair salon could let anyone visiting their website schedule an appointment during business hours.

### Setting Up Appointment Slots

1. *Sign* in to your Google Calendar account at <https://calendar.bates.edu>.
2. Make sure that you're in **Week** view or any **Day** view, since the appointment slots can't be created when you're using any of the other Calendar views.
3. *Click* anywhere in the calendar grid. In the event bubble that pops up, *click* **Appointment slots**.

**Event | Appointment slots** [X]

When: Thu, December 6, 6am – 7am

What: [Text Input]

Calendar: [Instruction] [Dropdown]

Type:  Offer as a single appointment slot  
 Offer as slots of: [30] minutes

[Create slots] [Edit details >]

4. *Indicate* the details for the appointment slots using these fields:
  - **What:** Enter a short title for the appointment slots, like "Professor Brown's Office Hours."
  - **Calendar drop-down menu:** Choose the calendar in which you'd like to create the appointment slots.
  - **Offer as a single appointment:** Select this button if the entire time will be used for one appointment.
  - **Split into smaller slots:** Select this option if you'd like to allow multiple appointments to be scheduled during the block of time. Simply select and indicate the duration for each appointment (in minutes) in the text box to the right.
5. If you're all finished, *click* **Create slots** on the bubble, or continue to the next step to add more details to

your appointment slots.

6. Click **Edit details** to open the appointment slots details page and add more information, such as a location or description, or to make the appointment block repeat. To make the appointment block recur, click the **Repeat** checkbox to choose your settings.

The screenshot shows the 'How does this work?' section of the appointment slot creation page. It is divided into three columns: 1. Create appointment slots, 2. Share your appointment page, and 3. Guests book appointment slots. Below this is a section for creating appointment slots on a calendar, including a dropdown for 'Create appointment slots on calendar:', a text field for 'This calendar's appointment page:' containing a URL, and a form for entering appointment details. The form includes fields for Title, Time block (date, start time, end time, and repeat checkbox), Type (radio buttons for 'Offer as a single appointment slot' and 'Offer as slots of: 30 minutes'), Where, and Description. There is also an 'Add: Guests | Rooms, etc.' section with an 'Enter email addresses' field and an 'Add' button.

7. If other people should be present during the appointment slot, you can invite them using the **Add Guests** field. For instance, a professor may want their assistant to be there during office hours and could invite them using this feature.
8. When you're finished, click **Save**.

Your appointment block will display as a single event on your calendar and the calendars of any invitees. You'll be able to distinguish the appointment block from other events by its striped pattern. Once actual appointments are booked, they'll appear as regular events overlapping with the striped appointment block.

## Schedule an Event

To let people start booking appointments, simply direct them to the appointment page. You can find the URL for it at the top of the appointment slot details page.

Visitors to this page will see a calendar showing the available appointments. They'll also see their own calendar overlaid on the appointment page, making it easy to see what times work for them.

To book an appointment, visitors simply click one of the available appointment buttons and click **Save**. Visitors can also edit other fields in the popup to make changes to the title, location, and event description.

Appointments that have been booked won't be visible to future visitors to the appointment page.

Attendees can cancel their appointment by deleting or declining the event on their own calendar, which will appear as a decline on your calendar. The appointment then becomes bookable for future visitors to the appointment page.

