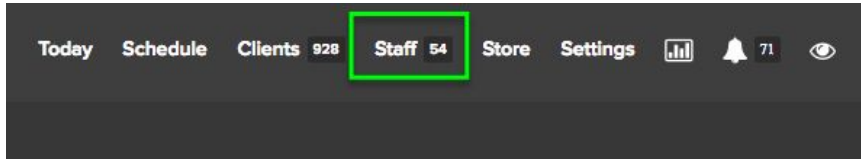


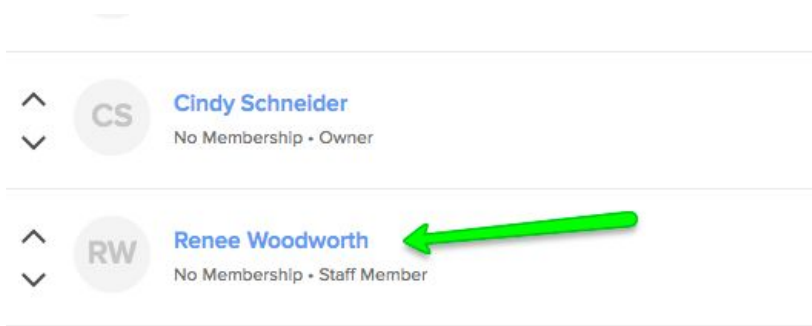
## Adding or Changing Appointment Availability

### Updating Staff Members as an Owner or Manager

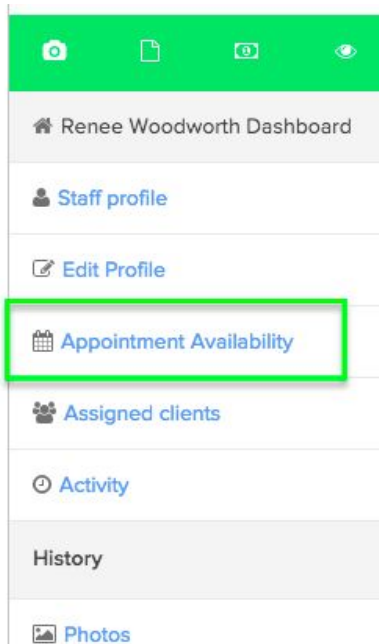
Go to the staff



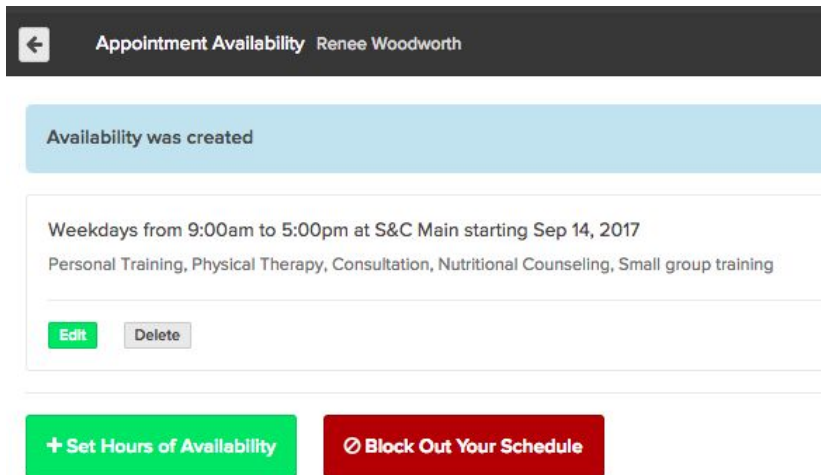
Choose the staff member you need to update availability for:



From within the profile, select Appointment Availability on the right hand side:

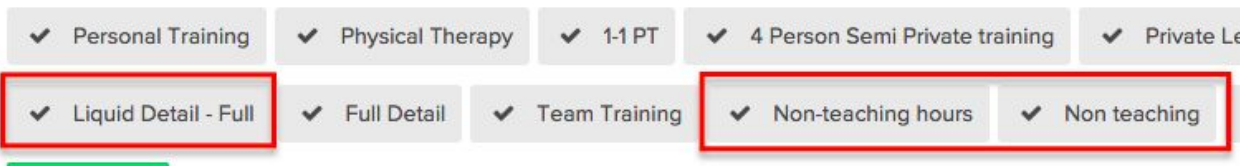


You can edit what is there, add a new and/or additional availability, or block out availability for the staff member:



When setting up availability, all of the services will be included by default. Remove the services your staff member is not available for by clicking on them:

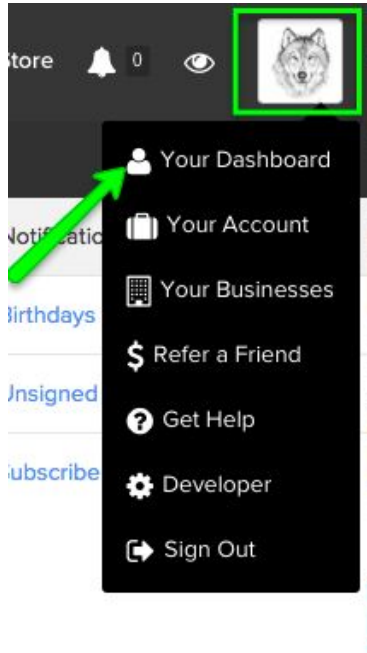
### Which services does this apply to?



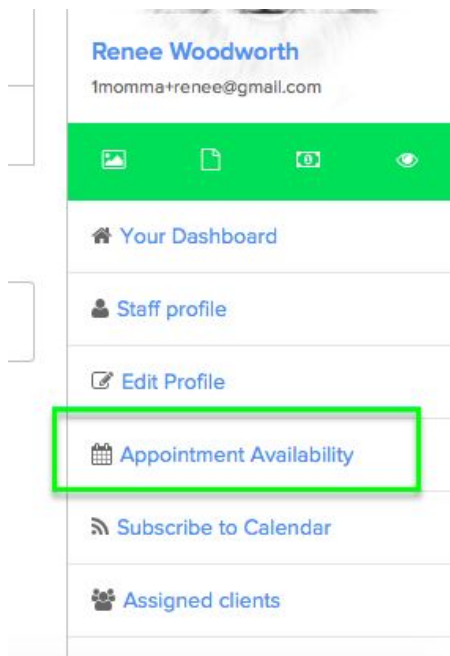
You can set specific hours of availability for specific services as needed.

## Adding your own availability for Staff Members

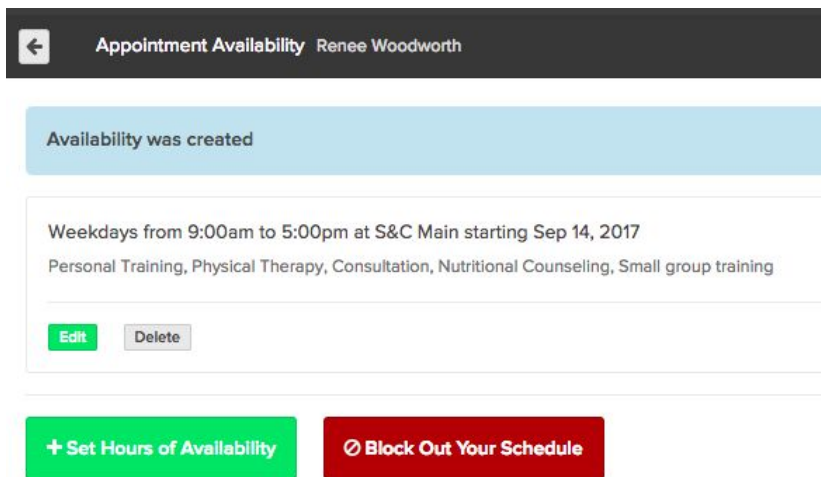
Log into your account. On the upper right hand corner, select your profile picture in the upper right hand corner and select Your Dashboard:



From your profile, select Appointment Availability:



You can edit what is there, add a new and/or additional availability, or block out availability for the staff member:



Appointment Availability Renee Woodworth

Availability was created

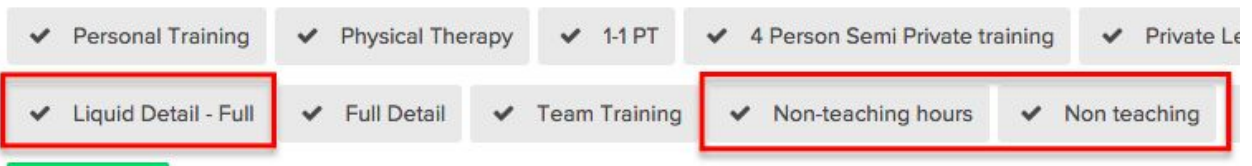
Weekdays from 9:00am to 5:00pm at S&C Main starting Sep 14, 2017  
Personal Training, Physical Therapy, Consultation, Nutritional Counseling, Small group training

Edit Delete

+ Set Hours of Availability Block Out Your Schedule

When setting up availability, all of the services will be included by default. Remove the services you are not available for by clicking on them:

### Which services does this apply to?



✓ Personal Training ✓ Physical Therapy ✓ 1-1 PT ✓ 4 Person Semi Private training ✓ Private Le

✓ Liquid Detail - Full ✓ Full Detail ✓ Team Training ✓ Non-teaching hours ✓ Non teaching

You can set hours of availability for specific services as needed.