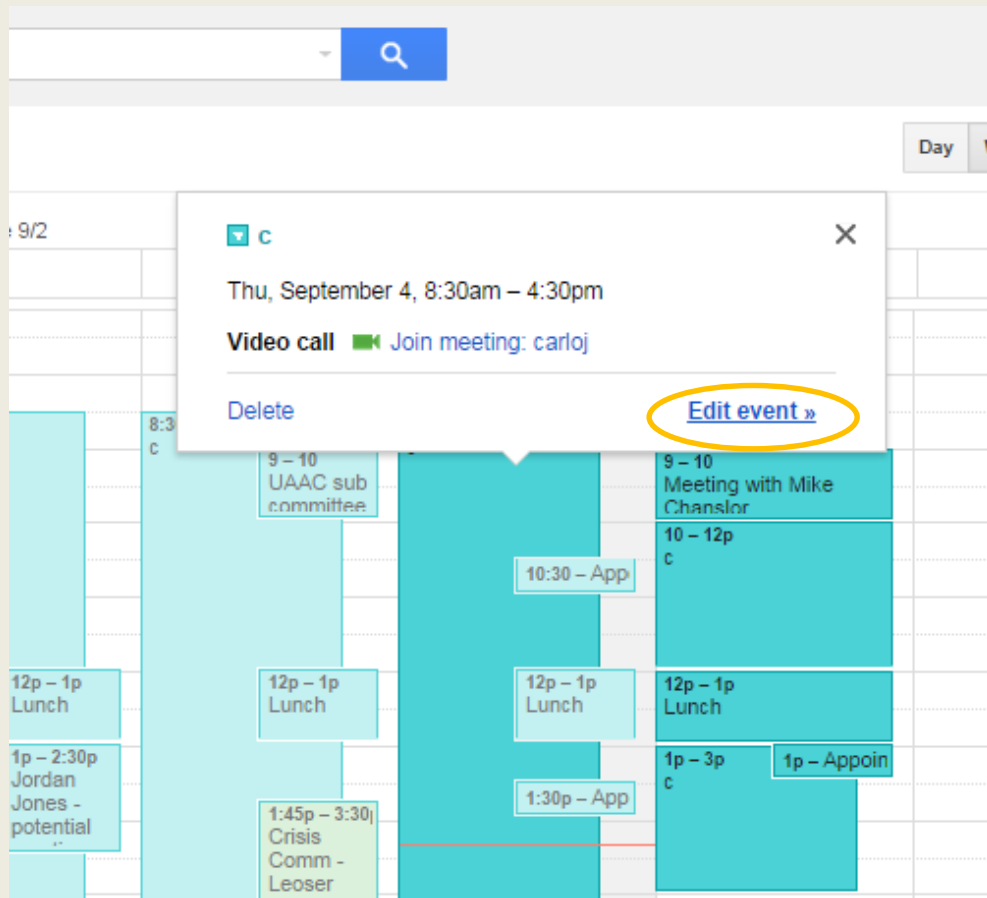# Transfer Intake Settings

youcanbook.me

- Open Google Calendar
- Click on today's c^ placeholder and click edit event

- Select Edit next to Repeat
- Set Ends: on 4/7/2015
- Hit done, Make changes to All Events, and Save your event

Wednesday, April 8 - Friday, May 1

Wednesday, April 8 - Friday, May 1

Transfer Appointment Placeholders:
Wednesdays and Thursdays (beginning 4/8/15)
- Create: tr^ at 11:30 and 2:30 [(AA's) UA's 11:00 and 2:00]
- Edit Event
- Repeat:
  - Wednesdays and Thursdays
  - Ends: 5/1/2015
  - Show me as: Available

Continuing Appointment Placeholders
Wednesdays and Thursdays (beginning 4/8/15)
- Create c^ at all other times you take appointments (adjust based on your schedule and lunch hour):
- Edit Event
- Repeat:
  - Wednesdays and Thursdays
  - Ends: 5/1/2015
  - Show me as: Available

Mondays and Tuesdays (beginning 4/13/15)
- Create c^ (hours you take appointments)
- Edit Event
- Repeat:
  - Mondays and Tuesdays
  - Ends: 5/1/2015
  - Show me as: Available

Beginning Monday, May 4

Following the same process as above:

<u>**Continuing Appointment Placeholders**</u>
Create **c^** events at the first half of every hour (9:00, 10:00, etc.)
- Edit Event
- Repeat
  - Monday, Tuesday, Wednesday, Thursday
  - Ends: 8/20/2015
  - Show me as: Available
- Repeat this process for the second half of each hour.

<u>**Transfer Appointment Placeholders:**</u>
Create **tr^** events at the second half of every hour (9:30, 10:30, etc.)
- Edit Event
- Repeat
  - Monday, Tuesday, Wednesday, Thursday
  - Ends: 8/20/2015
  - Show me as: Available
- Repeat this process for the second half of each hour.

Transfer Intake Settings

youcanbook.me

- Check *your* youcanbook.me site from April 8-May 1 for *continuing* appointment slots; make adjustments to your calendar as needed.

- **AA's:** Check the site below to view *transfer* appointment slots; make adjustments to your calendar as needed.

TAH AA's:

nsuappointments.youcanbook.me

BA AA's:

nsuappointmentsba.youcanbook.me

Continuing

	Mon 4/6/15	Tue 4/7/15	Wed 4/8/15	Thu 4/9/15	Fri 4/10/15
8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM	1:30 PM
2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM	2:00 PM
2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30 PM

Transfer

	Tue 4/7/15	Wed 4/8/15	Thu 4/9/15	Fri 4/10/15
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
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4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30 PM

Transfer Intake Settings

youcanbook.me

- Check *your* youcanbook.me site from May 4-Aug 20 for *continuing* appointment slots; make adjustments to your calendar as needed.

- **AA's:** Check the site below to view *transfer* appointment slots; make adjustments to your calendar as needed.

TAH AA's:
nsuappointments.youcanbook.me

BA AA's:
nsuappointmentsba.youcanbook.me

Continuing

	Mon 5/4/15	Tue 5/5/15	Wed 5/6/15	Thu 5/7/15	Fri 5/8/15
8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM	8:30 AM
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM	11:30 AM
12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
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3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30	
4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00	
4:30 PM	4:30 PM	4:30 PM	4:30 PM	4:30	

Transfer

	Mon 5/4/15	Tue 5/5/15	Wed 5/6/15	Thu 5/7/15	Fri 5/8/15
9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM
9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM	9:30 AM
10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
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4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM
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