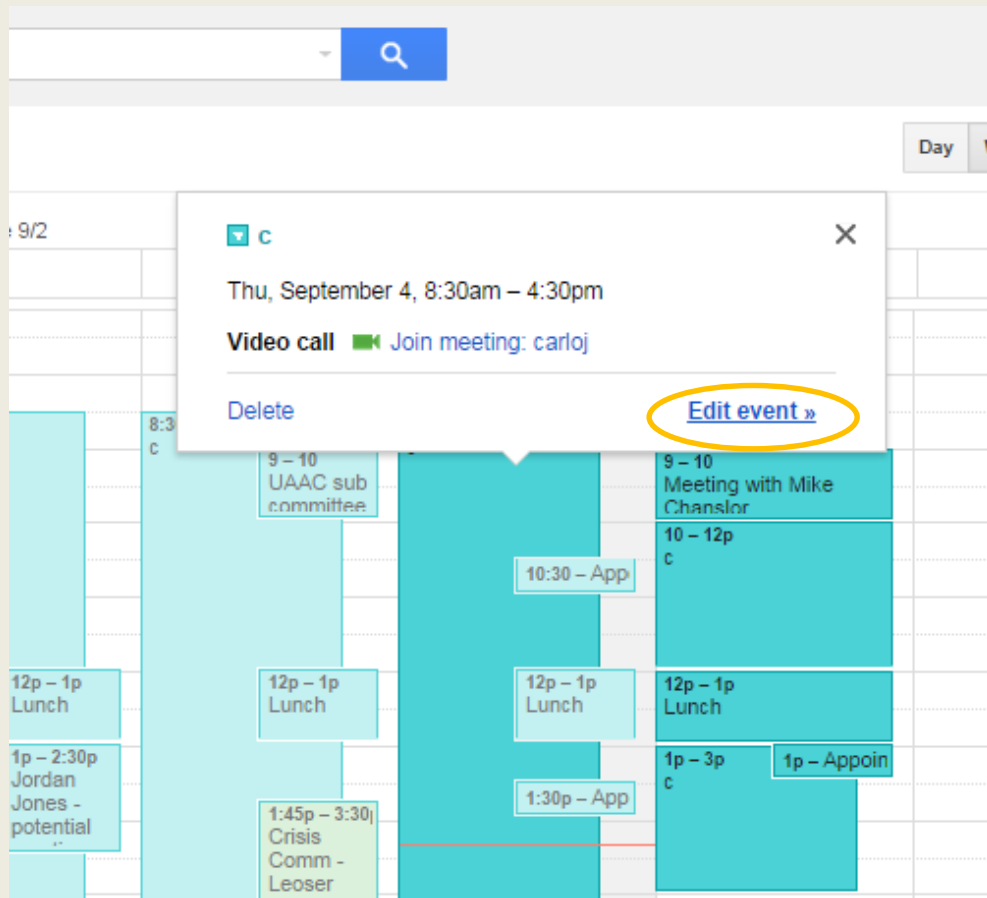


# Transfer Intake Settings

[youcanbook.me](http://youcanbook.me)



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

c^

4/7/2015 9:00am to 4:30pm 4/7/2015 [Time zone](#)

All day
  Repeat: Weekly on Monday, Tuesday, Wednesday, Thursday, until Apr 7, 2015 [Edit](#)

Event details [Find a time](#)

Where

Video call  Join meeting: carloj  
[Change name](#) | [Remove](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Notifications No notifications set  
[Add a notification](#)

Show me as  Available  Busy

Visibility  Calendar default  Public  Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

[Publish event](#)

### Repeat

Repeats:

Repeat every:  weeks

Repeat on:  S  M  T  W  T  F  S

Starts on:

Ends:  Never  
 After  occurrences  
 On

Summary: Weekly on Monday, Tuesday, Wednesday, Thursday, until Apr 7, 2015

### Edit recurring event

Would you like to change only this event, all events in the series, or this and all following events in the series?

Only this event All other events in the series will remain the same.

Following events This and all the following events will be changed.  
 Any changes to future events will be lost.

All events All events in the series will be changed.  
 Any changes made to other events will be kept.

- 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

The screenshot displays a calendar interface with several appointment placeholders. A green arrow points from the text 'Transfer Appointment Placeholders' to a placeholder labeled 'tr^' at 11:30am on Wednesday, April 8. A purple arrow points from the text 'Continuing Appointment Placeholders' to a placeholder labeled 'c^' at 11:30am on Wednesday, April 8. A yellow circle highlights the 'Edit event' button in the event details window. Another yellow circle highlights the 'tr^' label in the event details window. A third yellow circle highlights the 'Repeat' section in the event details window, specifically the 'On 4/30/2015' option. A fourth yellow circle highlights the 'Show me as' dropdown menu, which is set to 'Available'. The event details window shows the following information: Event title: tr^; Date and time: Wed, April 8, 11:30am - 12:00pm; Video call: Join meeting: carloj; Repeat: Weekly on Wednesday, Thursday, until Apr 30, 2015; Event color: Blue; Show me as: Available; Visibility: Calendar default.

# Monday, May 4 – Friday, August 20

## Beginning Monday, May 4

Following the same process as above:

### Continuing Appointment Placeholders

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.

### Transfer Appointment Placeholders:

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.

May 3 – 9, 2015

Sun 5/3	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8
	9 – c^	9 – c^	9 – c^	9 – c^	9 – 10 Meeting with Mike Chanslor
	9:30 – tr^	9:30 – tr^	9:30 – tr^	9:30 – tr^	
	10 – c^	10 – c^	10 – c^	10 – c^	
	10:30 – tr^	10:30 – tr^	10:30 – tr^	10:30 – tr^	
	11 – c^	11 – c^	11 – c^	11 – c^	
	11:30 – tr^	11:30 – tr^	11:30 – tr^	11:30 – tr^	
	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch
	1p – c^	1p – c^	1p – c^	1p – c^	
	1:30p – tr^	1:30p – tr^	1:30p – tr^	1:30p – tr^	
	2p – c^	2p – c^	2p – c^	2p – c^	
	2:30p – tr^	2:30p – tr^	2:30p – tr^	2:30p – tr^	
	3p – c^	3p – c^	3p – c^	3p – c^	
	3:30p – tr^	3:30p – tr^	3:30p – tr^	3:30p – tr^	
	4p – c^	4p – 7p Motivation, Learning, & Leadership	4p – c^	4p – c^	

# Transfer Intake Settings

[youcanbook.me](http://youcanbook.me)

- Check *your* [youcanbook.me](http://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](http://nsuappointments.youcanbook.me)

BA AA's:

[nsuappointmentsba.youcanbook.me](http://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
8:30 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
9:30 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
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
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
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
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
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
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

	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
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
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
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
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
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
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](http://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](http://nsuappointments.youcanbook.me)

BA AA's:

[nsuappointmentsba.youcanbook.me](http://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
8:30 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
9:30 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
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
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
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
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
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
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				
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
9:30 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
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
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
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
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
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
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