

Creating Open Appointment Slots

youcanbook.me

The screenshot displays the GreenMail calendar interface. At the top, there is a search bar and navigation controls. The main calendar view shows a grid for August 2014, with a focus on August 24-30. A modal dialog box titled "Event | Appointment slots" is open, showing the following details:

- When: Mon, August 25, 8:30am – 4:30pm
- What: c (with a note: e.g., Breakfast at Tiffany's)
- Calendar: Julia Carlo

The dialog box has two buttons: "Create event" and "Edit event". The "Edit event" button is circled in yellow. The background calendar shows various appointments, including "11:30 - Appointment: Cecilee Ashb", "12p - 1p Lunch", "1:45p - 3:30p Crisis Comm - Leoser 240", "5:30p - 8:30p Intro to Grad Studies - SH 227", and "5:30p - 8:30p Theories of Mass Media - SH 227".

- Open Google Calendar
- Beginning Monday, create a new event

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The screenshot shows the event creation form for youcanbook.me. At the top, there are navigation buttons: a back arrow, a red 'SAVE' button, and a 'Discard' button. Below these is a title input field containing the letter 'c'. To the right of the title is a date and time selector showing '4/17/2014' from '8:00am' to '5:00pm' on '4/17/2014', with a 'Time zone' dropdown. There are checkboxes for 'All day' and 'Repeat...'. Below the date/time is a tabbed interface with 'Event details' selected and a 'Find a time' button. The main form area includes: 'Where' (location input), 'Video call' (Add video call), 'Calendar' (Julia Carlo dropdown), 'Description' (text area), 'Attachment' (Add attachment), 'Event color' (color palette), 'Reminders' (No reminders set, Add a reminder), and 'Show me as' (radio buttons for Available, Busy). The 'Available' radio button is selected. Below this is a 'Privacy' section with radio buttons for Default, Public, and Private. On the right side, there is a section for adding guests with an 'Add: Guests | Rooms, etc.' header, an 'Enter email addresses' input, and an 'Add' button. Below that is a 'Guests can' section with checkboxes for 'modify event', 'invite others', and 'see guest list'. At the bottom, a note states: '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'.

- Type c in the event title (must be lower case to match youcanbook.me)
- Set your work day / available appointment hours
- Select “Available”

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The screenshot shows the event creation interface for youcanbook.me. At the top, there are buttons for 'SAVE' and 'Discard'. Below that, a search bar contains the letter 'c'. The event is scheduled for 8/25/2014 from 8:30am to 4:30pm. The repeat settings are configured as follows:

- Repeat: Weekly
- Repeat every: 1 weeks
- Repeat on: S M T W Th F S
- Starts on: 8/25/2014
- Ends: Never

The 'Done' button in the modal is highlighted with a yellow circle. The background interface includes fields for 'Where', 'Video call', 'Calendar', 'Description', 'Attachment', 'Event color', 'Reminders', and 'Show me as'.

- Select Repeat
- Repeat on: M,T,W,Th,F (only days you take appointments)
- Ends: Never
- Select Done and Save your event

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- Check your youcanbook.me site and make adjustments on your google calendar as needed.

JUMP TO DATE

Mon 8/25/14	Tue 8/26/14	Wed 8/27/14	Thu 8/28/14	Fri 8/29/14
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
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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