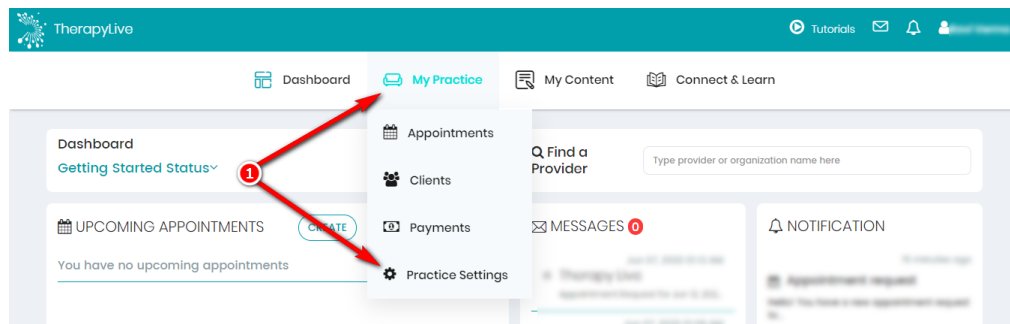


How do I set or edit my calendar availability?

Customer Success Liaison - 2020-06-06 - in Calendar and Appointment Scheduling

1. Click on “My Practice” and select “Practice Settings” from the drop-down menu.



2. Click on the “Schedule” tab located on the left side of the page.
3. Here you will see three tabs - “Your Availability” “Your Daily Breaks” and “Your Days Off”. Click on “Your Availability” tab.
4. You can set your schedule based on a weekly or monthly basis by clicking on “Schedule Type”.
5. You can set your available time frame “On” or “Off” by selecting the button located to the right of the time slots.

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Set Your availability

YOUR AVAILABILITY

YOUR DAILY BREAKS

YOUR DAYS OFF

Schedule Type **Weekly**

Weekly Schedule

Weekly Scheduling

Monday	10:00 AM	to	08:00 PM	On
Tuesday	10:00 AM	to	08:00 PM	On
Wednesday	10:00 AM	to	08:00 PM	On
Thursday	10:00 AM	to	08:00 PM	On
Friday	10:00 AM	to	08:00 PM	On
Saturday	10:00 AM	to	08:00 PM	On
Sunday	10:00 AM	to	08:00 PM	On

Save

6. If you are using "Monthly" schedule type, make sure to edit this for all five weeks.
7. Click on the "Save" button to save all the changes.

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YOUR AVAILABILITY

YOUR DAILY BREAKS

YOUR DAYS OFF

Schedule Type **Monthly**

First-Week

Second-Week

Third-Week

Fourth-Week

Fifth-Week

First Week Time Scheduling

Monday	10:00 AM	to	08:00 PM	Off
Tuesday	10:00 AM	to	08:00 PM	Off
Wednesday	10:00 AM	to	08:00 PM	Off
Thursday	10:00 AM	to	08:00 PM	Off
Friday	10:00 AM	to	08:00 PM	Off
Saturday	10:00 AM	to	08:00 PM	Off
Sunday	10:00 AM	to	08:00 PM	Off

Save