



Convenient Confidential Counseling

How to Update Your New Booking Calendar

Introduction

We are upgrading the TeleCBT app to include a calendar view!!

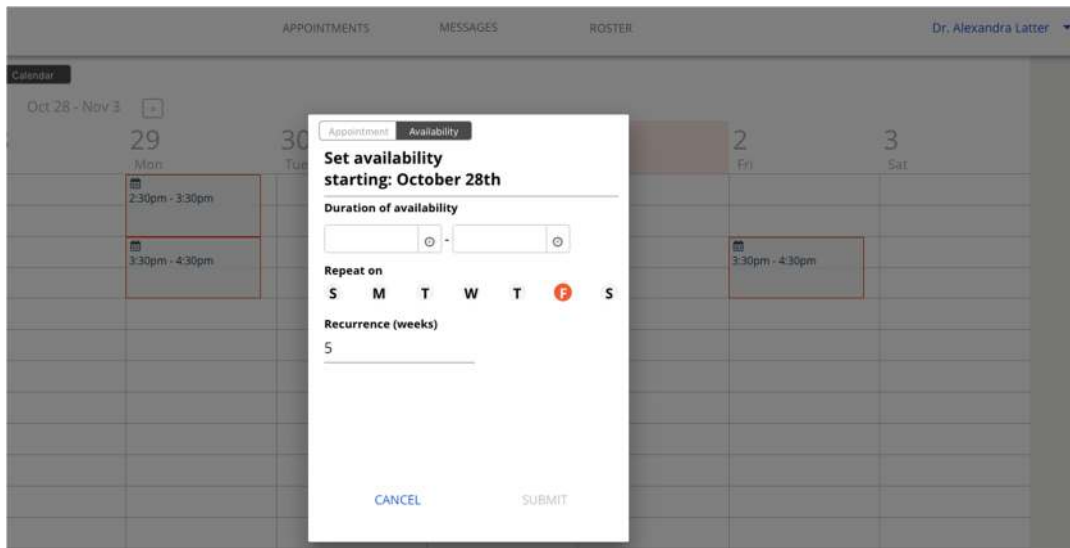
You will soon be able to schedule your availability and see your upcoming appointments directly in your TeleCBT app. This means you will no longer need your TeleCBT Google booking calendar to indicate your availability.

As of **December 21**, your existing availability in your TeleCBT Google booking calendar will be automatically transferred to your new integrated TeleCBT calendar. After that, you will maintain your availability directly from your TeleCBT account. Check out the steps below!

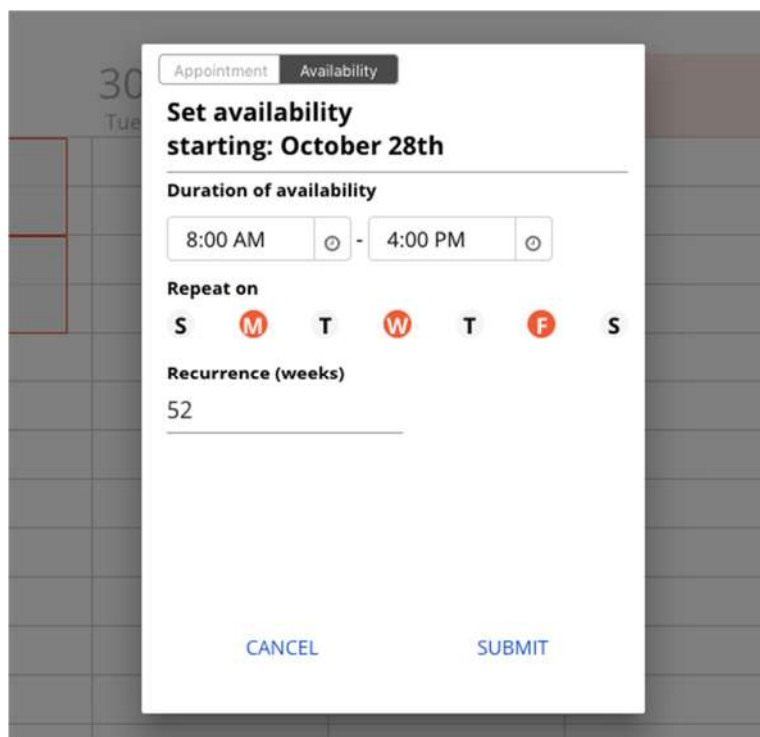
How to Set Your Availability

1. Log in to your account
2. Ensure your Calendar view is visible by selecting the "Calendar" toggle at the top left corner (your calendar will be enabled by the end of day December 21, 2018. If after that time you do not have a calendar enabled, please contact support@telecbt.ca)
3. Navigate to the first week you'd like your booking availability to start, by using the left/right arrows at the top of your calendar
4. Click on a blank/open time slot on the first day you'd like your availability to start

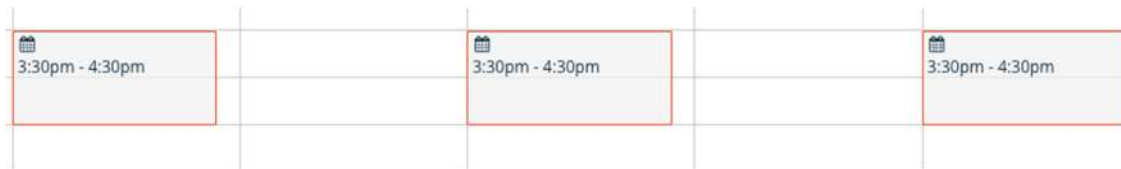
5. Toggle the top to "Availability" from "Appointments" (click on "Availability")



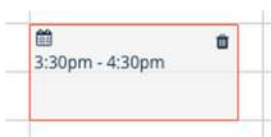
6. Input your availability by entering the duration (start time and end time), days of the week, and number of weeks you'd like the appointment slots/availability to recur.



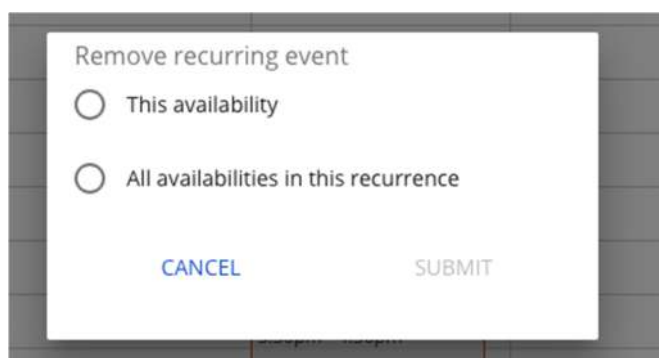
- Click on "Submit" - The availability will now be reflected in your account (Note: Booking availability appears as a grey event, while any booked appointments will appear as orange events in your calendar)



- To remove appointment availability, simply roll your cursor over the appointment availability slot, and click on the tiny trash can in the top right-hand corner of the availability.



- From here, you will be asked if you would like to delete this calendar event only, or all of the events that were set to recur (i.e. if the weekly recurrence were set at 52 weeks, clicking delete will delete all 52 weeks of the availability)



Where to Find Help

If you have any questions or need help setting up your calendar, contact support@telecbt.ca, info@telecbt.ca or call support at 1-888 - 687 - 9288 x. 1