

Fill in Your Available Time

When a consumer visits your page, they are encouraged to click on your calendar to view when you have available appointment times. If you haven't added any available time to your calendar, consumers receive a notification explaining that you have no time in your calendar and that they can search for another provider who does.

When they receive the message telling them you're unavailable, many consumers assume this means that you aren't actually able to meet with new clients.

Adding Available Time:

- Log in to Inpathy and choose **MY CALENDAR** from the left-hand column
- At the top of the calendar page, click **ADD AVAILABLE TIME**
- Fill out the pop-up form with the dates and times you are available for sessions

Best Practices for Adding Available Time

- Schedule regularly occurring blocks of time each week that you know will always be reserved for Inpathy appointments
- Schedule your availability as far into the future as you can
- Be proactive with your calendar, and make updates to your availability as quickly as you can