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# **Timetap User Guide**

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# Getting Started

## Getting Started Checklist

### 1 Set Up Timetap

After the Timetap administrator signs in for the first time, the Timetap Setup wizard appears and goes through the following steps:

- **Information and Preferences.** Enter basic information about the Timetap administrator and the business, the terms the business uses and select the information the business wants to ask from the customers.
- **Website.** Enter content for the web pages and select the colors and look and feel for the website.
- **Services.** Set up the services the business offers with a name, description, duration, and price (optional).
- **Staff Members.** Set up staff with their basic information, the services they each offer and their web site bio, permissions, normal work times, and calendar preferences.

If you have any questions about a setting, click  next to the setting for help information.

Once setup is complete, the business website in the Timetap domain is instantly live on the web!

### 2 Use Your New Timetap Website

You can simply give people the web address provided by Timetap. Or, if you already have a website for your business, here are two options for incorporating your Timetap web pages and system.

- Many businesses like their Timetap website so much, they simply redirect their current web address to the home page of their Timetap website. This allows the business to save any current hosting fees being paid for the existing site, since the new website is included in Timetap for no additional fee.
- If you want to keep your existing business website, simply add a link called **Online Appointments** or **Book an Appointment** on the existing site that directs visitors to your Timetap Make Appointment page. The code for this link is found at the bottom of the **Information and Preferences** tab on the Setup page (click **Setup** on the menu bar). Contact Timetap if you need help integrating Timetap with your current website or web address.

Staff members can extend access to their Timetap system by adding links to their Timetap web address in their Facebook or MySpace pages.

### 3 Adjust Profiles, Settings, and Calendars

If you have other staff members in your business, each should sign in to [adjust his/her profile, settings and, most importantly, his/her existing calendar](#).

#### **4 Add Personal Block Time to Your Calendars**

Each staff member needs to [add any block time](#) (for personal time, vacations, etc.) so customers do not schedule appointments during these times.

#### **5 Add Existing Appointments to Your Calendars**

Each staff member needs to enter existing appointments so Timetap does not offer these time slots to other customers.

The best thing to do is to [schedule appointments](#) for each customer so that the customer gets reminders and staff can begin to create customer history information. But, this requires at least the customer's email address and, ideally, the mobile phone number to send the customer text message reminders.

If you do not want to set up your customers right now, add current appointments simply as [block times](#).

#### **6 Notify Your Customers**

Once the calendar is set up, each staff member should let their customers know that they can now schedule appointments online.

Ways to get the word out include:

- Add a message to staff voice mail greetings. Instead of leaving a message, many customers will hang up and go to the website.
- Add a note to staff email addresses. Instead of replying to an email, many customers will go to the website.
- Add a note to brochures and/or staff business cards, like: *We offer the convenience of online appointment booking on our website [yourwebsitename.com].*


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# Home

## Understanding the Home Page

The home page provides a summary of the signed-in user's Timetap information. The home page consists of four sections: **Agenda**, **Request**, **Activity**, and **Utilization**.

### ***Agenda***

The Agenda section shows the schedule of the signed-in user, starting with the date shown at the top of the section plus the next six days. Change the date by editing the date or using the **Calendar** button (). Or, just click **Today** to select today's date.

- Clicking the day or date opens the calendar for the selected day/date.
- Appointments are listed for each day/date. Clicking the appointment time range displays the appointment information, which can be edited. Clicking the customer name opens the customer page.
- Block times (personal times) are listed for the relevant days/dates. Clicking the block time range displays the block information, which can be edited or removed.
- Free time is listed where there is available time for appointments. Clicking the free time range opens a window to create a new appointment or block time during the free time range.

### ***Request***

The Request section lists pending appointment requests for the signed-in user that need to be accepted or denied. If accepted, the appointment is confirmed; if denied, the appointment is removed from the schedule. In either case, the customer is notified by email or text (depending on their preference).

If you have view or edit permission to manage a colleague's calendar, you can select to view and manage different staff members' appointment requests. If you do not have this permission, you will only see appointment requests for yourself.

- To accept an appointment, check the box next to the appointments to accept and click **Accept**.
- To deny an appointment, check the box next to the appointments to deny and click **Deny**.
- To send a message to one or more requesting customers, check the box next to the appointment requests from those customers and click **Send Msg**.

### ***Activity***

The Activity section lists an activity log of the four most recent website actions. Within the log, clicking customer names opens the customer page. Clicking appointment dates opens the appointment page.

Expand or collapse this section by clicking **Hide** or **Show**.

## ***Utilization***

The Utilization section shows the total working hours and the percentage of work time that is booked for appointments with a customer. This information helps you monitor your utilization so you can make the most of your working time by showing you the previous, current, and next period (day, week, or month).

At the top of the section, select to see utilization calculations by day, week (default), or month. You can also select to see utilization calculations for all staff members or for a selected staff member.

Expand or collapse this section by clicking **Hide** or **Show**.

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# Calendars

## Setting Your Work Times

Work status (No/Yes) and start and end times are used by Timetap to offer only working times to customers seeking an appointment. Each person's calendar must be set up with the work status/times for each day of a typical week.

### ***To set work times:***

Users with [Super status](#) can maintain normal work times on the Calendar Configuration page for themselves or any staff member on the **Staff Members** tab of the Setup page.

1. Click **Setup** on the menu bar. The Setup page appears.
2. Click the **Staff Members** tab.
3. Click the **Edit Calendar Preferences** link on the staff member whose work times need to be set or changed.

Users with [Active status](#) can maintain their normal work times on the Calendar Configuration page from their Edit Profile page.

1. Click **Edit Profile** on the menu bar. The Staff Member setup page appears.
2. Click **Edit Calendar Preferences** link.

### ***To set work time overrides:***

Work time overrides can be added for one or more days on a given calendar or all calendars of the business.

1. Click **Calendars**.
2. Set **View** to **Week**.
3. Go to the date where the work time override is needed by clicking **Next Week** or **Previous Week** or by entering or selecting the date in the orange title bar.
4. Click the underlined date at the top of the column. The Work Hours window appears.
5. Normal work status and times are on the left side of the window. If a work time override does not already exist for that day, click **Create Override** to create one.

If a work time override exists, edit the information as necessary.

The Work Time Override will be applied to all the days between Start Date and End Date. The name you enter will be displayed on your calendar to remind you about the override.

Remove the work time override by clicking the **Remove Override** button.

6. Click **Save** to save your changes and close the window.

## Viewing Calendars

1. Click **Calendars** on the menu bar. The Calendar page appears.
2. Set **Staff Member** to the appropriate staff member. (It is set to the signed-in user by default.)
3. Set **View** to one of the following views:
  - **Agenda**: Shows the schedule for 7 days starting with the selected date.
  - **Month**: Shows the month that includes the selected date.
  - **Week** (default): Shows the week that includes the selected date.
4. Select the date for the calendar. Click **Today** to select today's date.

## Blocking Time on Calendars

If you need to take off personal time or vacation time, be sure to block the time out on your calendar so your customers will not schedule appointments during that time. You can add block time from several different places in Timetap.

1. Do one of the following:

If you want to add block time from...	Then...
Anywhere	<ul style="list-style-type: none"> <li>• Click <b>Create New Appointment/Block Time</b> on the menu bar.</li> </ul>
Home Page	<ul style="list-style-type: none"> <li>• Click a free time range in the <b>Agenda</b> section on the home page.</li> </ul>
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Find an empty time slot for the block time and click it.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click a free time range.</li> </ul>

2. The Create New Appointment/Block Time window appears. Change **Appointment** to **Block Time** at the top of the window. Notice that the window settings change.
3. For **Name**, enter the relevant name. For example, if you were eating lunch with someone, you might enter the person's name. Or, if you were going on vacation, you might enter "Cruise Vacation."
4. For **Description**, enter the description for the block time if you like.
5. Check **Private** if you do not want other staff members to see any information about the block time.
6. Enter the dates and times for the block time period.

7. Click **Save**.

## Editing Block Time on Calendars

1. Do one of the following:

If you want to edit block time from...	Then...
Home Page	<ul style="list-style-type: none"> <li>• Click the block time in the <b>Agenda</b> section on the home page.</li> </ul>
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Double-click the block time you want to change.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click the block time.</li> </ul>
Month View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Month</b>.</li> <li>• Click the block time.</li> </ul>

2. The Edit Block Time window appears. Make changes as necessary.
3. Click **Save**.

*SHORTCUT: If you just need to move the block time backward or forward in time, you can click and drag the block time on the week view calendar to reposition it.*

## Deleting Block Time on Calendars

1. Do one of the following:

If you want to delete block time from...	Then...
Home Page	<ul style="list-style-type: none"> <li>• Click the block time in the <b>Agenda</b> section on the home page.</li> </ul>
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Double-click the block time you want to change.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click the block time.</li> </ul>
Month View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Month</b>.</li> <li>• Click the block time.</li> </ul>
Customer Page	<ul style="list-style-type: none"> <li>• Click <b>Customers</b> on the menu bar. A list of customers appears.</li> <li>• Click the customer name for the block time. The customer page appears.</li> <li>• In the <b>Future Appointments</b> section, click <b>Change</b> for the block time you want to change.</li> </ul>

2. The Edit Block Time window appears. Click **Delete this Block Time**.
3. A window appears asking you if you are sure you want to delete the block time. Click **Yes**.

---

# Appointments

## Scheduling New Appointments

You can schedule an appointment from several different places in Timetap.

1. Do one of the following:

If you want to schedule an appointment from...	Then...
Anywhere	<ul style="list-style-type: none"><li>• Click <b>Create New Appointment/Block Time</b> on the menu bar.</li></ul>
Home Page	<ul style="list-style-type: none"><li>• Click a free time range in the <b>Agenda</b> section on the home page.</li></ul>
Week View Calendar	<ul style="list-style-type: none"><li>• Click <b>Calendars</b>.</li><li>• Set <b>View</b> to <b>Week</b>.</li><li>• Find an empty time slot for the appointment and click it.</li></ul>
Agenda View Calendar	<ul style="list-style-type: none"><li>• Click <b>Calendars</b>.</li><li>• Set <b>View</b> to <b>Agenda</b>.</li><li>• Click a free time range.</li></ul>
Customer Page	<ul style="list-style-type: none"><li>• Click <b>Customers</b> on the menu bar. A list of customers appears.</li><li>• Click the customer name for the appointment. The customer page appears.</li><li>• Click <b>Create New Appointment</b>.</li></ul>

2. The Create New Appointment window appears. Enter the information for the appointment. (If you came from a calendar, the day/time is automatically selected; if you came from the customer page the customer is automatically selected.)

Note that if the customer does not exist in Timetap yet, you can check **Add Customer**. Customer fields appear allowing you to complete the information for the new customer. When you save the appointment, the new customer is also saved in the Timetap customer database.

3. Click **Save**.

## Changing Appointments

You can change an appointment from several different places in Timetap.

1. Do one of the following:

If you want to change an appointment from...	Then...
Home Page	<ul style="list-style-type: none"> <li>• Click the appointment time in the <b>Agenda</b> section on the home page.</li> </ul>
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Double-click the appointment you want to change.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click the appointment time.</li> </ul>
Month View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Month</b>.</li> <li>• Click the appointment time.</li> </ul>
Customer Page	<ul style="list-style-type: none"> <li>• Click <b>Customers</b> on the menu bar. A list of customers appears.</li> <li>• Click the customer name for the appointment. The customer page appears.</li> <li>• In the <b>Future Appointments</b> section, click <b>Change</b> for the appointment you want to change.</li> </ul>

2. The Change Appointment for Customer window appears. Make changes to the appointment information as necessary.
3. Click **Save**.

*SHORTCUT: If you just need to move the appointment backward or forward in time, you can click and drag the appointment on the week view calendar to reposition it.*

## Cancelling Appointments

You can cancel an appointment from the home page, calendars, or the customer page.

### ***From the home page or a calendar:***

1. Do one of the following:

If you want to cancel an appointment from...	Then...
Home Page	<ul style="list-style-type: none"> <li>• Click the appointment time in the <b>Agenda</b> section on the home page.</li> </ul>
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Double-click the appointment you want to cancel.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click the appointment time.</li> </ul>
Month View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Month</b>.</li> <li>• Click the appointment time.</li> </ul>

2. The Change Appointment for Customer window appears. Click **Cancel this appointment**.
3. Click **Save**.

### ***From the customer page:***

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click the customer name for the appointment. The customer page appears.
3. In the **Future Appointments** section, click **Cancel** for the appointment you want to change. Appointment status changes to **Cancelled**.

## Accepting/Denying Appointment Requests

When you set your calendar preferences, if you do not check **Automatically confirm appointments from existing customers** and/or **Automatically confirm appointments from new customers**, appointments made by customers are processed as appointment requests. You must accept appointment requests to confirm them with the customers or deny appointment requests and prevent them from being scheduled as appointments. Until you accept or deny a request, the request holds a time slot on your calendar but is not yet confirmed with the customer.

You can accept or deny appointment requests from the home page, calendars, or the customer page.

### ***From the home page:***

In the **Requests** section, check the boxes next to the appointments and click either the **Accept** or **Deny** button at the top of the section.

### ***From a calendar or customer page:***

1. Do one of the following:

If you want to accept/deny an appointment from...	Then...
Week View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Week</b>.</li> <li>• Double-click the appointment.</li> </ul>
Agenda View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Agenda</b>.</li> <li>• Click the appointment time.</li> </ul>
Month View Calendar	<ul style="list-style-type: none"> <li>• Click <b>Calendars</b>.</li> <li>• Set <b>View</b> to <b>Month</b>.</li> <li>• Click the appointment time.</li> </ul>
Customer page	<ul style="list-style-type: none"> <li>• Click <b>Customers</b> on the menu bar. A list of customers appears.</li> <li>• Click the customer name or the appointment. The customer page appears.</li> <li>• In the <b>Future Appointments</b> section, click <b>Change</b> for the appointment.</li> </ul>

2. The Change Appointment for Customer page appears. Click **Accept this requested appointment** or **Deny this requested appointment**.

*NOTE: You can also manually change **Status** to **Confirmed** (accepted) or **Disapproved** (denied).*

## Viewing Appointment History

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click the customer. The customer page appears.
3. The **Appointment History** section lists all appointments scheduled for the selected customer in the past. To change a past appointment, click the **Change** button, edit information as necessary, and click **Save**.

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# Customers

## Viewing Customers

You can see a list of customers with Timetap. Users with [Active status](#) will see only those customers who have themselves or no preference set as their primary staff member. Users with [Super status](#) will see all customers for any primary staff members.

1. Click **Customers** on the menu bar. A list of customers appears.
2. To sort the list of customers by name, primary staff, status, or birthday, click the heading that you want to sort on. For example, if you want to sort the list by last name, click the **Customer** heading. Click the heading one time to sort in ascending order; click again to sort in descending order.
3. Click the name of the customer you want to view.
4. The customer page appears. Notice that each section of the page provides different information about the customer. Click **Show/Hide** for a section to expand or collapse it.

*SHORTCUT: You can click a customer name anywhere in Timetap to view the customer page.*

## Searching for Customers

1. Click **Customers** on the menu bar. A list of customers appears.
2. Enter the first or last name of the customer in the **Search** box. You can enter a portion of the name or the full name.
3. Click **Search**. Only customers meeting the search criteria are listed.

*TIP: You can see the complete list again by selecting **Customers** on the menu bar.*

## Adding Customers

The following procedure describes how to directly add a customer. But, note that customers are also added when they schedule appointments, and customers can also add themselves to the database when they go to your Timetap website and sign up.

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click **Add New Customer**.
3. The Create New Customer page appears. Enter the information for the new customer.
4. Click **Save**.

## Editing Customers

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click the customer name. The customer page appears.
3. Make changes as necessary to the customer page.

*TIP: You can turn off reminders for the customer by selecting **None** for **Send Reminders Via**.*

4. Click **Save**.

## Inactivating Customers

Instead of deleting a customer, change the customer's status to **Inactive**.

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click the customer name. The customer page appears.
3. Change **Status** to **Inactive**.
4. Click **Save**.

---

# Messages

## Sending Messages to Customers

Messages are sent to customer via email and/or text (depending on the customer preference). A message can be sent to one customer or to multiple customers.

Messages can be sent to customers from the home page or the Customers page.

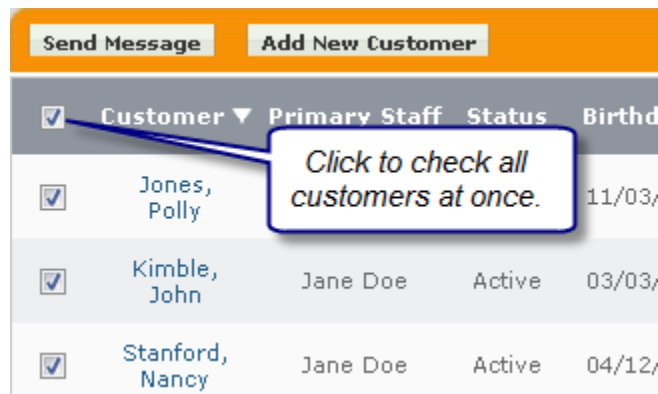
### ***From the home page:***

1. In the **Requests** section on the home page, check the appointment requests for the customer or customers to receive the message.
2. Click **Send Msg.**
3. The Send Message window appears. Enter the message. You can [add an offer](#) if you like.
4. Click **Send Message** and the message is sent to the selected customers.

### ***From the Customers page:***

1. Click **Customers** on the menu bar. A list of customers appears.
2. Do one of the following:
  - To send a message to one or more customers, check the customers you want to receive the message and click **Send Message**.

*TIP: You can click the check box in the heading row to check all customers at once.*



<input checked="" type="checkbox"/>	Customer	Primary Staff	Status	Birthd
<input checked="" type="checkbox"/>	Jones, Polly			11/03,
<input checked="" type="checkbox"/>	Kimble, John	Jane Doe	Active	03/03,
<input checked="" type="checkbox"/>	Stanford, Nancy	Jane Doe	Active	04/12,

- To send a message to one customer, click **Contact** for the customer (located to the right of the customer row).
3. The Send Message window appears. Enter the message. You can [add an offer](#) if you like.
  4. Click **Send Message** and the message is sent to the selected customers.

## Adding Offers to Messages

When you [send a message](#) to a customer you can add an offer in the message. Just set **Include Offer** to **Yes** and complete the offer information in the bottom half of the Send Message page...

### Send Message to 3 customers

Polly Jones, Nancy Stanford, John Kimble


Method Type


Subject

Message

Include Offer

Offer Discount

Offer Start Date  

Offer End Date  

...and the offer will look similar to this in the email or text sent to the customer:

**20% off product for one week only from Jane's Salon**  
janessalon-NOREPLY@timetap.com  
*Sent:* Fri 11/20/2009 11:37 AM  
*To:*

---

Dear John Kimble,

Get 20% off all our styling products for one week only!

Offer: 20%  
Start date: Monday, December 14, 2009  
End date: Monday, December 21, 2009

Jane's Salon  
456 Elm Street , Greensboro , NC , 27407  
Phone: 336-695-4254

To make or change an appointment, please visit <http://janessalon.timetap.com>

Automatically sent with Timetap.com

## Viewing Message History

1. Click **Customers** on the menu bar. A list of customers appears.
2. Click the customer name you want to view. The customer page appears.
3. The **Message History** section lists the outgoing messages to the selected customer.

*NOTE: The **Message History** section can help you track customer response to offers - [click here](#) for more information.*

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# Administration

## Timetap Administration

### *For Super Users:*

Users with [Super status](#) can click **Setup** on the menu bar to change any of the information and configuration of the Timetap system. Clicking **Setup** opens the Setup page, which is divided into four tabs. On each tab, complete the settings as necessary and click **Save**. If you have any questions about a setting, click [?](#) next to the setting for help information.

The following describes each tab on the Setup page:

- The **Information and Preferences** tab includes basic information about the Timetap administrator and the business, the terms the business uses and the information the business wants to ask from customers.
- The **Web Site** tab includes content for your Timetap web pages and sets the colors and look and feel for the website.
- The **Services** tab includes the services the business offers with a name, description, duration, and price (optional).
- The **Staff Members** tab lists the staff with their basic information, the services they each offer and their web site bio, permissions, normal work times, and calendar preferences. Staff members can have different permissions that give them different rights to use Timetap.

On this tab, the **Edit Web Bio and Picture** link opens a page where the user can edit the bio and upload a picture that is shown on the Our Staff page of the website. The **Edit Calendar Preferences** link opens a page where the user can set the work status and hours of a typical week as well as options for reminders and notifications, cancellation policy, and automated confirmation rules.

*NOTE: You can turn off one or both automatic reminders for all appointments on a calendar by changing the Calendar Preferences. Set the **Hours before** and/or **Minutes before sending a reminder to customers** to zero (0).*

### *For Active Users:*

Users with [Active status](#) can manage their own information and preferences by clicking **Edit Profile** on the menu bar. This opens a page with the user's information as well as links to edit their web bio and calendar preferences.

The **Edit Web Bio and Picture** link opens a page where the user can edit the bio and upload a picture that is shown on the Our Staff page of the website. The **Edit Calendar Preferences** link opens a page where the user can set the work status and hours of a typical week as well as options for reminders and notifications, cancellation policy, and automated confirmation rules.

## Timetap User Status

Your staff members are users of Timetap who are set up with one of two statuses: **Super** or **Active**.

- Users with **Super** status have complete access to all Timetap functionality, including the setup information of the system and of other users.
- Users with **Active** status can only manage their individual information and preferences.

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## Frequently Asked Questions

### How do I set my working time on my calendar?

You [set your working time](#) on your calendar by editing your calendar preferences.

This can also be done with [work time overrides](#) if the working time is an exception from the typical week.

### How do I add vacation time and holidays to my calendar?

To add vacation time and holidays to your calendar, you [block time on the calendar](#).

### How can I send an offer to a customer?

To send an offer to a customer, [add the offer](#) when sending a message.

### How do I track response to offers?

It is helpful to know if your offers are generating business and how much business. To track customer response to offers, [view the message history](#) for a customer.

In the **Message History** section of the customer page, you can see which offers have been sent to a customer, and the Respond column indicates if the offer generated an appointment during the offer period or not.

### How do I turn off automatic reminders?

You can turn off one or both automatic reminders for all appointments on a calendar by changing the Calendar Preferences. Set the **Hours before** and/or **Minutes before sending a reminder to customers** to zero (0).

You can turn off reminders for just one customer by changing his/her profile information on the customer page. Set **Send Reminders Via** to **None**. You have control over this as customers do not have the **None** option to do this themselves until you make it available to them in this process. By setting it back to something other than **None**, the **None** option is then removed from the list available to the customer. So, you can turn automatic reminders back on for a customer if needed.

## How do I add a link to my existing website or Facebook page?

Use this link behind your own button:

*[http://name.timetap.com/website/appointment\\_new?source=create\\_appt\\_no\\_params](http://name.timetap.com/website/appointment_new?source=create_appt_no_params)*

Or use this one if you want to use our **Book Now** button (see below):

```
<a href="http://name.timetap.com/website/appointment_new?source=create_appt_no_params"></a>
```



For both links, replace *name* with the website name you set up in Timetap Information and Preferences.

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