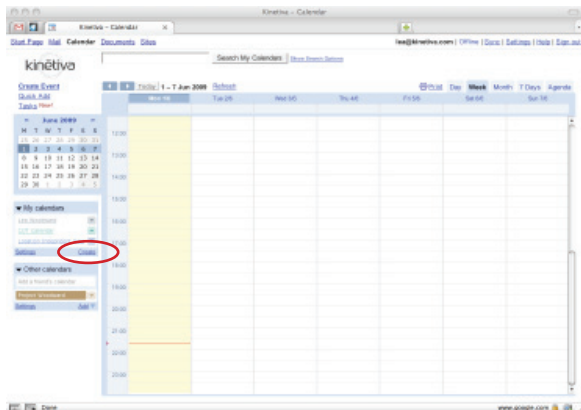


using google calendars to manage and schedule multiple clients

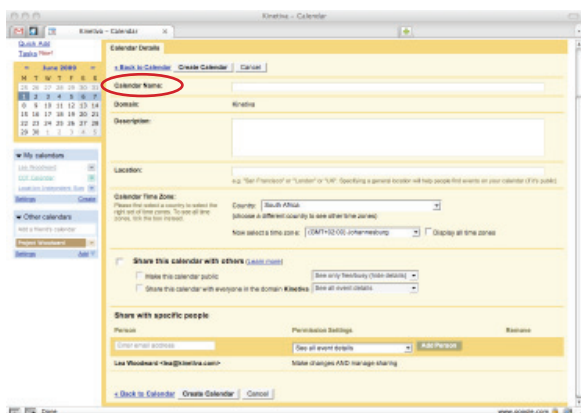
A  kinētiva TUTORIAL



1

Once you've opened Google Calendar, click on 'Create' to set up a new calendar.

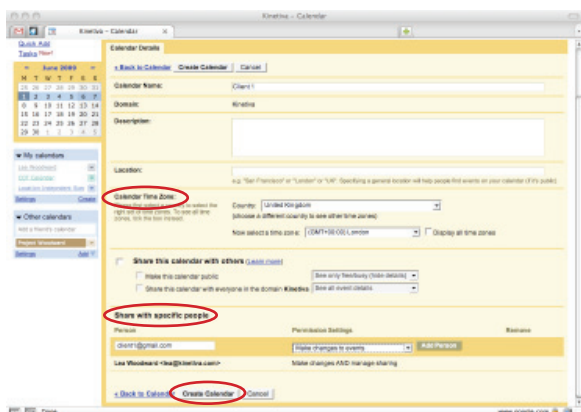
If you want to manage multiple clients or projects, you can set up a separate calendar for each one should you choose to (although this isn't strictly necessary, I find it's easier to manage this way).



2

Complete the basic information for your new calendar.

If you're setting up a calendar for each client to schedule their own sessions, make sure you choose a name they'll recognise.

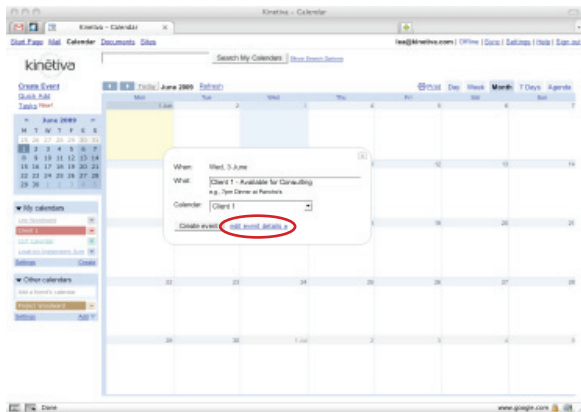


3

You can set a time zone for that particular calendar (if a client is on a different time zone to you).

If you'd like your client to be able to see this calendar (e.g. to book a session with you), make sure you 'Share' this calendar with them.

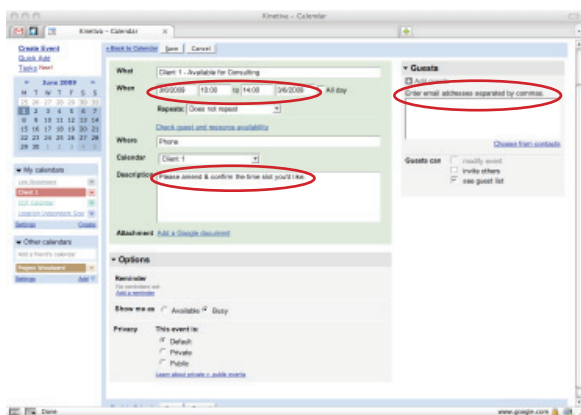
Click 'Create Calendar' when you're finished.



4

If you'd like to schedule a coaching/consulting session & set up your availability slots for clients to confirm & book themselves in to that (or other) session(s), click your mouse on the day(s) of your choice.

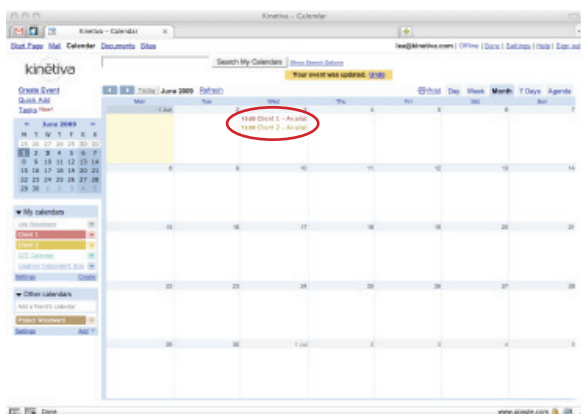
Enter the basic details & ensure you select the correct calendar for that client. Click ['Edit event details >>'](#)



5

If you'd like to give a client a time-frame (e.g. of say 3 hours) to book a 1 hour session with you, set the time frame here & to make it clear, ask them to confirm the actual slot they want in the **'Description'** field.

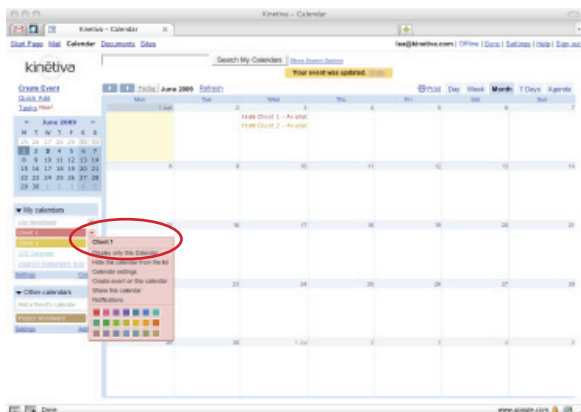
You may then want to invite them to the **'event'** so they can confirm their preferred time slot by editing the time of that session. Click **'Save'** when you're finished.



6

If you want to manage multiple clients and let them schedule their own sessions on their own calendar (you'll be able to see all the slots you've made available on your calendar), repeat steps 1 to 5.

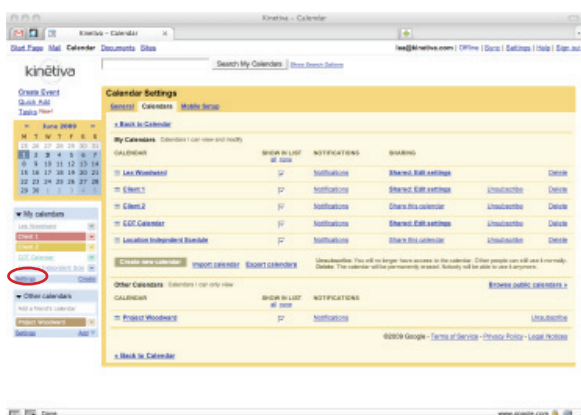
Note: You don't have to set up an individual calendar for each client (you can set each events details individually) but it gives you more control over who can see & do what, if you do.



7

You can set a different colour for each calendar you set up, so that events relating to that calendar are easier to identify on your calendar.

To do this, click on the arrow next to the calendar you wish to manage. You'll see a drop-down box with various options.



8

To adjust the settings for each calendar, click on 'Settings'.

You can then manage and edit who you have given access to for each calendar.

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