

Google Calendar - Create an appointment calendar



You can create appointment slots on any of your Google Calendars - which allows you to set a block of available time, and then people can automatically reserve slots in that time block. This works perfectly for letting people make advising appointments, reserve time during your office hour, etc. The appointment slots feature also keeps track when a user reserves a time block so two people can't reserve the same time.

Getting Started

A screenshot of the Google Calendar 'Appointment slots' event creation window. The window is titled 'Event | Appointment slots New!'. It contains the following fields: 'When: Mon, August 29, 11am - 12pm', 'What: [text input field] e.g., Breakfast at Tiffany's', and 'Calendar: Advising Appointments' (with a dropdown arrow). At the bottom, there are two buttons: 'Create event' and 'Edit event >'. Below the window, a calendar grid shows a green block for '11 - 12p' on Monday, August 29, and a blue block for '11:30 - ITTeam r' on Wednesday, August 31. A speech bubble points from the '11 - 12p' block to the 'Appointment slots' window.

Sign in to your Google Apps Email account. In the top left corner above the logo is the word **Calendar**. Click on that to open Google Calendar. Your mail will still be open in a different window.

On the left side of the page, you'll see a section with the heading **My calendars**. When you create an appointment slot, it will appear on whichever calendar you have highlighted under My Calendars. You can always go back later and change on which calendar the appointment slot will appear.

In the right hand window where your events are, click on the calendar to add a **new event**. You will see a window similar to the one on the left. At the top of the window, you will see a link for **Appointment Slots**.

Also notice in the window there is a dropdown menu titled **Calendar**. If you have more than one calendar, you can specify on which calendar you want the appointment slot to appear. In this example, the **Advising Appointments** calendar has been selected (*this is an example - you will not have a calendar named Advising Appointments unless you create one ahead of time*).

Go ahead and give your appointment a name that it can be proud of, be absolutely sure that you have clicked

on the word Appointment Slots. When you click on Appointment Slots, you will see the option to offer the entire time as one appointment, or to break up the time into smaller appointment slots. The default time for smaller appointment slots is 30 minutes, but you can change that to a different time increment by clicking on the 30 next to the word minutes.

Once you have the event named and the slots option selected, then click on **edit events** to bring up the window seen below.

How does this work? [Learn more about appointment slots](#) [Hide instructions](#)

- 1. Create appointment slots**
Pick a block of time you want to offer to others, and choose how many slots to split it up into; don't worry, you can always change it later.
- 2. Share your appointment page**
This is the link to your public appointment page. Anyone who has this link can book an appointment slot.
- 3. Guests book appointment slots**
Booked appointment slots appear right on your calendar as regular events.

Create appointment slots on calendar: Advising Appointments ▾

This calendar's appointment page: <https://www.google.com/calendar/selfsched?sstoken=UUNDchJUN2hqZUdYfGRIZmF1bHR8MWY3ZGQ0NDdmZDBiYjJiNTI1M2U3Zjl2NDgwZGQ0Mzk>

Title
This title will be used for any appointment slot booked from this block.

Time block to
 Repeat...

Type: Offer as a single appointment slot
 Offer as slots of: minutes

Where

Description

Add guests

[« Back to calendar](#)

You will see fields where you can adjust the time block, add descriptions, or add locations. If you want other people to be at the appointment as well, you can invite them by typing their name into the **add guests** field.

A description of how appointment slots work is at the top of the window, followed by the section that has the **hyperlink to the calendar's appointment page**. This link goes to a web page that is solely dedicated to your appointments on that particular calendar, and going to that web page is how other users can access your appointment slot to reserve a time.

Send the link to others through a web page, email, passenger pigeon, etc. When they go to the page, they will see your appointment slot (not your whole calendar).



On your calendar, the appointment slot will look something like the image on the left.

When they click on the calendar to select one of the time slots, the time they selected will show up on their Gmail calendar if they have one and on your calendar with their name attached to the appointment slot. The time they selected will automatically be removed from the calendar's appointment page, so that no other user can reserve that particular time slot.

Their selected time will also show up on your calendar in a box that overlaps the box with the diagonal shading. This smaller box will have the details of their appointment.

If they decide to cancel the appointment on their calendar, it will remove it from your calendar and that time slot will show up again as being available on the calendar appointment page.

If you have to cancel the appointment, it will also inform them and remove the appointment from their calendar.