Reserve time on your calendar

Use the Reserve Time option to show time on your calendar as unavailable to avoid creation of an appointment during that time.

1. Click the Reserve Time button from the action bar on your Home page or Appointments page.

2. Fill out the Reserve Time form to include a description of the reserved block, the date and time of occurrence. If the block recurs each week, use the “Repeat Weekly Until” checkbox to indicate a weekly recurrence, and select the end date for the block using the date picker provided.

3. Click the Submit button to add the reserved time to your calendar.