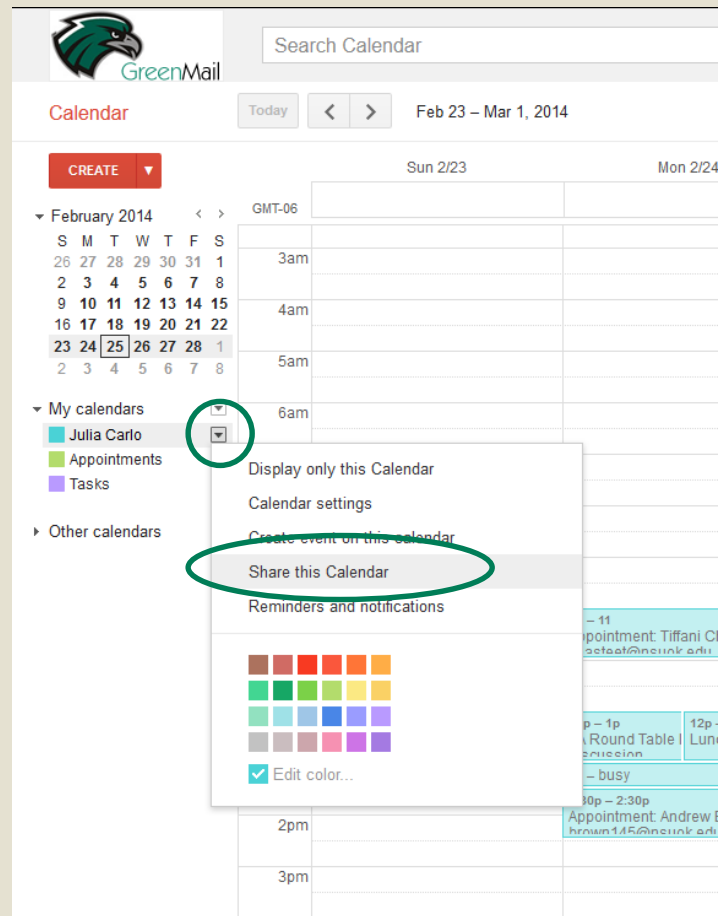


# New Account Set Up

[youcanbook.me](http://youcanbook.me)

- Sign in to NSU email; open Google calendar
- Under “My Calendars,” select “Share this Calendar” next to your name



- Under “Share with specific people,” type [appointment@nsuok.edu](mailto:appointment@nsuok.edu) (should pull up as UAC Appointments)
- Under “Permission Settings,” select “Make Changes to Events”
- Save

**GreenMail** Search Calendar

### Julia Carlo Details

[Calendar Details](#) [Share this Calendar](#) [Reminders and notifications](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

**Share this calendar with others** [Learn more](#)

Make this calendar public See all event details

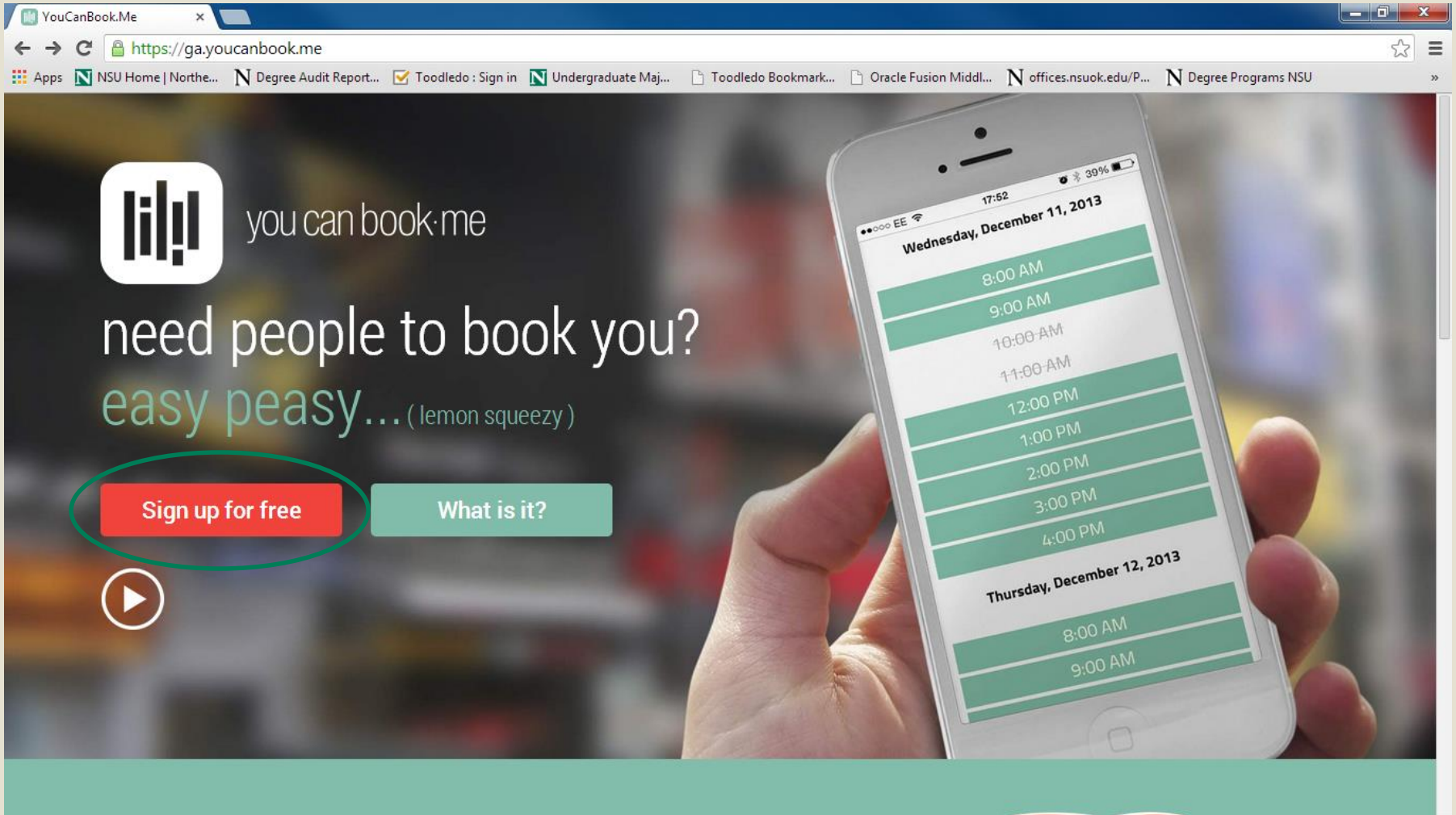
Share this calendar with everyone in the organization NSU See only free/busy (hide details)

#### Share with specific people

Person	Permission Settings
<input type="text" value="appoin"/> "UAC Appointments" <appointment@nsuok.edu> "UAC Appointments" <appointment@mail.nsuok.edu>	<span>See all event details</span> <a href="#">Add Person</a> <b>Make changes AND manage sharing</b> <b>Make changes to events</b> <span>See all event details</span> <span>See only free/busy (hide details)</span>
"wilkinse@nsuok.edu" <wilkinse@nsuok.edu>	<span>See all event details</span>
"standleo@nsuok.edu" <standleo@nsuok.edu>	<span>See all event details</span>
"walkerj@nsuok.edu" <walkerj@nsuok.edu>	<span>See all event details</span>
"velsor@nsuok.edu" <velsor@nsuok.edu>	<span>See all event details</span>
"carloj@nsuok.edu" <carloj@nsuok.edu>	Make changes AND manage sharing
"appointment@nsuok.edu" <appointment@nsuok.edu>	<span>See all event details</span>
"transferconnections@nsuok.edu" <transferconnections@nsuok.edu>	Make changes to events

[« Back to calendar](#) [Save](#) [Cancel](#)

- Open youcanbook.me in your web browser
- Select “Sign up for free”



The image shows a browser window displaying the YouCanBook.Me website. The browser's address bar shows the URL <https://ga.youcanbook.me>. The website's header features the YouCanBook.Me logo and the text "you can book me". Below this, the main heading reads "need people to book you?" followed by the tagline "easy peasy... (lemon squeezy)". Two buttons are visible: a red button labeled "Sign up for free" and a teal button labeled "What is it?". The "Sign up for free" button is circled in green. A play button icon is located below the "Sign up for free" button. The background of the website is a blurred image of a hand holding a smartphone. The smartphone screen displays a calendar for Wednesday, December 11, 2013, with time slots from 8:00 AM to 4:00 PM, and the start of Thursday, December 12, 2013, with slots for 8:00 AM and 9:00 AM.

- Select “I already have a Google Account”

The screenshot shows a web browser window with the URL <https://ga.youcanbook.me/login/auth.jsp;jsessionid=26C00D3F9CCE9346166B465277E84649>. The page header includes the 'you can book-me' logo, a 'Sign up for free' button, and a 'Login' link. The main heading is 'Get Your Free Account'. Below this, a message states: 'Because we build on Google Calendar, you need a Google account to get started.' Two large buttons are presented: 'I already have a Google Account' and 'I need to set one up first'. Both buttons feature a hand cursor icon, the Google logo, and the text 'Click To Link Us To Your Calendar' or 'Click To Get A Google Account' respectively. The first button is circled in green. A vertical 'help & feedback' button is on the left. The footer contains links for login, the team, terms, security, pricing, contact, feedback, and privacy.

ycb.me: Set up an account x

← → ↻ <https://ga.youcanbook.me/login/auth.jsp;jsessionid=26C00D3F9CCE9346166B465277E84649> 🔍 ☆ ☰


Apps NSU Home | Northe... Degree Audit Report... Toodledo : Sign in Undergraduate Maj... Toodledo Bookmark... Oracle Fusion Middl... offices.nsuok.edu/P... Degree Programs NSU »


you can book-me [Sign up for free](#) Login menu ☰

# Get Your Free Account

Because we build on Google Calendar, you need a Google account to get started.

I already have a Google Account







[Click To Link Us To Your Calendar](#)

What happens when you click?

I need to set one up first





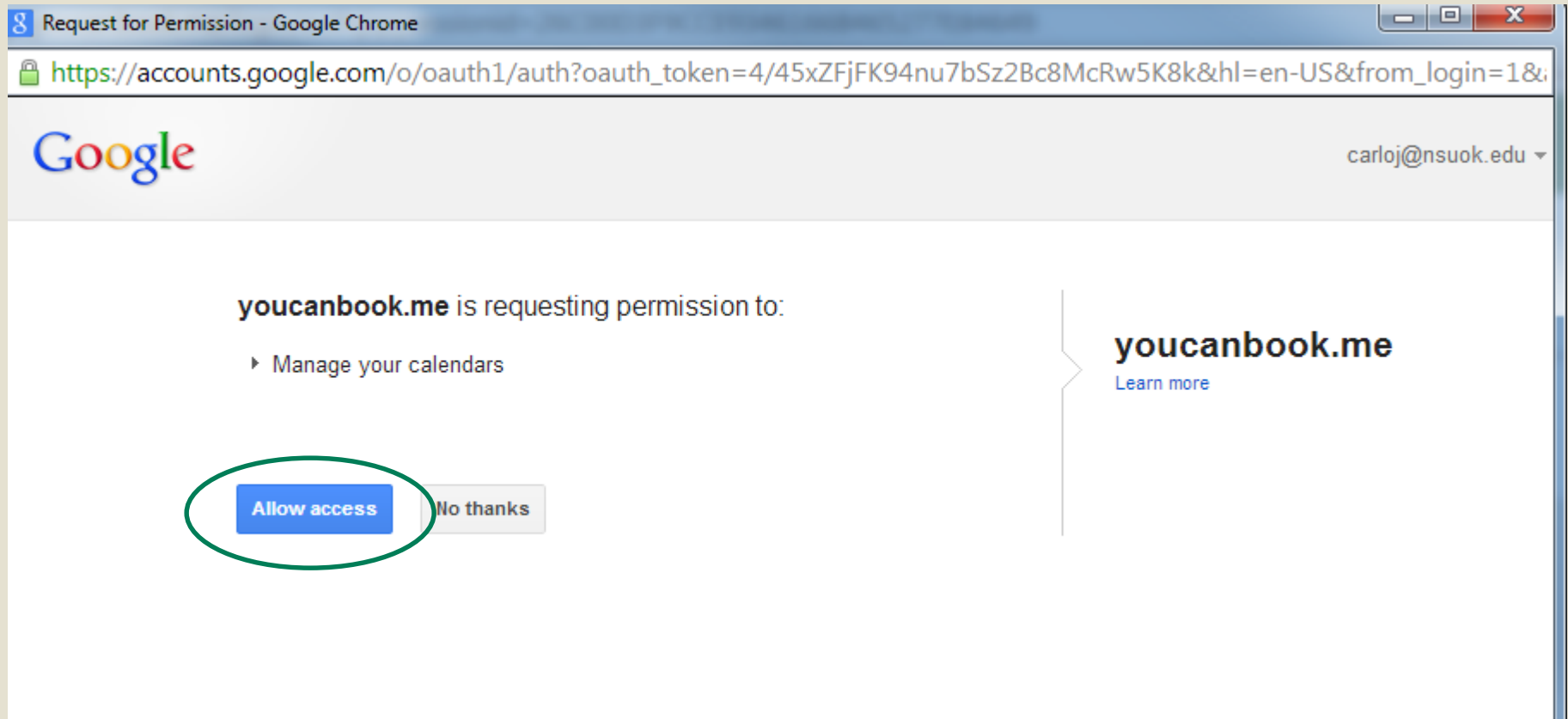
[Click To Get A Google Account](#)

What happens when you click?

help & feedback

login the team terms  
how it works contact security  
pricing feedback privacy

- Select “Allow Access”



- Select “Skip” in the upper right-hand corner
- All items will be set up through the main dashboard

The screenshot shows a web browser window with the URL <https://b.youcanbook.me/lin/wizard1.jsp>. The page title is "Set Up (step 1 of 4)". The header includes the "you can book me" logo, a search bar, and a menu icon. A green circle highlights an orange "Skip" button in the top right corner. The main content area contains a form with the following fields:

- Organization name: "Northeastern State University"
- Logo: "Choose File" button, "No file chosen"
- "Next Step" button

At the bottom, there is explanatory text: "We will display these at the top of your booking pages. Both are optional. You can change these later and also do far more to configure more sophisticated headers and footers."

- Select “manage”

The screenshot shows a web browser window with the URL <https://b.youcanbook.me/lin/index.jsp>. The page header includes the logo for 'you can book: me', a search bar for bookings, and a menu icon. Below the header, there are four navigation tabs: 'publish', 'manage', 'your account', and 'today's bookings'. The 'manage' tab is highlighted with a green circle. The main content area displays the text 'Your booking page is currently **offline**:' followed by a red 'go online' button and the URL 'juliacar101.youcanbook.me'. On the right side, there is a 'Help' section with a 'hide' button. A vertical 'help & feedback' button is located on the left edge of the page.

- Launch Settings Editor

The screenshot shows a web browser window with the URL <https://b.youcanbook.me/lin/index.jsp>. The page header includes the logo "you can book me", a search bar, and a "menu" button. Below the header, there are navigation tabs: "publish", "manage", "your account", and "today's bookings". The "manage" tab is active. The main content area features three large buttons: "launch settings editor" (circled in green), "manage your bookings", and "go online". At the bottom, there is a row of smaller buttons: "edit", "view", "share", "bookings", "delete this profile", "copy this profile", and "create new profile". On the left side, there is a vertical "help & feedback" button. On the right side, there is a "Help" section with a "hide" button and text explaining the dashboard and the "Manage" tab.

ycb.me: Dashboard x

← → ↻ <https://b.youcanbook.me/lin/index.jsp> ☆ ☰

Apps NSU Home | Northe... Degree Audit Report... Toodledo : Sign in Undergraduate Maj... Toodledo Bookmark... Oracle Fusion Middl... offices.nsuok.edu/P... Degree Programs NSU »

you can book me search bookings... menu ☰

publish manage your account today's bookings

launch settings editor

manage your bookings

go online

edit view share bookings delete this profile copy this profile + create new profile

help & feedback

hide

### Help

This is your dashboard page.

When you are logged in, you can get to this starting point at any time by clicking on the link at the top or bottom of every page.

The 'Manage' tab will allow you to make changes to your booking process.

You can have as many versions of the process as you need. We call these 'booking profiles'. For example, you may have a one profile for your customers to use on your website, and another that is designed to be used by staff working on site. This allows you to give more or less control over the bookings that can be made by different types of person.

Create new booking profiles with the button at the bottom, or click 'copy' next to one of your existing ones.

Click the big cog icon to open the



# BASIC SETTINGS

**Calendar:** should list your NSU calendar/email

**Booking Link:** your NSU username

**Logo:** leave blank

**Logo URL:** leave blank

**Title:** NSU Academic Advising – Your College

**Text at the top of your booking grid:**

Click on an available appointment time.


Academic Advisor: Your name  
(Students A-L, M-Z, or All)

Advising Office: Your office location

you can book me search bookings...

## carloj.youcanbook.me

basic times advanced booking form services teams vouchers afterwards tentative payments can

 YouCanBook.Me takes the information from your Google Calendar about and, displays it on an online bookable grid. ([read more](#))

calendar: **carloj@nsuok.edu**  ⓘ

booking link: https://  .  ⓘ

logo:  ⓘ

logo URL:  ⓘ

title:

text at the top of your booking grid:

online

# TIMES

## Left side of page:

- Set your appointment availability for each day of the week\*
- Unchecked days: hide completely

*\*If you select 8:00 a.m. -5:00 p.m., your first available appointment will be at 8:00 a.m., your last will be at 4:30 p.m.*

## Right side of page:

- Set your preferred appointment duration (30 or 60 min)\*
- Display 1 week per page
- Starting: on a Monday
- Lunch Starts: if you take a standard lunch hour, use this feature. Otherwise, use your Google calendar for blocking out lunch times.

*\*During transfer intake, appointment duration must be 30 min*

basics **times** advanced booking form services teams vouchers afterwards

You set the grid to show the days you are normally a hours and whatever is your usual schedule. ([read more](#))

mon:  8:00 AM to 5:00 PM copy-to-all

tues:  8:00 AM to 5:00 PM

wed:  8:00 AM to 5:00 PM

thurs:  8:00 AM to 5:00 PM

fri:  8:00 AM to 5:00 PM

sat:

sun:

unchecked days:

divide into morning, afternoon and evening

follow up appearance

lunch

display:  minute slots

minimum booking:  minutes ⓘ

default booking:  minutes ⓘ

maximum booking:  minutes ⓘ

display:  week(s) per page

starting:

lunch starts:  lunch ends:

on duty events:  ⓘ

[preview in new window](#)

# ADVANCED:

## Right side of page:

- Minimum Notice: how far a student can schedule an appointment in advance (*college/personal preference*)
- Maximum Advanced Booking: 30 days
- International: English (United State)
- Time Zone: USA/Central
- Show “Jump to date” button: checked
- CAPTCHA test: simple

## Left Side of Page:

- Units per slot: 1
- On Duty Events: c^

basic time **advanced** booking form services teams vouchers afterwards

minimum notice: 12 hour(s) ⓘ

maximum advance booking: 30 day(s) ⓘ

international: English (United States) ⓘ

time zone: USA / Central ⓘ

show time zone

show 'jump to date' button

CAPTCHA test: simple ⓘ

appearance

[hide help](#)

fixed start date: ⓘ

fixed end date: ⓘ

sample link fields: ⓘ

override date pattern: ⓘ


override time pattern: ⓘ

padding: 0 ⓘ minutes

units per slot: 1 ⓘ

password: ⓘ

repeat:  ⓘ

[preview in new window](#) 

# BOOKING FORM:

- Use the parameters below to design each question. Select the “+” next to each question to expand and edit.
- To add a question, select “Add a question” in the bottom right hand corner.
- Shorthand Codes should be in all CAPS

**Booking:** Change to Appointment

**Name:** Simple One Line Question; Your Full Name, Shorthand Code: NAME; Required field

**Email:** Simple One Line Question; Your Preferred Email, Shorthand Code: EMAIL; Required Field

**Notes:** Simple One Line Question: Student ID / “N” Number, Shorthand Code: ID

**Major:** Simple One Line Question: Major, Shorthand Code: MAJOR

**Minor:** Simple One Line Question: Minor, Shorthand Code: MINOR


**Reason:** Multiple Choice: What is the reason for this appointment?, Type of multiple choice: Checkboxes; Options:

- Major/Minor Declaration or Change
- Degree Audit Review/Degree Works
- Graduation Check
- Enrollment Assistance
- Prospective Student
- Other

Shorthand Code: REASON; Required Field

**Other:** Simple One Line Question; If “Other,” please describe:, Shorthand Code: OTHER

basic times advance **booking form** services teams vouchers afterwards

 The system includes a fully featured "form builder" exactly the questions you need. ([read more](#))

Appointment:

{NAME} Your Full Name:

{EMAIL} Your NSU Email: / up appearance

{ID} Student ID / "N" Number:

{MAJOR} Major: asks + hid

{MINOR} Minor

{REASON} What is the reason for this appointment? i +

{OTHER} If "Other," please describe: i +

i +

i +

i +

i +

i +

i +

i +

+ add a question

## AFTERWARDS/MESSAGES

After the booking: display a message

Message:

Your appointment has been scheduled!

Appointment Starts: {START}

Location: your office location

Academic Advisor: your name

The screenshot shows the 'afterwards' settings page. The 'messages' tab is selected in the left sidebar. The main content area features a checkmark icon and the text: 'When your user completes their booking process they are presented you' message that you have complete control over. (read more)'. Below this, the 'after the booking:' dropdown is set to 'display a message'. The 'message:' text area contains: 'Your Appointment has been scheduled!', 'Appointment Starts: {START}', 'Location: Seminary Hall 114', and 'Academic Advisor: Julia Carlo'.

## AFTERWARDS/GOOGLE

Google Title: Appointment: {NAME} {ID}

Google Description: *(should auto-populate the following)*

Appointment made at: {CREATED}  
{FORMFIELDS}

Cancel this appointment {OWNER-CANCEL}

Ref: {REF}

The screenshot shows the 'afterwards' settings page with the 'google' tab selected in the left sidebar. The main content area features a calendar icon and the text: 'When new bookings come in, we create an item on your Google cale exact form this event takes is completely under your control. (read m)'. Below this, the 'Google title:' field contains 'Appointment: {NAME} {ID}'. The 'Google description:' text area contains: 'Appointment made at: {CREATED}', '{FORMFIELDS}', and 'Cancel this appointment: {OWNER-CANCEL}'. The 'new event location:' field is empty. There is a checkbox for 'all addresses from the booking form become 'guests'' which is currently unchecked. The 'extra guests:' field is empty.

## AFTERWARDS/EMAIL TO YOU

Email alert to you: checked

To email address: your email address

The screenshot shows the 'afterwards' settings page. The 'afterwards' tab is selected and circled in green. In the left sidebar, 'email to you' is also circled in green. The main content area features an envelope icon and the text: 'As soon as someone completes your booking form, the system can email. You can control exactly what this message will contain. (read more)'. Below this, there are several settings: 'email alert to you:' with a checked checkbox, 'to email address:' with a text input field containing 'carloj@nsuok.edu', 'send the alert "from" the user' with an unchecked checkbox and the text 'use with caution', and 'customize email' with an unchecked checkbox.

## AFTERWARDS/EMAIL TO USER

Subject: Your Advising Appointment

From Name: Your Name – Academic Advisor

From Address: Your Email Address

Text: Intro can be customized; Body should include:

Your appointment is scheduled for the following:

Appointment Starts: {START}

Location: your office location

To reschedule this appointment, click this link: {RESCHEDULE}

To cancel this appointment, click this link: {CANCEL}

The screenshot shows the 'afterwards' settings page for 'EMAIL TO USER'. The 'afterwards' tab is selected and circled in green. In the left sidebar, 'email to user' is also circled in green. The main content area features an envelope icon and the text: 'As soon as someone completes your booking form, the system can email. You can control exactly what this message will contain. (read more)'. Below this, there are several settings: 'email confirmation to user:' with a checked checkbox, 'subject:' with a text input field containing 'Your Advising Appointment', 'from name:' with a text input field containing 'Julia Carlo - Academic Advisor', 'from address:' with a text input field containing 'carloj@nsuok.edu', 'logo:' with an 'upload' button and a help icon, 'logo URL:' with a text input field and a help icon, 'text:' with a large text area containing the following text: 'Thanks for making an Academic Advising Appointment; I look forward to meeting with you! Your appointment is scheduled for the following: Appointment starts: {START} Location: Seminary Hall 114 To reschedule this appointment, click this link: {RESCHEDULE} To <i>cancel</i> this appointment, click this link: {CANCEL}', 'attach ics/ical:' with an unchecked checkbox, and 'attach a file:' with a text input field.

## CANCELLATION/LIMITS

**Allow Cancellations:** checked

**Up to:** personal/college preference

**After that, display:** compose your preferred message

## REMINDERS/EMAIL \*

*\*If you do not have access to this feature, please contact Julia Carlo*

**Send At:** 1 day(s)

**At this time:** blank

**Subject:** Advising Appointment Reminder

**From Name:** your name

**From Address:** your email

**Logo:** blank

**Text:**

Reminder!

You have an Academic Advising appointment coming up soon....

Appointment starts: {START}

Location: your office location

To reschedule this appointment, click this link: {RESCHEDULE}

To cancel this appointment, click this link: {CANCEL}

# Creating Open Appointments (General)

The screenshot shows the GreenMail calendar interface. At the top, there is a search bar and navigation controls. The main area displays a calendar for August 2014, with a modal window open for creating or editing an event. The modal window has the following fields:

- Event | Appointment slots** (Title)
- When:** Mon, August 25, 8:30am - 4:30pm
- What:** c (with a text input field)
- Calendar:** Julia Carlo (dropdown menu)
- Buttons:** Create event, **Edit event** (circled in green)

The background calendar shows a weekly view from Sunday, August 24 to Saturday, August 30, 2014. The time slots range from 5am to 7pm. Various appointments are visible, including a meeting with Mike Chanslor on Friday, August 29, and a phone meeting on Saturday, August 30.

- Open Google Calendar
- Beginning Monday, create a new appointment and select “Edit event”



The screenshot shows the GreenMail calendar interface. At the top left is the GreenMail logo. A search bar labeled "Search Calendar" is at the top right. Below the logo are navigation buttons: a back arrow, a red "SAVE" button, "Discard changes", "Delete", and a "More Actions" dropdown menu. The main event creation form has a title field containing "c^", which is circled in green. Below the title is a date and time selector for 10/15/2014 from 8:30am to 4:30pm, also circled in green. There are checkboxes for "All day" and "Repeat: Weekly on Monday, Tuesday, Wednesday, Thursday, until Oct 30, 2014". Below this are "Event details" and "Find a time" buttons. The "Where" field is empty. The "Video call" section has a "Join meeting: carloj" link and "Change name | Remove" options. The "Calendar" dropdown is set to "Julia Carlo". The "Description" field is empty. The "Attachment" section has an "Add attachment" link. The "Event color" section shows a row of color swatches with the first one (blue) selected. The "Reminders" section has "No reminders set" and an "Add a reminder" link. The "Show me as" section has radio buttons for "Available" (selected and circled in green) and "Busy". The "Privacy" section has radio buttons for "Default" (selected), "Public", and "Private". On the right side, there is an "Add: Guests | Rooms, etc." section with an "Enter email addresses" field and an "Add" button. Below that is a "Guests can" section with checkboxes for "modify event" (unchecked), "invite others" (checked), and "see guest list" (checked).

- Type c^ in the event title [lower case c plus ^ (shift+6) to match “On Duty Events setting in youcanbook.me]
- Set your work day / available appointment hours
- Select “Available”

The screenshot shows a calendar event creation form with a 'Repeat' dialog box open. The dialog box contains the following settings:

- Repeats: Weekly
- Repeat every: 1 weeks
- Repeat on:  S  M  T  W  T  F  S
- Starts on: 8/25/2014
- Ends:  Never  After [ ] occurrences  On [ ]
- Summary: Weekly on Monday, Tuesday, Wednesday, Thursday
- Buttons: Done, Cancel

- Select Repeat
- Repeat on: M,T,W,Th,F (only days you take appointments)
- Ends: Never (depending on time of year – check transfer intake document for specific dates and advanced calendar settings)
- Select Done and Save your event

# CHECK YOUR YOU CAN BOOK.ME LINK

- Check your youcanbook.me link and make adjustments on your google calendar as needed.
- Available Appointment times should show in green.
- Any meetings or appointments already on your calendar should show as unavailable.
- [To set up your calendar for transfer intake, please see the transfer intake document.](#)

**JUMP TO DATE**

	Mon 8/25/14	Tue 8/26/14	Wed 8/27/14	Thu 8/28/14	Fri 8/29/14
	<del>8:00 AM</del>	<del>8:00 AM</del>	<del>8:00 AM</del>	<del>8:00 AM</del>	<del>8:00 AM</del>
	8:30 AM	8:30 AM	8:30 AM	8:30 AM	<del>8:30 AM</del>
	9:00 AM	9:00 AM	9:00 AM	9:00 AM	<del>9:00 AM</del>
	9:30 AM	9:30 AM	9:30 AM	9:30 AM	<del>9:30 AM</del>
	10:00 AM	10:00 AM	10:00 AM	10:00 AM	10:00 AM
	10:30 AM	10:30 AM	10:30 AM	10:30 AM	10:30 AM
	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
	<del>11:30 AM</del>	11:30 AM	11:30 AM	11:30 AM	11:30 AM
	12:00 PM	<del>12:00 PM</del>	<del>12:00 PM</del>	<del>12:00 PM</del>	<del>12:00 PM</del>
	12:30 PM	<del>12:30 PM</del>	<del>12:30 PM</del>	<del>12:30 PM</del>	<del>12:30 PM</del>
	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM
	<del>1:30 PM</del>	1:30 PM	<del>1:30 PM</del>	1:30 PM	1:30 PM
	<del>2:00 PM</del>	2:00 PM	<del>2:00 PM</del>	2:00 PM	<del>2:00 PM</del>
	<del>2:30 PM</del>	2:30 PM	<del>2:30 PM</del>	2:30 PM	2:30 PM
	<del>3:00 PM</del>	3:00 PM	<del>3:00 PM</del>	3:00 PM	<del>3:00 PM</del>
	3:30 PM	3:30 PM	3:30 PM	3:30 PM	<del>3:30 PM</del>
	4:00 PM	4:00 PM	4:00 PM	4:00 PM	<del>4:00 PM</del>
	<del>4:30 PM</del>	<del>4:30 PM</del>	<del>4:30 PM</del>	<del>4:30 PM</del>	<del>4:30 PM</del>