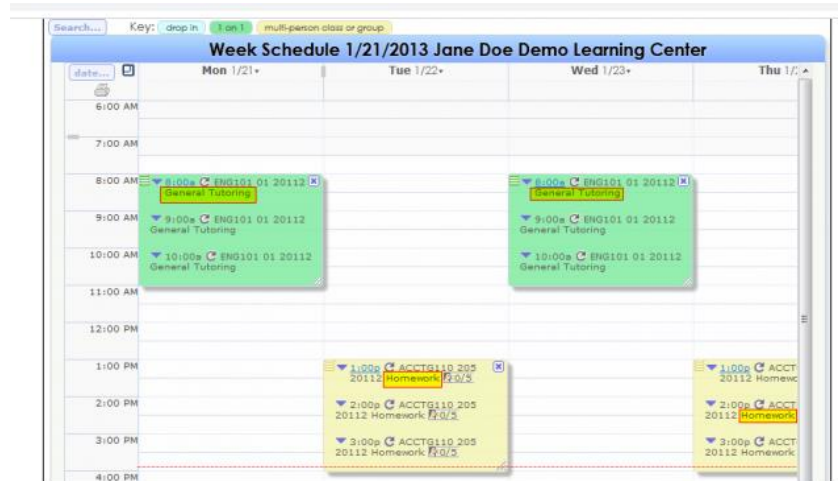# Scheduling an Appointment

1. Click on the appointment time that you wish to book. The Appointments Entry box will automatically appear.

2. The directions will be at the top of the box. Please read all directions carefully.

3. Enter all required information.



4. Choose a 30 min or 60 min appointment.

5. Click "Save" when finished.

6. After you have saved your appointment, you will receive an appointment confirmation email as well as a reminder the night before your appointment