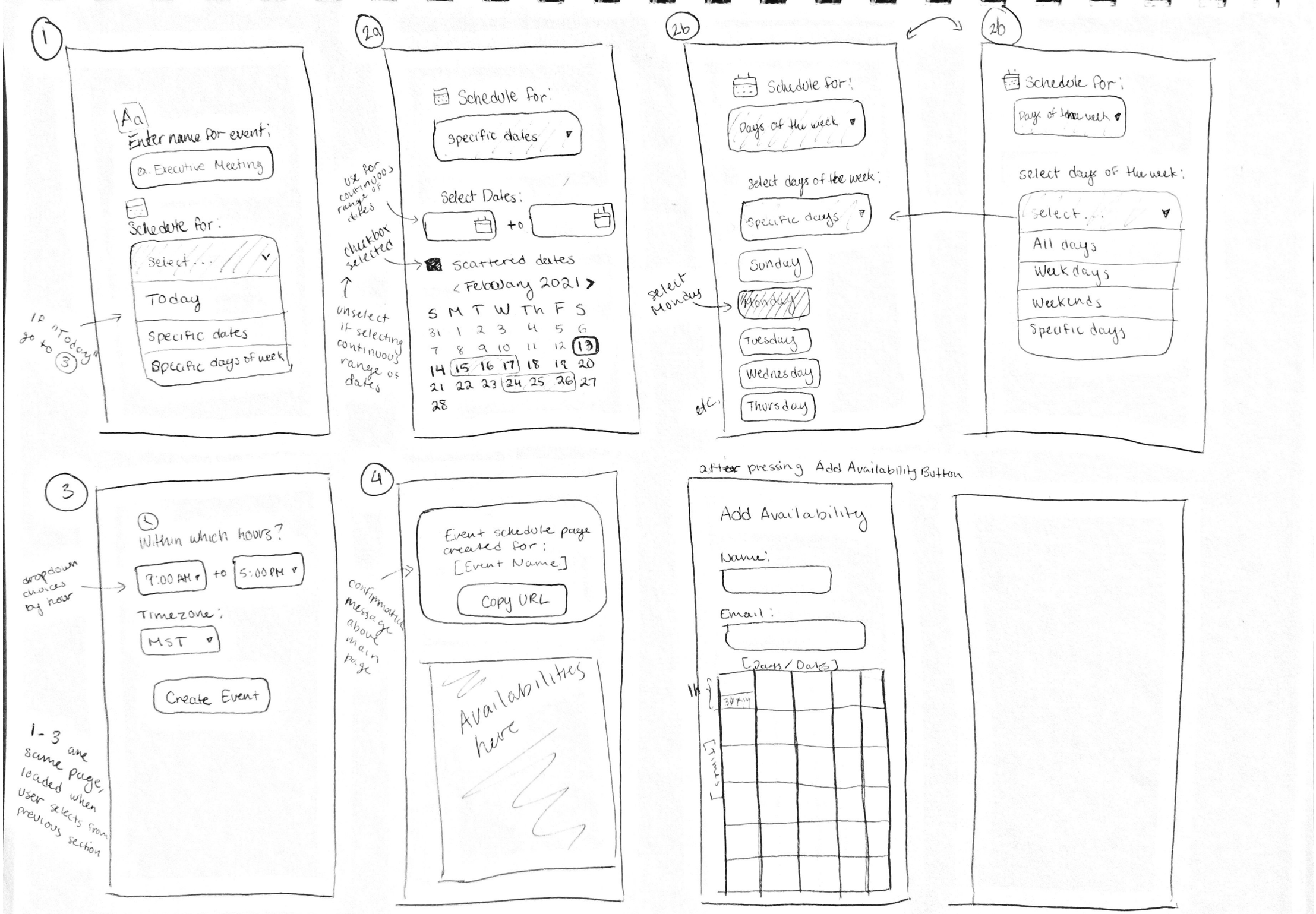
1
Aa
Enter name for event:
ex. Executive Meeting
Schedule for:
Select...
Today
Specific dates
Specific days of week
If "Today" go to 3
2a
Schedule for:
Specific dates
Select Dates:
to
use for continuous range of dates
checkbox selected
Scattered dates
< February 2021 >
S M T W Th F S
unselect if selecting continuous range of dates
2b
Schedule for:
Days of the week
Select days of the week:
Specific days
Sunday
Monday
Tuesday
Wednesday
Thursday
etc.
select Monday
2b
Schedule for:
Days of the week
Select days of the week:
Select...
All days
Week days
Weekends
Specific days
3
Within which hours?
9:00 AM
to
5:00 PM
dropdown choices by hour
Timezone:
MST
Create Event
1-3 are same page, loaded when user selects from previous section
4
Event schedule page created for:
[Event Name]
Copy URL
confirmation message about main page
Availabilities here
after pressing Add Availability Button
Add Availability
Name:
Email:
[Days / Dates]
1h
30 min
[Times]