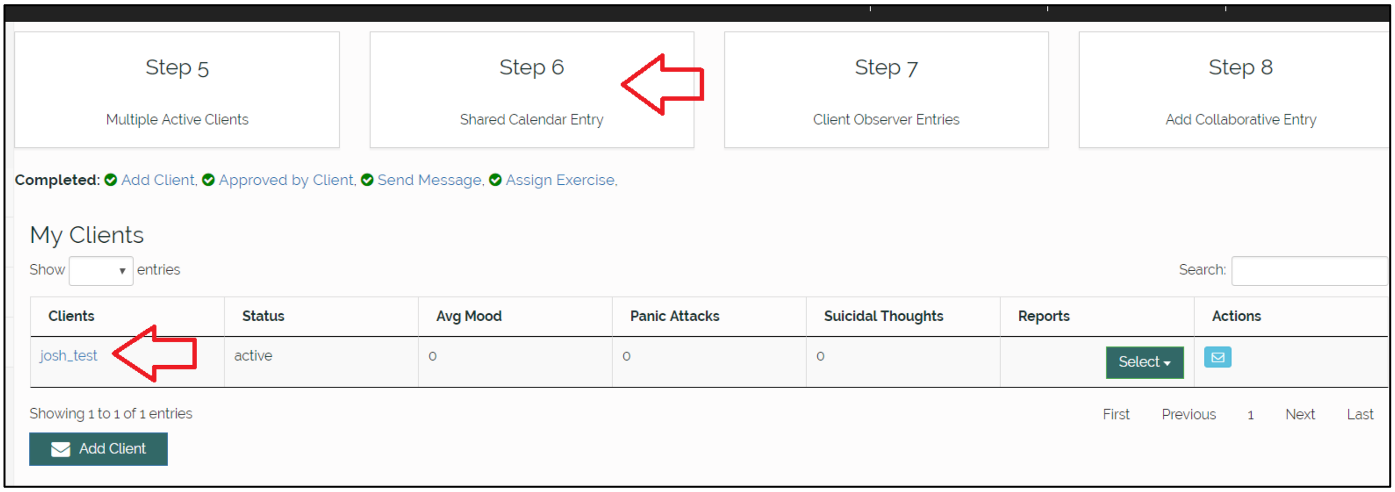
Shared Calendar

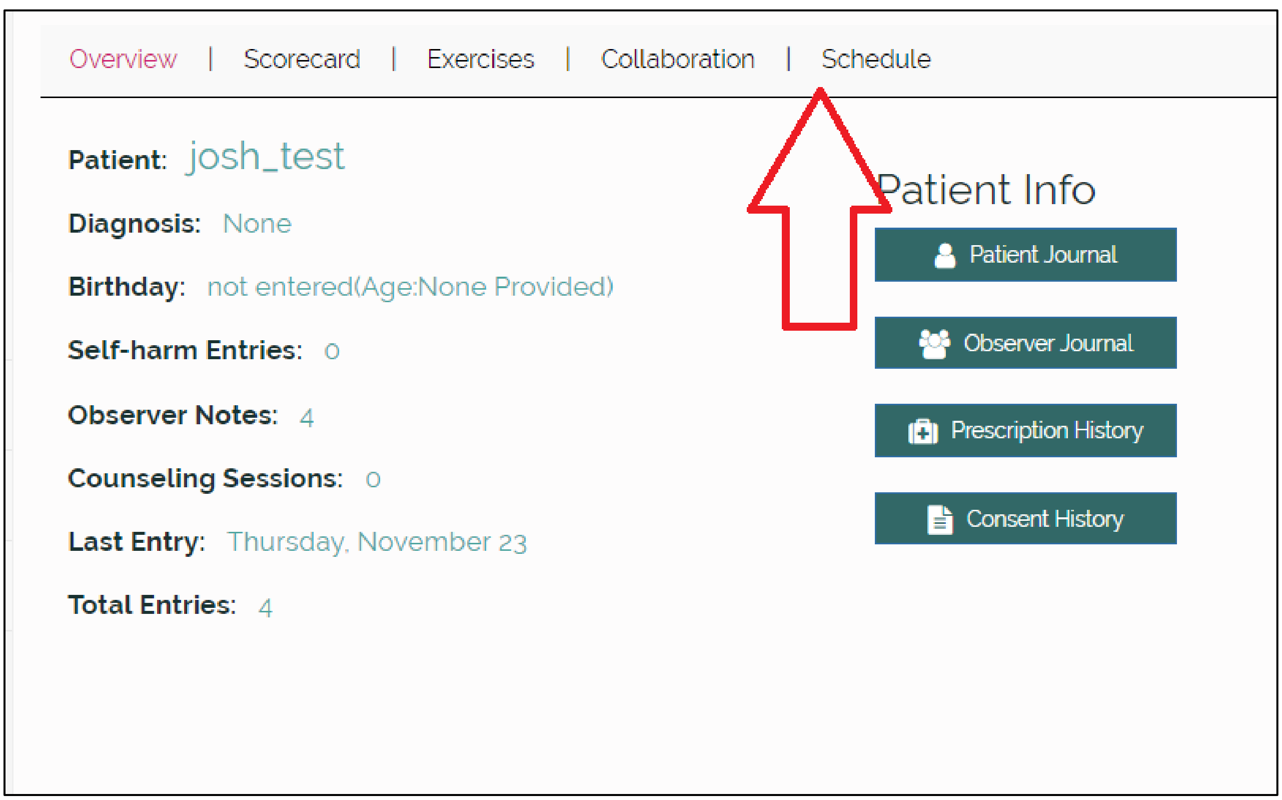
Step 1:

Select a Client from your Client list



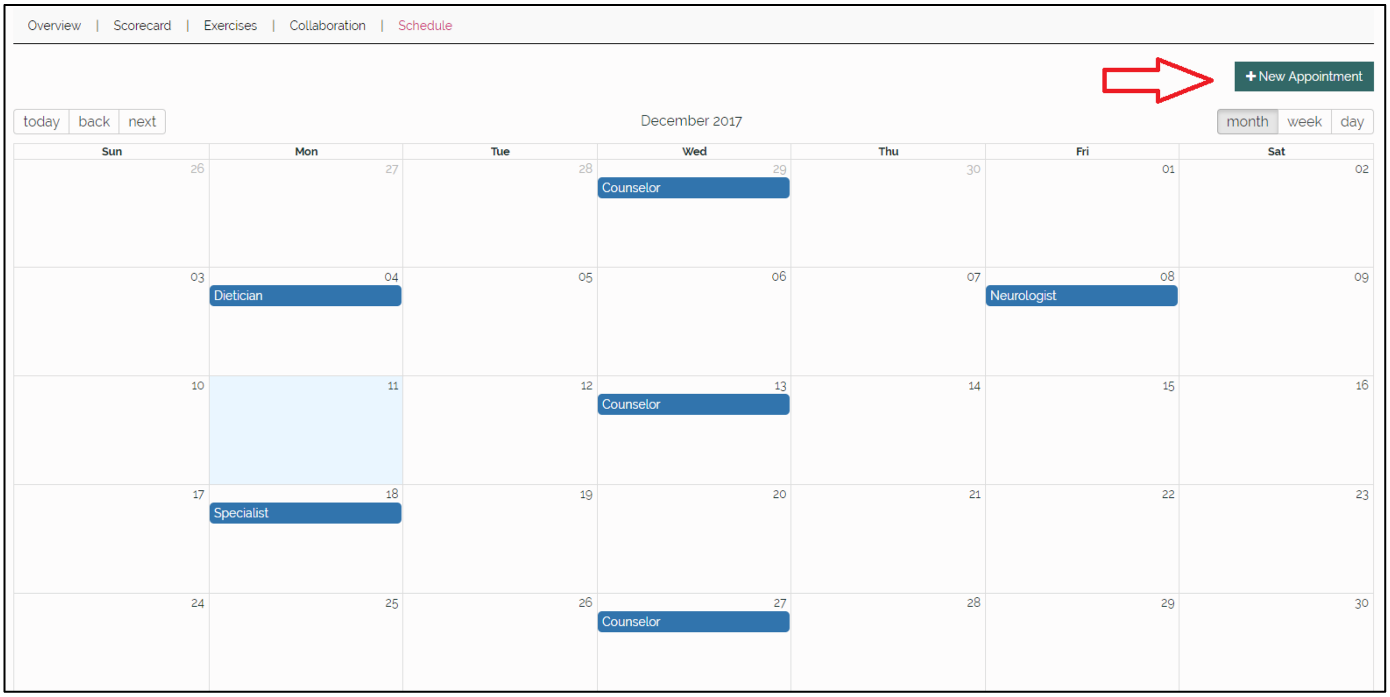
Step 2:

Navigate to the “Schedule” tab



Step 3:

Select the “New Appointment” button



Step 4:

- Provide an Appointment Name
- Select date
- Enter Duration

NOTE: This calendar is used to share relevant appointments between Clients and all Clinicians for visibility purposes only. It is not used to manage their schedule.

This cannot be updated from the mobile app.