

Quick User Guide for Schedapple

- 1) Go to schedapple.com
- 2) On the top right corner go to **log-in**
- 3) Type in your **Log-in ID & Password**. Click **Log-in**
- 4) On the left side, **select the office you want to schedule a room at**. Make sure you have the correct office, especially if you work at more than one office.
- 5) To reserve a room, click on the time that you want
 - A new window will pop up
 - On service, select the time frame for your appointment
 - On client name, type **YOUR name** (not the client's name)
 - There is **NO** need to type a phone number or email address.
- 6) Hit **SAVE**

Important Reminders:

- **PLEASE do NOT** double book a room. If you have two rooms scheduled at the same times, you may be moved.
- Make sure that the room you booked is **NOT** already booked by another counselor.
- **You can only reserve a room up to two months.** If you book a room for an extended period of time, make sure there is no booking conflict with another counselor.
- **PAY ATTENTION FOR ALERT WINDOWS!!!** They will let you know if you have double booked a room.

If you have any questions about using Schedapple, please feel free to contact Danisha Goldberg, dgoldberg.swfgc@gmail.com or (505) 830-1871.