Youcanbook.me is a free web-based program for online scheduling that advisors can use for their advisees to set up appointments. It links to your Missouri Western Google calendar and the link can be sent through email, Facebook, Twitter, LinkedIn, etc., or it can be embedded on your website. You set the controls to best fit your needs (how far in advance they are allowed to make an appointment, length of appointment, what time of the day you allow appointments (8-4:30 or other time spans), etc. You have control of whether it is online or offline so you can set it to use only during the priority registration time period. This does require you to keep your Google calendar updated for the time you have it online (ex: class, meetings, etc.).

Below are step-by-step instructions on how to set up an account. Please note that IMC or IT does not provide technical support for this program.

Go to www.youcanbook.me

Click "get a FREE account" in the upper right hand corner.

If you are already logged in to your missouriwestern.edu account in the same browser, the YouCanBook.me site will ask permissions to connect with your account. Click Accept.

If you are not already logged in to your missouriwestern.edu account click "Create account via Google".

Log in using your Western email (remember to include @missouriwestern.edu) and password. Accept the terms.

Add your details - name, organization, office, etc. Upload a logo if you'd like!

Choose the unique URL for your booking page.

Choose the look of your booking page.

Click on Manage Profiles at the top of the page. You can access the tabs on this page at any time by clicking "manage profiles" at the top of the youcanbook.me page once you've logged in.
In the "publish" tab you can toggle whether your booking page is online or offline.

In the "manage" tab you will find three boxes...

- The "launch settings editor" box is where you will do all of the customization for your booking page. I'll return to this section below.

- The "manage your bookings" box allows you to resend appointment confirmations, invite users to reschedule, delete appointments, etc. You can do this by clicking on the "details" button next to each individual booking.

- The "go on/offline" button, like the button in the "publish" tab, allows you to toggle whether your page is online or offline.

In the "calendars" tab you will find all of your linked calendar accounts. If you intend to use youcanbook.me only for your Western calendar it should be the only one listed in the box.

In the "your account" tab you can change your password, opt in or out of emails, include a cell number to allow for alerts, etc. Here you can buy credits for premiums services offered by youcanbook.me (I've not use any of these services so cannot provide any detail of the processes involved).

In the "billing" tab you will see invoices and billing information should you use services that cost money.

The "add-ons" tab features a few add-ons, of which I have not attempted to use.

Return to the "manage" tab and click the "launch settings editor" button. This will take you to another page with an additional dozen or so tabs that allow you to customize your booking page.

- In the "basic" tab you can edit your booking page's URL, logo, the title of your page (I use "Student Success and Academic Advising Center"), and the text at the top of the booking grid that students/users will see when they set up an appointment. There is a default message already listed. You can scroll down to preview how your booking page will appear to users.

- In the "times" tab you can set the booking page to show the days you are normally available, including start and end time, minimum/default booking times, how many weeks are shown per page, etc. Note that minimum/default/maximum booking options will not appear if you use "services" that vary in the length of time. (More on the "service" tab below). You can scroll down to preview how your booking page will appear to users.

- In the "advanced" tab you can set the notice needed to make an appointment, maximum advance booking time, and can include a CAPTCHA test for users attempting to make an
appointment. There are also a number of advanced visual and scheduling options in the right column of this tab, none of which I have used. The "i" information buttons to the right of each option further explain each. You can scroll down to preview how your booking page will appear to users.

- In the "booking form" tab you can create the questions and data fields that users will need to fill out and complete when making an appointment. This can include things like name, email, phone number, and G number. Fields can be made required or optional. You can scroll down to preview how your booking form will appear to users. We’ve found that it works best to make a First AND Last name box, email, phone, and G-Number box, and a Notes/Reason for appointment box, all set as required. Otherwise we have had students submit only their first name with no explanation for why they want to meet. Be sure to create a “shorthand code” in the corresponding box. You will use this in a later tab.

- In the "services" tab you can create a page that allows users the option to select different reasons for why they are making an appointment (this option is available to “Premium accounts” only; however, this service was free when Student Success initially began testing YouCanBook.me.) For example, our office created the option for users to select from “Advisement”, “Degree Plan”, and “Other”. Each service can be set to have a different default amount of time. Students who select “Degree Plan” are penciled in for 60 minutes, while those who select “Advisement” are scheduled for 30, etc.

- In the “afterwards” tab you are provided with many options for what occurs after a user books an appointment. After clicking the “afterwards” tab, there are a series of sub-tabs on the left side of the screen.

  o The “message” sub-tab allows you to create the on-screen message that users see after booking an appointment.
  o The “google” sub-tab allows you to create how the information will appear in the Google Calendar entry that is created when a user books an appointment. By default, all of the information entered in the booking form will appear in the Google Calendar entry. If, in the “booking form” tab you required students to enter their Name and used, say, NAME as the shorthand code, you would enter {NAME} in the “Google title” box in this sub-tab. If you required students to enter their First Name and Last Name in separate boxes and used FIRSTNAME and LASTNAME, respectively, as shorthand codes then you would enter {FIRSTNAME} {LASTNAME} (note the space) in the “Google title” box. The text they enter in the First Name and Last Name boxes are what would appear on your Google Calendar.
  o The “email to you” sub-tab gives you the option to have an email sent to your Google (or Missouri Western) account when somebody makes an appointment.
  o The “sms to you” sub-tab gives you the option to have a text message sent to your mobile phone when somebody makes an appointment. You can also have text reminders sent a few hours before each appointment.
  o The “email to user” sub-tab gives you the option of having an automated email sent to a user immediately after they create an appointment. There is a default
message, though you can add information in the text box (ex: location of office, and phone number in case they have any questions concerning their appointment.) See example attached.

- The “sms to user” sub-tab gives you the option of having an automated sms/text message sent to a user immediately after they create an appointment. (This services requires that you purchase “SMS credits”)

- In the “cancellations” you can select from a number of options for how to deal with cancellations (if you choose to do so you can include a URL to cancel an appointment in the confirmation email that is sent to the user…this can be selected in the “afterwards” tab and “email to user” sub-tab). Note the “limits” sub-tab on the left side of the screen which allows you to set limits on cancellations, as well as the “page” sub-tab which allows you to edit the cancellation confirmation page.

- In the “reminders” tab you can set the system to send email and SMS/text reminders (both paid options).

- In the “follow up” tab you can set the system to send a follow up email about their meeting (this is a paid option).

- In the “appearance” tab you can change visualization settings, including selecting particular themes and making changes to fonts and colors.

If you have any basic questions that are not covered in these instructions, you can contact Derek Evans, Academic Advising, Student Success & Academic Advising Center, x5993 or devans4@missouriwestern.edu.