How to Use Appointy to make appointments

- -go to www.idealhealthnow.com/appointment
- -click the "log in" link at the bottom
- -login box will popup, then enter email and password to login
- -***the first time you use the system you will need to click the "forgot password?" link and follow the instructions to reset your password (we have already created your account for you but do not know the password)



Once you are logged in click the down arrow to select the coach or coaches you desire to see and click the box beside to select.



Use the arrows to scroll thru dates and then click on any free time for the date you desire to schedule your appointment.



Once you click your desired a popup box will appear showing the time and coach name.

Just click the book now button to schedule your appointment



You will get a popup message confirming as well as a follow up email to remind you.



When logged in you may also review your entire appointment history as well as reschedule or cancel existing appointments.

Just click the "my appointments" link at the bottom to reschedule

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			Consultation with Wade Barber at 8:00 AM (20mins.)	Re	eschedule <u>Cancel</u>			
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