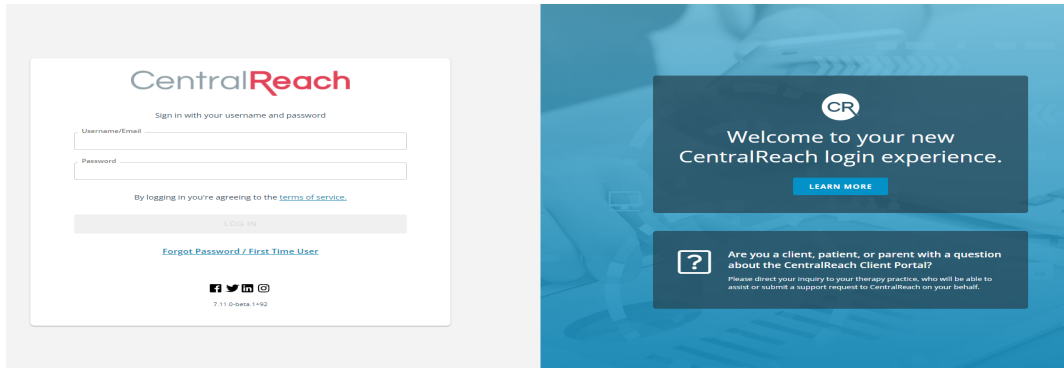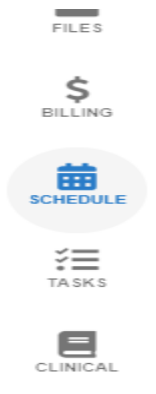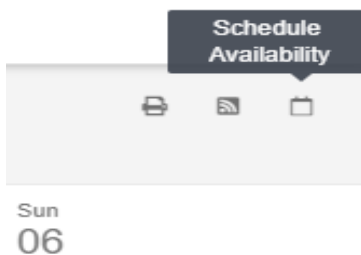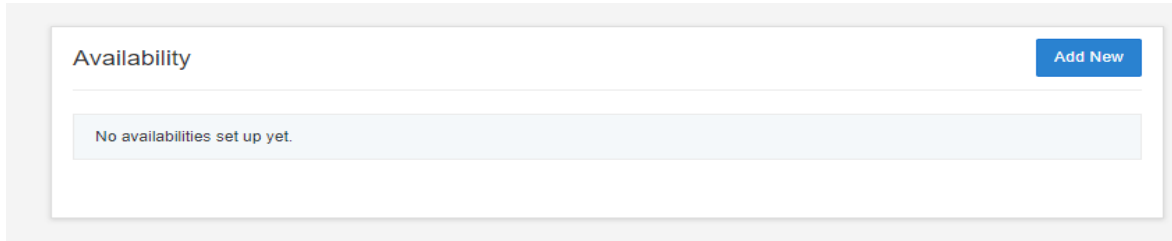1.   Log into CR.

2.   Click on *Schedule* in the left icon bar*.*
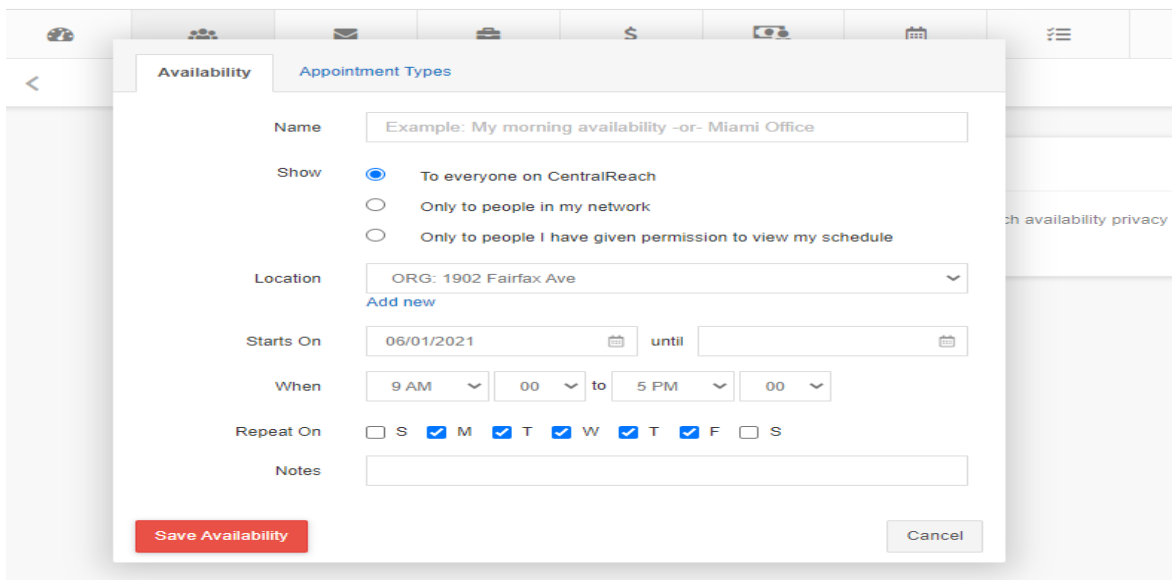

3. In the next window, click on *Schedule Availability* in the top right corner*.*
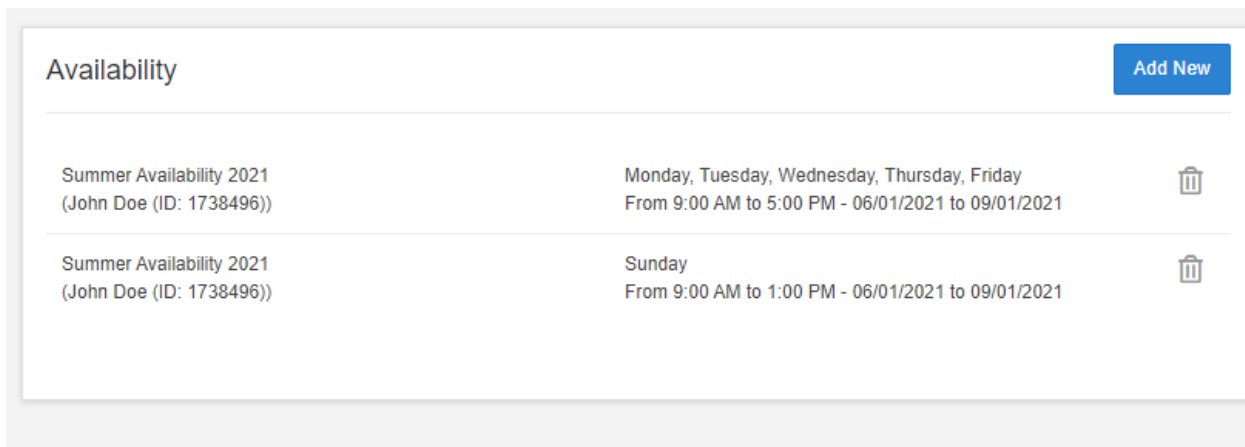
4.   In the next window, click **Add New**.

Availability   Add New

No availabilities set up yet.

5.   Complete the form and click **Save Availability**.

Availability	Appointment Types

Name   Example: My morning availability -or- Miami Office

Show   ● To everyone on CentralReach
              ○ Only to people in my network
              ○ Only to people I have given permission to view my schedule

Location   ORG: 1902 Fairfax Ave
              Add new

Starts On   06/01/2021   until

When   9 AM   00   to   5 PM   00

Repeat On   ☐ S ☑ M ☑ T ☑ W ☑ T ☑ F ☐ S

Notes

Save Availability   Cancel

6.   There's is an option to add multiple availabilities by clicking **Add New.**

Availability   Add New

Summer Availability 2021   Monday, Tuesday, Wednesday, Thursday, Friday   🗑
(John Doe (ID: 1738496))   From 9:00 AM to 5:00 PM - 06/01/2021 to 09/01/2021

Summer Availability 2021   Sunday   🗑
(John Doe (ID: 1738496))   From 9:00 AM to 1:00 PM - 06/01/2021 to 09/01/2021

7. Availability will be visible in your calendar as a shaded background.