



Online Event / Appointment Scheduling

pickAtime's online event and appointment scheduling program simplifies the entire process of appointment scheduling.

Any business that takes appointments for events, workshops or training programs can benefit from pickAtime's online scheduling service.

From large corporations and non-profit organizations to small businesses, pickAtime's scheduling system streamlines the entire registration process.

Partial list of business that could benefit from pickAtime online scheduling:

Salons

Golf Courses

Health clubs and personal trainers

Tennis courts

Training centers

Tanning salons

Employee Interviews

Save time with our simple system Eliminate pen and paper scheduling

Benefits of Event Organizer

- Simplify event registration with our easy set up process that will provide the schedule of events and appointments to your customers
- Allows multiple locations access to online scheduling book
- Provides ability to collect customizable contact information from customers
- Allows customer to add appointment on online calendar
- Sends email reminders prior to the scheduled appointment
- Able to accept credit card payments online

HOW IT WORKS

1 ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime's online manager set up schedules
- Direct customers to the online scheduling page

2 YOUR CUSTOMERS

- Login at their convenience via desktop or mobile and view available appointments and sign-up in minutes

pickAtime

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**Demo our Online Appointment Scheduler at www.pickatime.com or
Call 888.250.1945**



Online Event / Appointment Scheduling

FULL FEATURE LIST

Front End

- ✓ Customizable Login Page, with ability to add custom text, custom logo, and links to consent forms, etc.
- ✓ Use scheduling site as stand-alone or as link from client website
- ✓ Available slots can be displayed in a table or text format
- ✓ Provides customers with printable appointment schedules
- ✓ Allows customers to receive Outlook or Gmail calendar invitation they can add to online calendar
- ✓ Allows customers to cancel / reschedule appointment
- ✓ Allows customers to edit their contact information and change their password
- ✓ 24/7 access to the online scheduler
- ✓ Will not display other scheduled appointments to customer
- ✓ Provides ability to collect customer and/or appointment specific information upon registration or appointment scheduling

Account Setup

- ✓ Printable Online Manager guide
- ✓ 24/5 M-F email support
- ✓ Ability to control when the scheduler is open and closed to customers
- ✓ Ability to control how far in advance customers can book appointments
- ✓ Ability to control how much time prior to an appointment an appointment can be cancelled
- ✓ Total number of appointments per customer can be limited
- ✓ Total number of appointments by appointment type can be limited
- ✓ Frequency of appointment scheduling by customer can be limited
- ✓ Ability to restrict scheduling access by employee ID, patient ID, or other key field
- ✓ Supports multiple time zones
- ✓ Supports 24 hour clock
- ✓ Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

- ✓ Slot length can be variable
- ✓ Ability to have single or multiple appointments per time slot
- ✓ Supports both one time and periodic appointment scheduling
- ✓ Appointment schedule can be displayed before or after login
- ✓ Ability to search appointments by customer or by date
- ✓ Outlook calendar appointment can be made for appointment provider
- ✓ Supports range of service / appointment types
- ✓ Ability to limit number of appointments per resource / per day. Display your entire day of availability but only allow a fixed number of appointments to be booked.
- ✓ Ability to display rolling number of appointment slots per day, to allow you to fill up early morning slots first.



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FULL FEATURE LIST (continued)

Email

- ✓ Confirmation emails
- ✓ Cancellation emails
- ✓ Reminder emails can be set by customer and/or set by administrator
- ✓ Multiple reminders at specified length of times prior to the appointment can be set
- ✓ Email template for all emails can be customized, links to supporting documents, consent forms, images can be added
- ✓ Follow-Up and Custom email options available

Reporting

- ✓ Provides access to real-time reports
- ✓ Excel export option available on reports
- ✓ Ability to set up scheduled report delivery by email
- ✓ Reports can be run for a specific date range
- ✓ Reports can be generated by provider, by location, by event
- ✓ Slot report available displaying all available time slots – can be used to schedule walk-in appointments
- ✓ Summary reports on % slots filled per location
- ✓ Optional email notification when % of slots exceeds an administrator specified number

Customer Management

- ✓ Provides online searchable customer database
- ✓ User defined customer information can be collected
- ✓ Maintains customer appointment history, including appointments scheduled and cancelled
- ✓ Maintains customer log including record of all emails sent

Administrative Management

- ✓ Multiple user access levels available
- ✓ Limited access can be set for specific email addresses
- ✓ Report viewing only access is available
- ✓ Appointment making access only is available
- ✓ Full administrative power access is available

SECURITY

PickAtime is hosted on dedicated servers in a locked and secure data center. All access to the servers and data is restricted to only the few that maintain the system. Secure Socket Layer (SSL) technology is used to encrypt the data for transmission. All information collected by pickAtime is made available only to the client that is the customer is making an appointment with.

HOSTED SOLUTION

- PickAtime hosts your scheduling solution
- No software to purchase, install or maintain
- No licensing or setup fees