



Setting your Appointment Availability Online

Employees must set their Appointment Availability at least 1 month in advance of the coming month. This means that at all times your calendar of Availability should go at least 60 days out.

Step 1 - Setting your General Availability

- Login by going to www.NannyPod.com (username: firstlast, pw: first + last four of your cell)
- Select Nanny / Sitter

The screenshot shows the NannyPod dashboard. At the top left is the nannypod logo and a search bar. The top right has navigation links: HOME, NANNYPOD FAQS, APPOINTMENTS, CLIENTS, REPORTS, RETAIL. Below these are Dashboard, Nanny/Sitter, Services & Pricing, Products, and Manager Tools. The main content area is titled "Nanny/Sitters" and includes a description: "Staff profiles house important info about your staff members like email addresses, phone numbers, and pay rates. This is also where you set up your staff members' login credentials." There is an "Add Nanny/Sitter" button and a search bar with "Katie Tumbleston" entered. Below is a table with columns: Name, Phone, Email, and Appointments.

Name	Phone	Email	Appointments
Katie Tumbleston	(843) 819-3840	nannypodllc@gmail.com	175 appointment types

- Click your name

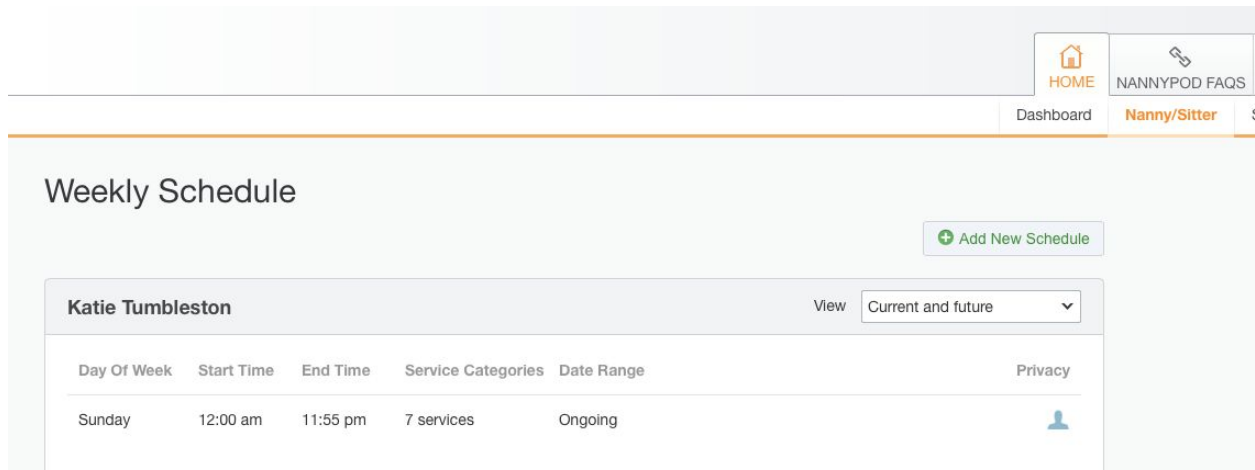
The screenshot shows the profile page for Katie Tumbleston. It includes a profile picture, a "Delete" button, and a "Nanny/Sitter login" link. The contact information is: Email: nannypodllc@gmail.com, Phone: (843) 819-3840. There are checkboxes for "Opt in to feature updates from MINDBODY", "Desk staff", "Nanny/Sitter (for appointments)", and "Nanny/Sitter (for classes)". A "Settings" section is also visible.

- Click Appointment Availability

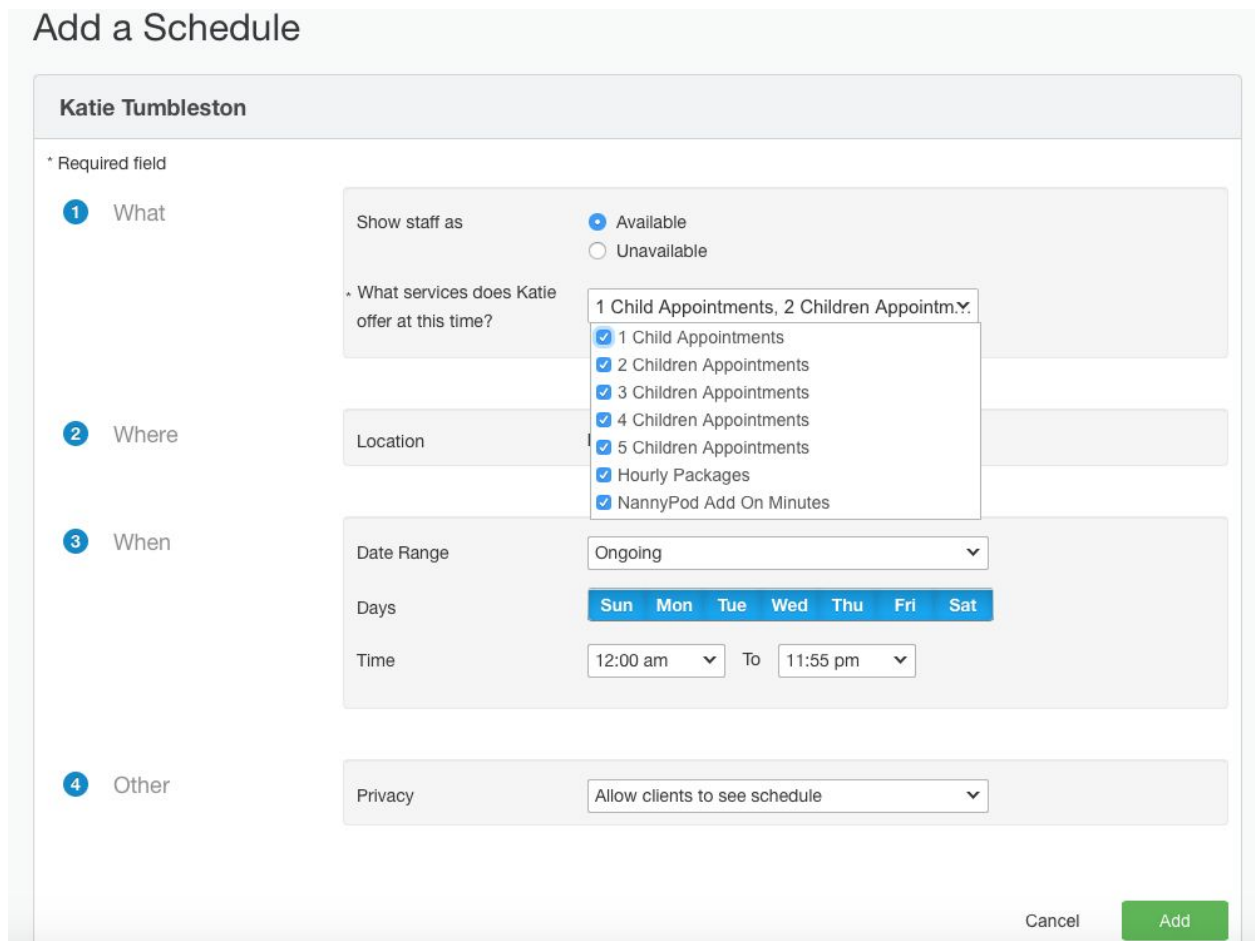
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➤ Now click Add New Schedule to set your Availability



➤ Ensure you select all 7 Services in the Service Categories drop down menu in Section 1 as above

- Ensure you select Date Range as Ongoing in Section 3 as above
- Ensure you select the days of the week that you are available which will change to Blue as above
- Ensure you set the time you are available Section 3 as above
- Ensure you select “Allow clients to see schedule” in Section 4 as above
- Click the green Add button

Now set your custom unavailability!

Step 2 - Setting your Custom Unavailability e.g. If you have class, vacation, etc...

- Click Add New Schedule to set your Unavailability

The screenshot shows the 'Weekly Schedule' page for 'Katie Tumbleston'. At the top right, there are navigation links for 'HOME', 'NANNYPOD FAQs', 'Dashboard', and 'Nanny/Sitter'. A green '+ Add New Schedule' button is visible. Below the header, there is a table with columns: 'Day Of Week', 'Start Time', 'End Time', 'Service Categories', 'Date Range', and 'Privacy'. One row is shown for 'Sunday' with a start time of '12:00 am', end time of '11:55 pm', '7 services', and 'Ongoing' date range. A 'View' dropdown is set to 'Current and future'.

- Ensure you select Unavailable in Section 1

The screenshot shows the 'Add New Schedule' form for 'Katie Tumbleston'. It is divided into four numbered sections:

- 1 What:** 'Show staff as' has radio buttons for 'Available' and 'Unavailable' (selected). The 'Reason' field contains 'College Classes'.
- 2 Where:** 'Location' is set to 'All locations'.
- 3 When:** 'Date Range' is 'Custom dates'. 'Date' is '09/01/201' and 'To' is '12/01/201'. 'Days' are 'Mon', 'Tue', 'Wed', 'Thu', 'Fri' (selected). 'Time' is '9:00 am' to '12:00 pm'.
- 4 Other:** 'Privacy' is set to 'Hide schedule from clients'.

At the bottom right, there are 'Cancel' and 'Add' buttons.

- Enter a reason e.g. College Classes in Section 1 as above
- Ensure you select Custom Dates in Section 2 as above
- Enter the Custom Dates you are Unavailable e.g. 9/1/2015 - 12/1/2015
- Click the Custom Days e.g. Mon Tue Wed Thu Fri which will go Blue
- Enter the Custom Time e.g. 9:00am to 12:00pm
- Date Range as Ongoing in Section 3, as above
- Ensure you select “Hide schedule from clients” in Section 4 as above
- Click the green Add button

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