

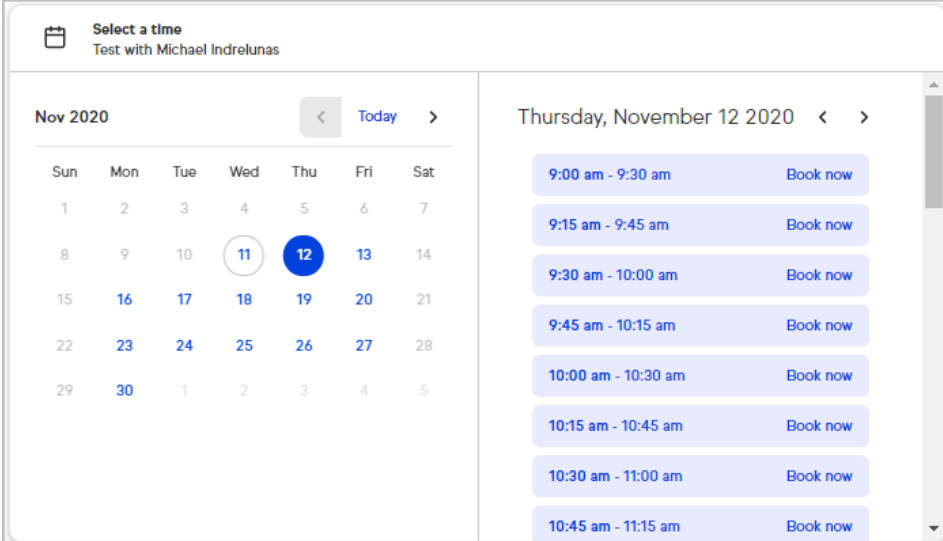
Appointments - booking page

This article applies to:

Now that you have setup your booking page, it's time to start using it. Contacts who click your booking link will be shown a calendar and times you're available. Your availability will be displayed in the visitor's time zone.

Choose a date & time

Clients can select from dates and times when you are available. Days in the past or without any available times to meet cannot be selected. Appointment times are available in 15 minute increments.



The screenshot shows a booking interface titled "Select a time" for a test with Michael Indrelunas. On the left is a calendar for November 2020, with the 12th highlighted in blue. On the right is a list of available appointment times for Thursday, November 12, 2020, ranging from 9:00 am to 10:45 am in 15-minute increments, each with a "Book now" button.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
15	15	16	17	18	19	20	21
22	22	23	24	25	26	27	28
29	29	30	1	2	3	4	5

Time	Action
9:00 am - 9:30 am	Book now
9:15 am - 9:45 am	Book now
9:30 am - 10:00 am	Book now
9:45 am - 10:15 am	Book now
10:00 am - 10:30 am	Book now
10:15 am - 10:45 am	Book now
10:30 am - 11:00 am	Book now
10:45 am - 11:15 am	Book now

Pro tip! Our booking page is super smart and knows when it is Daylight Savings, so you will see different times if the dates viewed are after a time change.

Secure the appointment

- Clients enter their first name, last name, email address, and phone number (optional)

Selected date and time
Mon, Feb 18th, 2019
11:15 AM - 12:00 PM MST (45 min)

First name*

Last name*


Email*

Phone

Pro tip! Your clients who are **not** yet contacts in Keap will be added when they click the **Confirm** button. Your clients who are already contacts in Keap will be updated.

Confirmation Screen

On the appointment confirmation screen and emails, you and your clients can review the information about the appointment.




Thank you!
We're all set to meet.

Check your inbox for appointment details.

What
Closing with Amanda Madsen

When
Mon, Feb 18, 2019
11:15am - 12:00pm (45 min)

Where
Main office

 Powered by [Keap Appointments](#)

Confirmation appointment email to your client

Our appointment is confirmed. Thanks for scheduling!


What
Appointment with Amanda Madsen

When
Mon, Feb 18, 2019
9:00 AM - 11:00 AM MST

Where
Main office

[Reschedule](#)

[Cancel appointment](#)

 powered by [Keap Appointments](#)

Note: These emails are from the user's email (instead of no-reply system emails from Keap) so clients can reply back and users will see their reply.

Confirmation appointment email to you

When a client clicks the **Confirm** button on the booking page, the user is sent the following email:

Hey,

You have a new appointment!

Contact's name

Rose Thorn

Contact's email

rose2g888@gmail.com

What

Dinner conference with Rose Thorn

When

Mon, Feb 18, 2019

9:00 AM - 11:00 AM MST

Where

Main office

[View in my calendar](#)

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