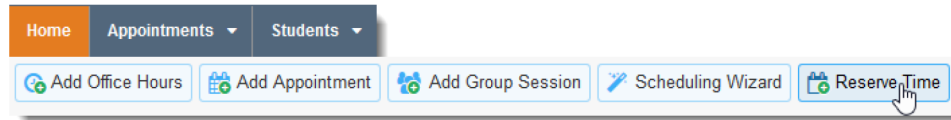


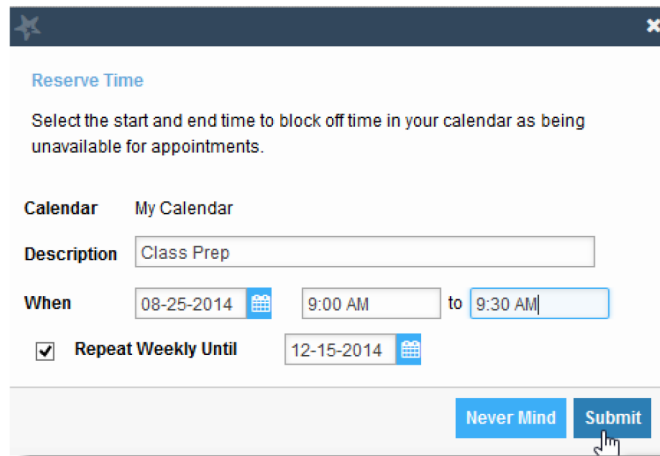
Reserve time on your calendar

Use the **Reserve Time** option to show time on your calendar as unavailable to avoid creation of an appointment during that time.

1. Click the Reserve Time button from the action bar on your **Home** page or **Appointments** page.



2. Fill out the **Reserve Time** form to include a description of the reserved block, the date and time of occurrence. If the block recurs each week, use the “Repeat Weekly Until” checkbox to indicate a weekly recurrence, and select the end date for the block using the date picker provided.
3. Click the **Submit** button to add the reserved time to your calendar.

A screenshot of the 'Reserve Time' form. The form title is 'Reserve Time' and it includes the instruction: 'Select the start and end time to block off time in your calendar as being unavailable for appointments.' The form fields are: 'Calendar' (My Calendar), 'Description' (Class Prep), 'When' (08-25-2014 to 9:00 AM to 9:30 AM), and a checked 'Repeat Weekly Until' checkbox with an end date of 12-15-2014. At the bottom right, there are two buttons: 'Never Mind' and 'Submit'. A mouse cursor is pointing at the 'Submit' button.