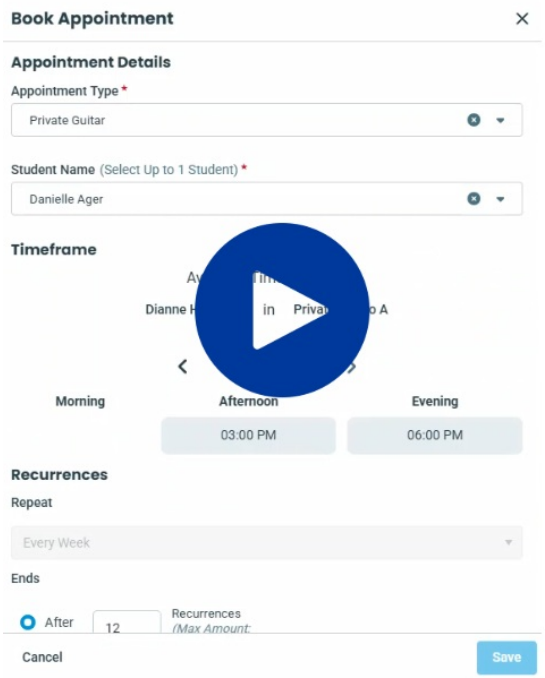
Book an Appointment in Jackrabbit Share

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Once you've created and published your Appointment Types, you can start booking appointments!

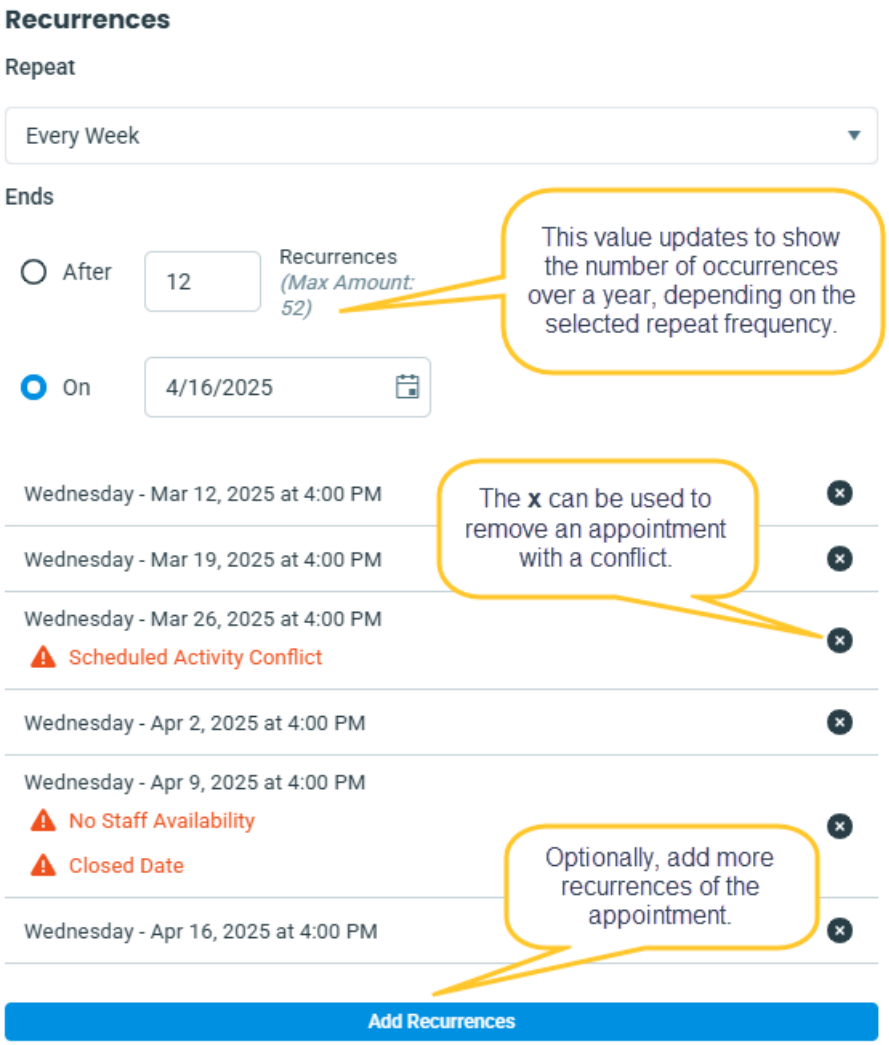
Easily book appointments from multiple locations within Jackrabbit using the **Book Appointment** button on the Appointments tab in Family and Student records or on the Appointment Bookings page under the Activities menu > Appointments.

1. Go to the Family or Student record or the Appointments Bookings page and click the **Book Appointment** button.
2. In the Appointment Details section, select the type of appointment and students you are booking the appointment for.
    - Choose the **Appointment Type.** If many types are listed, use the **Search** field to quickly locate one.
    - Select the checkbox next to each **Student Name** you want to book the appointment for and **Save**.
3. The Timeframe section is where you'll choose an available time slot to book. Only the time slots that align with the student schedule, selected date, and any associated staff or room availability will be displayed. If no suitable timeslot is available, modify the date to search for other appointment availability.
    - Navigate with the Previous Day (<) or Next Day (>) arrows, or select a date with the calendar icon.
    - When multiple staff or rooms have been associated with the Appointment Type, use the drop-down menus to select a different staff person or room to check for alternate appointment availability in combination with the date selection. Mix and match until you find the perfect fit!



Click here to see this in action (GIF).

4. Use the Recurrences section to efficiently book multiple time slots for an appointment at one time. Based on your selections, potential appointment instances will indicate any conflicts and their reasons, with the option to remove conflicting appointments or add more recurrences as needed.
    - The repeat frequency options depend on the start date and day of the week. For example, if appointments begin on Wednesday, March 12th, the options will include *Every 12th of the month* and *Every other Wednesday*.
    - The recurrences can be set to end after a certain number of appointments or on a specified date. Note: The number of appointments that can be created at once depends on the repeat frequency and must fall within a one-year limit. For example, selecting *Every Week* will generate a preview of 52 appointments.
    - Appointments on days with no staff availability, conflicting activities, designated closure days, or those that are already full will trigger an alert.
    - Click the **Add Recurrences** button to add more instances. You can continue adding appointments for individual dates and times or set up recurring patterns on different days and at different times. Customize them as much as you'd like!
    - Use the **x** to remove an appointment with a conflict. Note: You can ignore the alert and book an appointment with a conflict in Jackrabbit, for example, if you know a staff member is available but hasn't updated their availability in their Staff record.



5. Optionally, select the checkbox in the Email Notifications section to disable notifications.
6. Click **Save** to book the appointments.

If you have scheduled ePayment tasks, future fees for recurring appointments may be collected unintentionally. To prevent this, review the Payment Settings in your scheduled ePayment tasks.