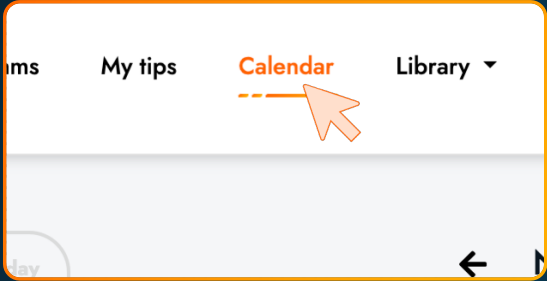
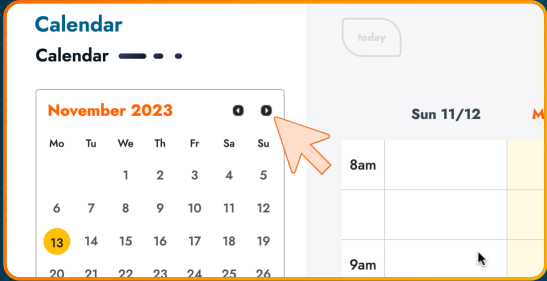


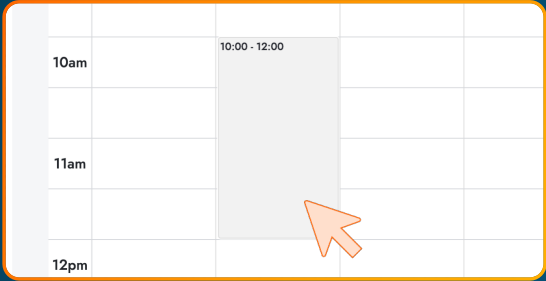
Add Availability Slots



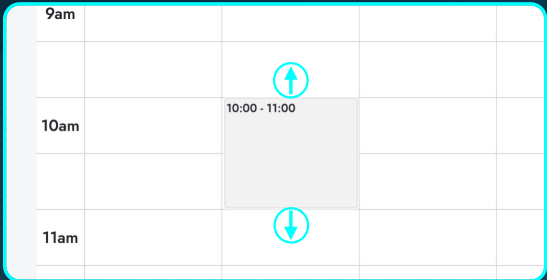
1 Click on the **Calendar** tab located in the menu bar at the top of the screen.



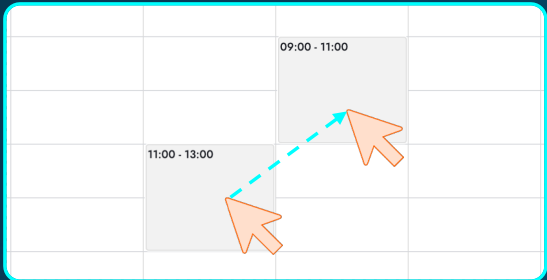
2 If necessary, browse from month to month using the calendar on the left side of your screen.



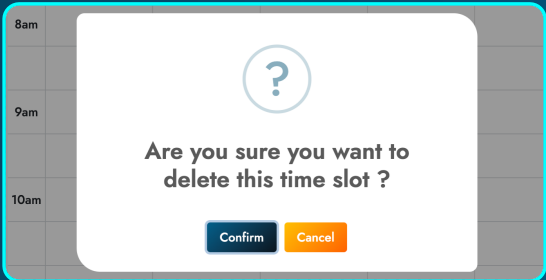
3 Click on the desired time slot to add your availability slot.



i To **adjust the schedules**, select the top or bottom line and then stretch the time slot.



i To **move this slot**, hold and hold it and move it.



i To **remove an available slot**, click on it and then click the **Confirm** button.