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How to Request Appoint- ments

GETTING STARTED GUIDE

How to Request Appointments

with  simplepractice

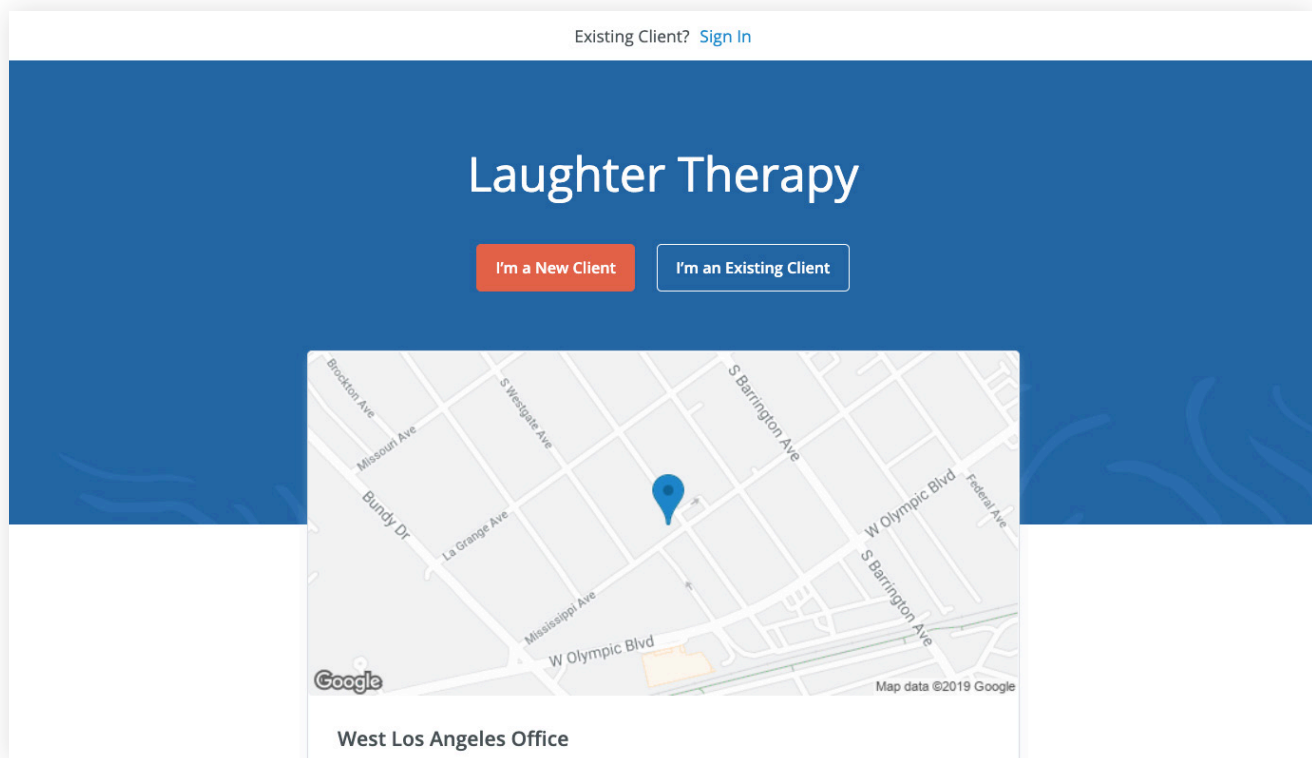
Online Booking lets you request, cancel, or reschedule appointments with your clinician.

SECTIONS:

1. Request an appointments
2. Cancelling requests

REQUEST AN APPOINTMENT

1. Go to your clinician's Client Portal and click **I'm an Existing Client** to log in. The **I'm a New Client** button is only for clients who have never logged into the Client Portal.



2. Navigate to the **Appointments tab** (This may already be selected by default).



3. Select your **clinician** (if there are multiple).

Laughter Therapy

Existing client? [Sign In](#)

Request an appointment

1 Choose Clinician

2 Select Service

3 Select Location

4 Select Date & Time

5 Your Information

Will Morales

Select

Jaime Thomas

Select

Jeremy Abbey

Select

4. Select your **service**.

Laughter Therapy

Existing client? [Sign In](#)

Request an appointment

✓ Clinician
Will Morales

2 Select Service

3 Select Location

4 Select Date & Time

5 Your Information

90 Minute Session
1 hour, 30 minutes

Select

Psychotherapy, 45 min
45 minutes

Select

5. Choose your **office location** (there may only be one to select from, as shown below)

Laughter Therapy

Existing client? [Sign In](#)

Request an appointment

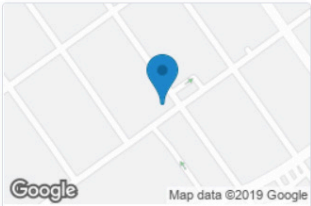
☒ Clinician
Will Morales

☒ Service
90 Minute Session
1 hour, 30 minutes

☒ 3 Select Location

☐ 4 Select Date & Time

☐ 5 Your Information



West Los Angeles Office
11801 Mississippi Ave
90025, CA 90025
(123) 123-1212
[Select](#)

6. Click the **date and time** that you'd like.

Laughter Therapy

Existing client? [Sign In](#)

Request an appointment

☒ Clinician
Will Morales

☒ Service
90 Minute Session
1 hour, 30 minutes

☒ Location
West Los Angeles Office
11801 Mississippi Ave
90025, CA 90025
(123) 123-1212

☒ Date & time
Mon, Sep 30, 2019
10:30 AM - 12:00 PM
PDT

☐ 5 Your Information

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	★ Today	28
29	30	1	2	3	4	5

Availability on Mon, Sep 30, 2019

Viewing in PDT [Change](#)

Morning	Afternoon	Evening
10:00 AM	12:00 PM	--
10:15 AM	12:15 PM	--
10:30 AM	12:30 PM	--
10:45 AM	12:45 PM	--
11:00 AM	1:00 PM	--
11:15 AM	1:15 PM	--
More Times	More Times	

Show availability for:

☒ Mornings Before 12pm


☒ Afternoons 12pm - 4pm

7. Your appointment request has been **sent** to your clinician. Your clinician will need to accept your request to make it official.


You can click to view a map of the office location, or add the session to your calendar.

Thank you, Alice!


We will send you a confirmation after your appointment has been confirmed.

 **When**


Mon, Sep 30, 2019
11:15 AM - 12:45 PM
PDT

 **Where**


West Los Angeles Office
[11801 Mississippi Ave](#)
[90025, CA 90025](#)
(123) 123-1212

 **Add to Calendar**


[Google](#)[Apple](#)[Outlook](#)

 **With**

Will Morales

 **What**

90 Minute Session



[Cancel Appointment](#)

8. If your request is accepted, you'll receive an **email** confirming the session.


9. If they cannot see you at that time, you'll receive a link to reschedule. Click it to go back to your Client Portal and request a new session.


Appointments

New appointment? [Request Now](#)

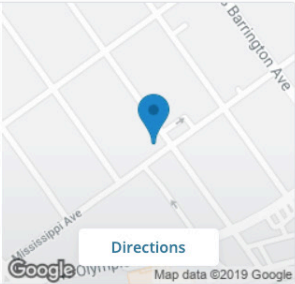
Upcoming [Requested](#)

Sep 30, 2019
11:15 AM—12:45 PM UTC

 Will Morales

 11801 Mississippi Ave
90025, CA 90025

[Add to Calendar](#) [Cancel](#)



[Directions](#)

VIEWING AND CANCELLING REQUESTS

You'll see a list of your upcoming requests and confirmed or denied appointments on the Appointments page of your client portal. Click **Cancel Session** to cancel your appointment request.

The screenshot shows the 'Laughter Therapy' client portal. The top navigation bar is blue with 'Laughter Therapy' on the left and 'Sign Out' on the right. Below this is a white bar with navigation links: 'Appointments' (underlined), 'Documents', 'Billing & Payments', and a 'Request Appointment' button with a calendar icon. The main content area is titled 'Appointments' and includes a 'New appointment?' link and a 'Request Now' button. Below these are two tabs: 'Upcoming' (selected) and 'Requested'. The 'Upcoming' tab displays a single appointment card. The card has a red 'CANCELLED' label at the top. The appointment details are: 'Sep 30, 2019', '11:15 AM—12:45 PM UTC', 'Will Morales' (with a person icon), and '11801 Mississippi Ave, 90025, CA 90025' (with a location pin icon). To the right of the text is a map snippet showing the intersection of Mississippi Ave and Barrington Ave, with a blue location pin. The map is credited to Google and dated 2019.

NOTE: You'll only be able to cancel this way according to your clinician's cancellation policy. If you attempt to cancel too close to a session, or if they don't offer online cancellation, you'll receive a message to call their office to cancel.

Once your session is cancelled, you'll see this reflected on your **Appointments tab** in the Client Portal. Use this page to **check the status of your requests, cancel sessions, or schedule new ones.**



Congratulations!

You're now ready to start booking appointments in your Client Portal.