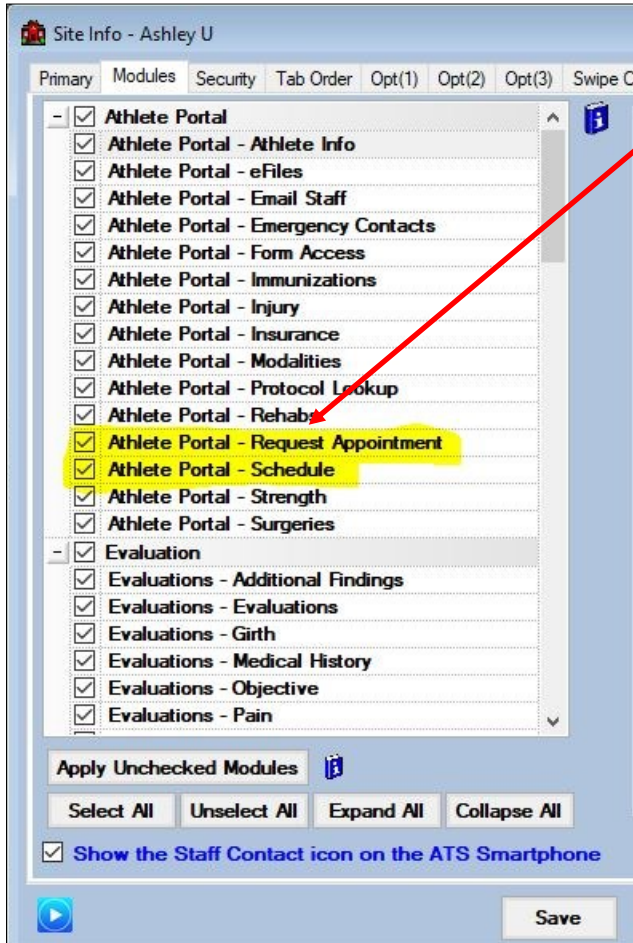You can post your availability and have your athletes sign up for available appointments using the scheduling feature. Step 1: Set up - There are a few areas in the site info that you or your admin must check for this to function to work.


You must have Request Appointment and Schedule both turned on for the Athlete Portal - This affects both the Athlete Portal and the Athlete Smartphone.

In the opt 2 tab - the reason you select in the open appointment purpose must match what you choose when posting your availability for your athletes to be able to see the appointment. You can also set the number of days forward the athletes can see posted appointments
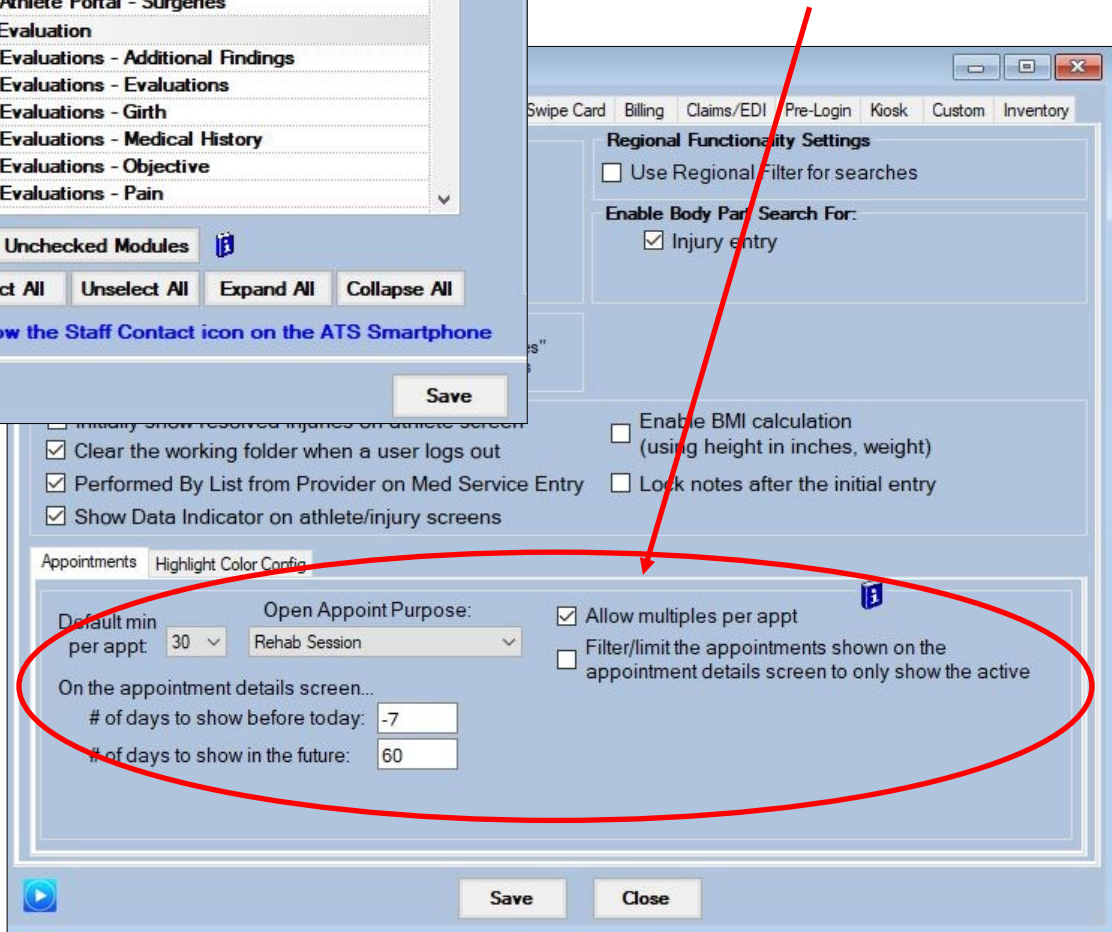
Next is to ensure the auto-accept appointments has been enabled in your user   profile. This will allow you to see the athlete's name on the appointment they signed up for. Go to admin—> my user/search users —> select your name from the list if you chose search. Once your user profile is open go to the Email/Opt tab and select the auto-accept box.
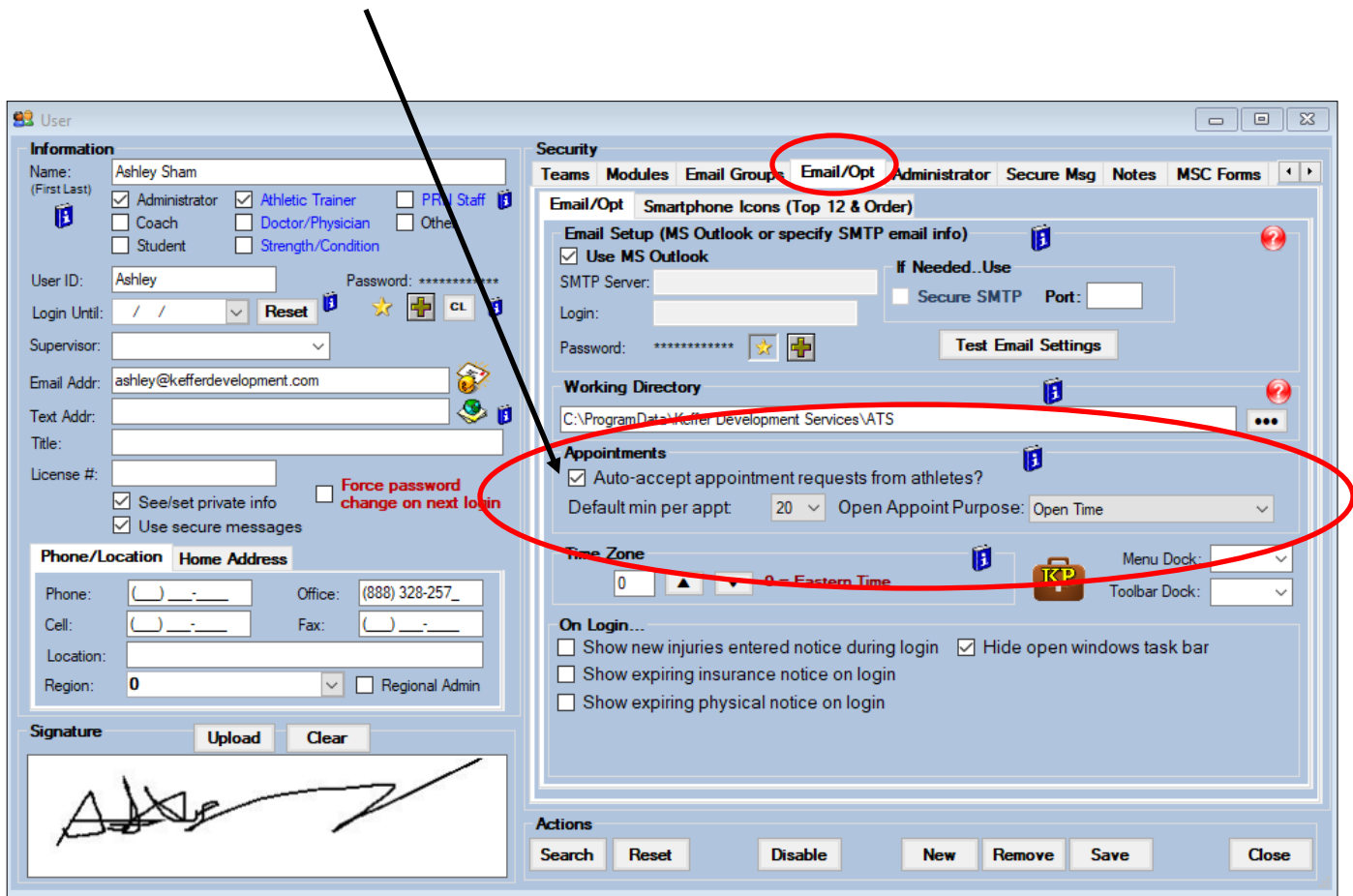
You must also make sure that your appointment types that you want to be available on the athlete portal have been marked as "athlete see". This is done in the maintenance area, *you need to be a system admin or have admin privileges to access this area, if you do not see your system admin about making the desired changes.*

Go to admin—>Maintenance—>dropdown/pop up list—>update dropdown/pop up lists. Once the box loads select apptpurpose.
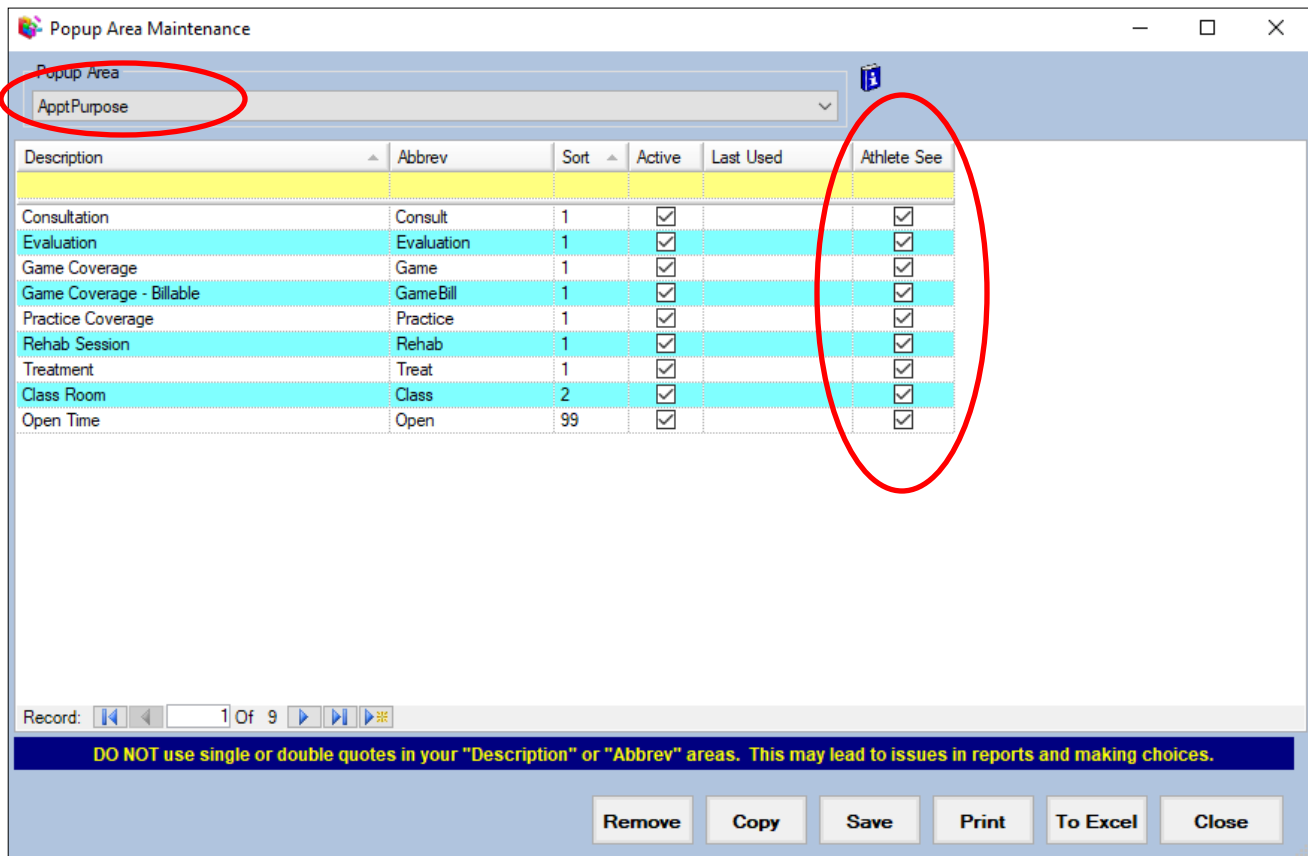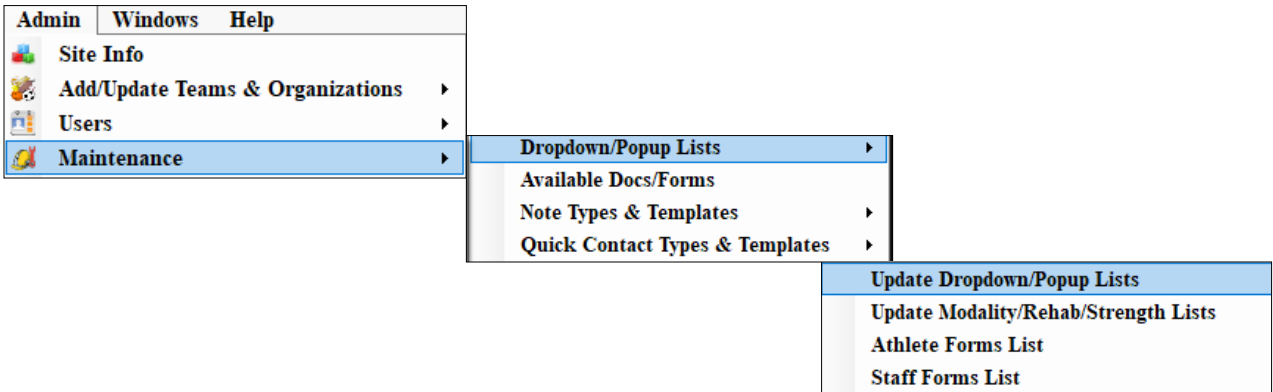
Step 2 –You can now post your availability for the athletes to see. Choose the scheduling tab —> Staff/Equipment Availability.

Here you can choose the day(s), hours, how long the appointment is, the location (if applicable) and purpose of the appointment to post.

Once you choose your hours select the specific sessions you wish to post for the selected days.
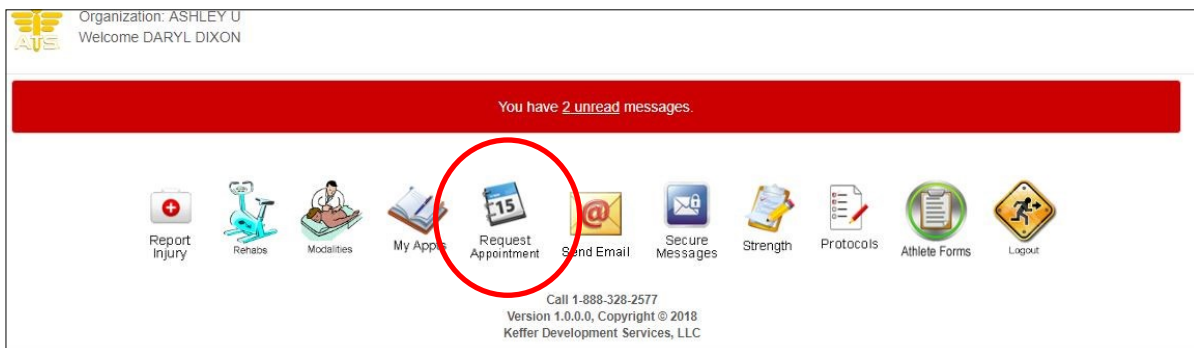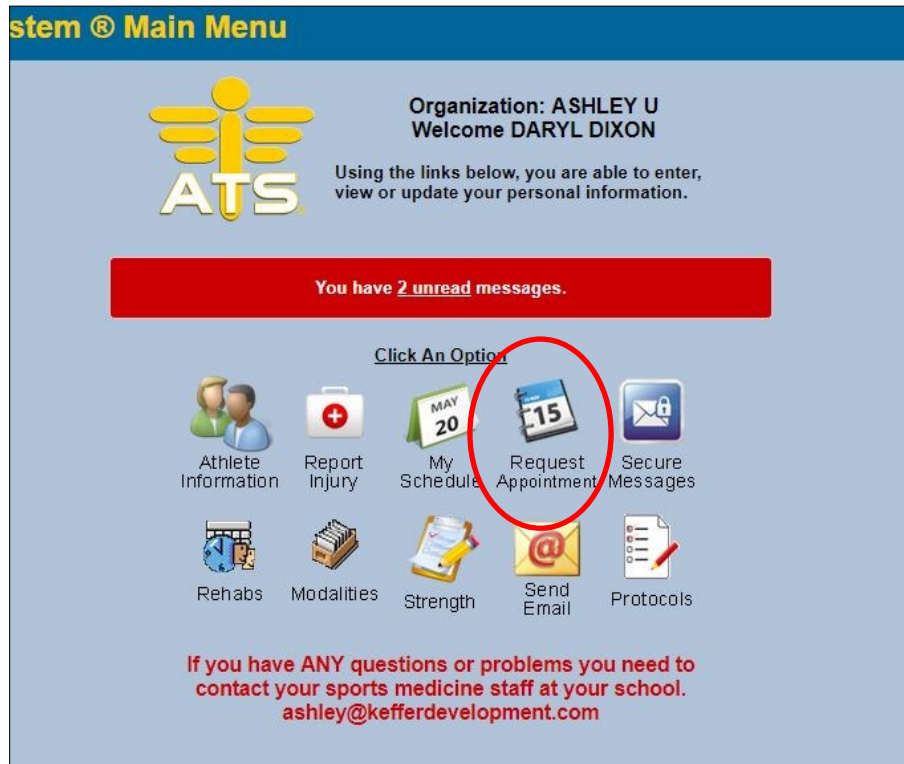*Remember your reason must match the one chosen in the site info for it to be visible to your athletes.
Once you are done click the post button. You should get a confirmation screen.
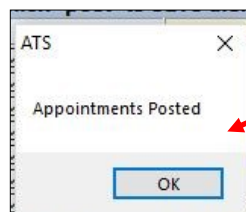
Step 3 –Your athletes can now sign in to either the Athlete Portal or the Athlete Smartphone to view and choose to sign up for available appointments.

Your athlete(s) will click on the day which will then show the available slots for that given day. They simply click on the one they want, they can add a note to the request but it is not required and then select the "Send Request" button.

A confirmation message will appear at the top of the screen if the request has been successful.

You will get an email notification of the appointment request, you can also view who has signed up for your available appointments in several different ways. You can see who has signed up by selecting "Daily Appointments", My Appointments" or " Add/Edit Multiple Appointments"

Daily Appointments

My Appointments

Add/Edit Multiple Appointments