

How to schedule your appointment

Important! There are just a few tricks for quick and easy scheduling.

All users – do not use any of the recurring appointment bullets. (Error? Creates visits that may not be seen by your sitter)

Schedule your Meet and Greet as an individual appointment. (Error? Easier to schedule separate from your vacation or daily visits)

The first screen (must have registered prior)

AZ PET SITTING
Arizona Pet Sitting
Your Custom Pet Care Company

Edit My Info | [Schedule Appointment](#) | Review My Appointments | Hello Test | Logout

Schedule an Appointment

Client: Test Tester

Appointment Name
Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Start Date
Enter the start date of this appointment:
(format: mm/dd/yyyy)

End Date
 This is a one-time appointment ending on:
 This is a recurring appointment every week.
 This is a recurring appointment every 2 weeks.
 This is a recurring appointment every 4 weeks.
 This is a recurring monthly appointment.

This page allows you to provide us with the dates and times you would like service, as well as the choice of your preferred pet sitter, if appropriate.

To enter notes or specific instructions about a particular visit please click on "View Summary Page." (This is located at the top left of the "Appointments" page after you have scheduled your visits.) Here look for the blue note pad that appears after each scheduled visit. Click on it to enter more information about a particular visit.

Pick your apt name and enter your first and last day for visits.

Don't use the recurring appointment bullets. It is not a great feature of this software.

AZ PET SITTING
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Business | Users | Apts | Recurring | CC | Staff Sched. | Calendar | Visits | Reports Hello T

Schedule an Appointment

Client: testtester test

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)

Sunday 11/29/2015 Monday 11/30/2015 Tuesday 12/1/2015 Wednesday 12/2/2015

Will the schedule be the same for all days ?
 Yes
 No

Unless each date has the exact same visits, it's easier to select "No" here.

Your next screen is the list of possible services. (Subject to change)



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Schedule an Appointment

Client: **testttester test**

Select schedule for 11/29/2015 (Sunday)

Time Blocks

-:	1:00 AM- 5:59 AM
6 AM - 9 AM:	6:00 AM- 8:59 AM
9 AM - 11 AM:	9:00 AM-10:59 AM
11AM - 2 PM (Lunch):	11:00 AM- 1:59 PM
2 PM - 6 PM:	2:00 PM- 5:59 PM
6 PM - 9 PM:	6:00 PM- 8:59 PM
7 PM - 7 AM Overnite:	7:00 PM- 6:00 AM

[Continue](#)

What services are you interested in?

- Meet and Greet [More Info](#)
- Review Visit [More Info](#)
- Dog Walking - 60 Min [More Info](#)
- Dog Walking - 30 Min [More Info](#)
- Potty and Play Break [More Info](#)
- Overnight Pet Sitting [More Info](#)
- Pet Sitting Visit [More Info](#)
- Pet Taxi - Round Trip [More Info](#)
- Pet Supplies - Pick Up [More Info](#)
- Pet Taxi - One Way [More Info](#)
- Hotel Pet Service [More Info](#)
- Key Drop-Off or Pick-Up [More Info](#)
- Mail Key [More Info](#)
- Lock Box Service [More Info](#)
- Tip for your Sitter [More Info](#)

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Click More Info to see the visit descriptions. Generally Pet Sitting Visit is a good choice for vacation and Dog Walking or Potty and Play Breaks are good daily choices. You can also mix them up. You can customize the visits how you like.



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Time Blocks

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6 AM - 9 AM:	6:00 AM- 8:59 AM
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[Continue](#)

What services are you interested in?

- Meet and Greet [More Info](#)
- Review Visit [More Info](#)
- Dog Walking - 60 Min [More Info](#)
- Dog Walking - 30 Min [More Info](#)

When do you want this service performed?

- 6 AM - 9 AM
- 9 AM - 11 AM
- 11AM - 2 PM (Lunch)
- 2 PM - 6 PM
- 6 PM - 9 PM

- Potty and Play Break [More Info](#)
- Overnight Pet Sitting [More Info](#)
- Pet Sitting Visit [More Info](#)
- Pet Taxi - Round Trip [More Info](#)
- Pet Supplies - Pick Up [More Info](#)
- Pet Taxi - One Way [More Info](#)
- Hotel Pet Service [More Info](#)
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- Lock Box Service [More Info](#)
- Tip for your Sitter [More Info](#)

[Continue](#)

If you were leaving in the afternoon and wanted your first evening visit to be a walk, you would select it this way. Just make sure to have a service and a time selected.



Schedule an Appointment

Client: **testtester test**

Select schedule for 11/30/2015 (Monday)

Time Blocks

6 AM - 9 AM	1:00 AM- 5:59 AM
9 AM - 11 AM	6:00 AM- 8:59 AM
11AM - 2 PM (Lunch)	9:00 AM-10:59 AM
2 PM - 6 PM	11:00 AM- 1:59 PM
6 PM - 9 PM	2:00 PM- 5:59 PM
7 PM - 7 AM Overnite	6:00 PM- 8:59 PM
	7:00 PM- 6:00 AM

[Continue](#)

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- Dog Walking - 60 Min [More Info](#)
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When do you want this service performed?

- 6 AM - 9 AM
- 9 AM - 11 AM
- 11AM - 2 PM (Lunch)
- 2 PM - 6 PM
- 6 PM - 9 PM

- Potty and Play Break [More Info](#)
- Overnight Pet Sitting [More Info](#)
- Pet Sitting Visit [More Info](#)

When do you want this service performed?

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[Continue](#)

For 2 or 3 visits on your second day choose a service and then the desired times. You can mix and match visits or make them all the same. Depending on your Pet's schedule an AM, PM and midday visit can be added.

Continue to choose services and time blocks for each day of your trip. If you are returning in the evening you can select only an AM visit for your last day.



Appointment Summary

Summary for Appointment #2989076

Client: **testtester test** Appointment Title: **Hawaii Vacation**

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.

Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click [Edit My Info](#) above. Then select credit card under Payment Method.

[Edit](#)

Click EDIT to edit the appointment.
However, if you only need to make changes to one day, you can click the date.

Total Price: \$144.00

Appointment #: 2989076

Date	Service	Time Block	Price	Notes
11/29/2015 (Sunday)	Dog Walking - 30 Min	6 PM - 9 PM / 6:00 PM - 8:59 PM	\$25.00	
11/30/2015 (Monday)	Pet Sitting Visit	6 AM - 9 AM / 6:00 AM - 8:59 AM	\$23.00	
11/30/2015 (Monday)	Dog Walking - 30 Min	6 PM - 9 PM / 6:00 PM - 8:59 PM	\$25.00	
12/1/2015 (Tuesday)	Potty and Play Break	9 AM - 11 AM / 9:00 AM - 10:59 AM	\$23.00	
12/1/2015 (Tuesday)	Potty and Play Break	6 PM - 9 PM / 6:00 PM - 8:59 PM	\$23.00	
12/2/2015 (Wednesday)	Dog Walking - 30 Min	9 AM - 11 AM / 9:00 AM - 10:59 AM	\$25.00	

Here is what your last screen looks like. It shows each day and lists the type of visit, the time block and the cost per visit. Your approved email will total the costs for you.

To leave more specific instructions for us click the blue note pad here.

If you need to revise a day, click on the blue date and it will bring you back to the previous screen for that specific date.

Once accepted by Arizona Pet Sitting you will receive a return email with the words APPROVED. You can always check your schedules by selecting [review my appointments](#) and putting in your visit dates.

Thanks for scheduling, we appreciate your trust in us!