

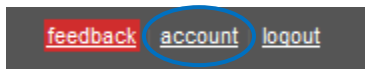
## Getting Started

By completing the Scheduly registration your business account is open, now in order to publish your services and working hours to your clients you need to define the service and working hours (agenda).

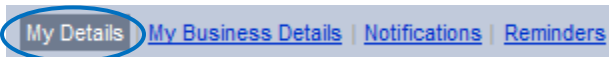
so, let's get started...

### Step 1: Add your business logo and Google Map

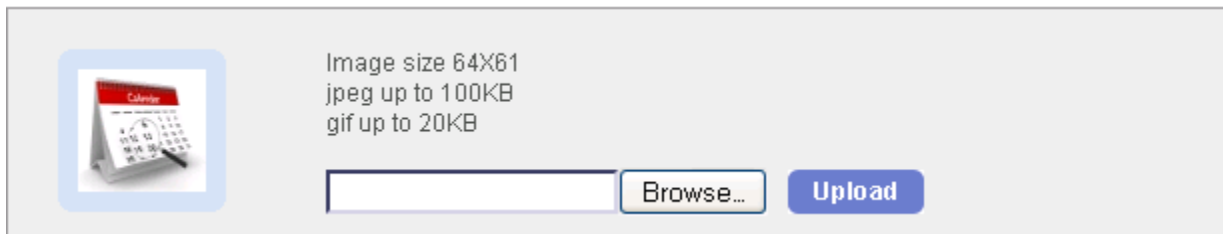
Press on the account link on the upper right corner of the screen



Under the account screen you have four links



Under my details link you will find the upload picture button, upload your business logo in order to present it in your business page.



Under my business details fill your business address and ZIP code



For Example:

**Address**

(e.g. 1800 Amphitheatre Parkway,Mountain View,CA)

**\* Zip Code**

Forgot your ZIP code? [find it here](#)

## Step 2: Publish your first service

After the business registration **go to the services tab** in order open a new service and set the working hours agenda.

**My Services (0)**

- This is your Services tab, the place you publish your business services and edit its availability.
- Below you can see an example for a well published service.
- **Publish your first service.**

Press on **Publish your first service link** and enter the service details

### General Details

These details will be displayed at your [business page](#).

Service Name	<input type="text" value="Consulting"/>
Service Duration (min)	<input type="text" value="60"/>
Price	<input type="text" value="250"/>
This service is for	<input type="text" value="1"/> client at a time.
Description	<p>Business consulting services for new business owner, mainly focused on green technology businesses.</p> <p>The consulting hour is by an industry leader with 30 years experience in green tech.</p>
<input checked="" type="checkbox"/> this service is active.	By unmarking this checkbox the service will become unavailable to clients. Service details will not be lost.

Press on the **save General Details** button and then drill down to set your service working hours (agenda).

## Working Hours Setting

This is your service agenda.

[Edit the service weekly agenda](#)

Press on the **Edit the service weekly agenda** and click on the hours.

Consulting - edit schedule							<a href="#">Save</a>	<a href="#">Clean</a>	<a href="#">Reload</a>	<a href="#">Close</a>
Su	Sa	Fr	Th	We	Tu	Mo				
							8:00			
							8:30			
							9:00			
							9:30			
							10:00			
							10:30			
							11:00			
							11:30			
							12:00			
							12:30			
							13:00			
							13:30			
							14:00			
							14:30			
							15:00			
							15:30			
							16:00			
							16:30			
							17:00			
							17:30			
							18:00			
							18:30			
							19:00			
							19:30			
							20:00			

Press **save**, you can update the hours at any stage later on.

Consulting - edit schedule [Save](#) | [Clean](#) | [Reload](#) | [Close](#)

• The schedule was updated successfully

Monday	Tuesday	Wednesday	Thursday
10:00 - 14:00	10:00 - 14:00	10:00 - 14:00	10:00 - 14:00
16:00 - 18:00	16:00 - 18:00	16:00 - 18:00	16:00 - 18:00
Friday			
10:00 - 14:00			
16:00 - 18:00			

And **Close** the working hours editor

**Working Hours Setting**

This is your service agenda.

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 - 14:00	10:00 - 14:00	10:00 - 14:00	10:00 - 14:00	10:00 - 14:00
16:00 - 18:00	16:00 - 18:00	16:00 - 18:00	16:00 - 18:00	16:00 - 18:00

[Edit the service weekly agenda](#)

You can also open dynamic time slots for scheduling, based on specific hours in a certain date per service.

Choose the date and the working hours, that simple! (the time format is mm/dd/yyyy)

**Please note that a dynamic slot replace the recurring agenda, in dates you have recurring agenda the dynamic slots will replace them.**

**Working hours for specific date**

Here you can set working hours for specific date.

By doing so the recurring working hours for that day will be replaced by the schedule you'll set here.

[Set working hours for specific date here...](#)

Date: 08/23/2010

Start Time: 10:00

End Time: 12:00

ok cancel

On date: Monday, August 23, 2010 From: 10:00 To: 12:00 [Delete](#)

Go back up (still under the service tab) and press on the view link in order to see your own personal business page in Scheduly (same like you have your own page on facebook or linkedin), it's possible to delete the service at any time.

**Consulting**

last modified on 05/26/2010

[Delete](#)

Service provider name: Sandra Lex


This is your service page URL, where your clients can make appointments with you.  
Copy this link or [email to your clients directly from here](#).

[select view](#)


**Step 3: Invite your clients**

The service ID is your own business page that you can send to your clients in order to allow them to schedule an appointment, for example:

<http://scheduly.com/pages/c/businessPage.aspx?sID=2068>



**Consulting** ▾  
**BizDev**  
Managed By Sandra Lex

 Like

7  
Scheduled  
9  
Viewers

(1) Pick Available Time Slot

Monday, August 23, 2010

August 2010						
Su	Mo	Tu	We	Th	Fr	Sa
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	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- 10:00 - 11:00
- 11:00 - 12:00
- 12:00 - 13:00
- 13:00 - 14:00
- 16:00 - 17:00
- 17:00 - 18:00

(2) Confirm Your Selection

Monday, August 23, 2010  
11:00 - 12:00

\*Full name:

\*Email Address:

\*Phone num':

Short message  
200 characters max

200

ok