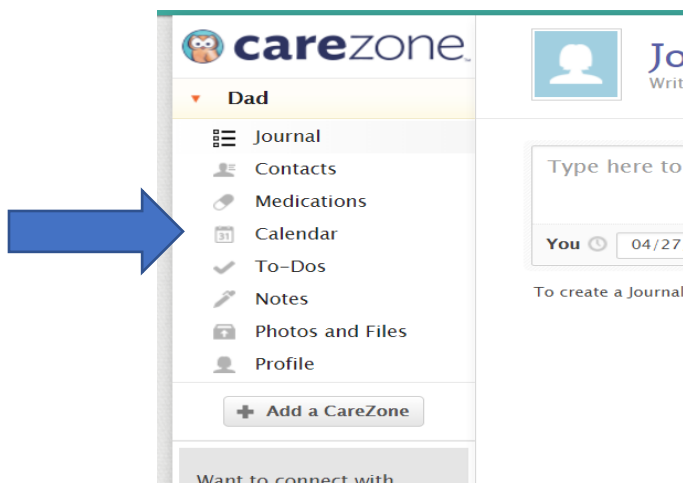


## HOW TO PUT AN APPOINTMENT ON THE CAREZONE CALENDAR BY NANCY BUTCHER

One of the most important features of coordinating caregivers on the **CareZone** app is the calendar. A calendar event tells the who, what, where, when, and why of an event needed by your loved one. Putting in an event is easy, but there are several choices and a few steps for each choice. Use the following steps to put an appointment on the **CareZone** calendar:

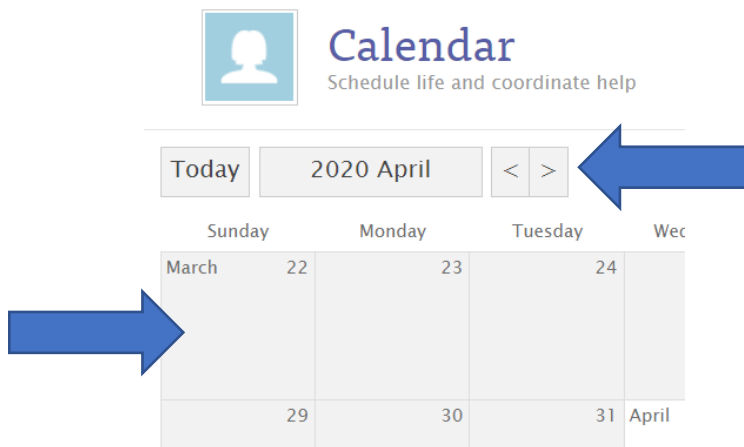
### HOW TO ACCESS A DAY ON THE **CAREZONE** CALENDAR

1. Open **CareZone** website.
2. Click **Calendar**.



*Initial web page for Carezone.*

3. Click **left/right arrow** to find correct month.
4. Click the day.



*Calendar web page for CareZone.*

## HOW TO PUT IN AN APPOINTMENT

1. Click **Title**.
2. Type in appointment name.
3. (Optional) Type in address of appointment.
4. Select starting date.
5. Select starting time.
6. Select ending date.
7. Select ending time.

The image shows a calendar interface with a pop-up form for adding an appointment. The form has the following fields and options:

- Title:** A text input field.
- Date and Time:** Two date pickers (04/08/2020) and two time pickers (8:00 PM and 9:00 PM) with a 'to' separator.
- Assign someone?:** A checkbox.
- Reminders:** A section with two dropdown menus: 'Alert' (set to '1 hour before') and 'Second Alert' (set to 'At time of event'). Below this is the text: 'Alerts for unassigned events will be sent to everyone.'
- Repeat...:** A checkbox.
- Location:** A text input field.
- Description:** A text input field.
- Buttons:** 'Add Event' and 'Cancel'.

*Appointment pop-up on web page for CareZone.*

## HOW TO ASSIGN A CAREGIVER

1. Click **Assign someone?**

This image is a close-up of the 'Assign someone?' checkbox in the appointment form. The checkbox is currently unchecked. A blue arrow points to the checkbox from the left.

*Appointment pop-up on web page for CareZone.*

2. Select *Needs a volunteer*.
3. Click on the name of the volunteer.

Assign someone?

Needs a volunteer ▼

**Reminders**

*Appointment pop-up on web page for CareZone.*

4. Select **Alert**.
5. Select time.
6. Select **Second Alert**.
7. Select time.

**Reminders**

Alert 1 hour before ▼ Second Alert At time of event ▼

Alerts for events marked *Needs a Volunteer* will be sent to everyone.

*Appointment pop-up on web page for CareZone.*

#### (OPTIONAL) HOW TO REPEAT AN APPOINTMENT

1. Select **Repeat** for daily, weekly, monthly or yearly events.
2. Select **Repeat Every** for a specific number of days.
3. Select **End** to stop a reoccurring event.
  - a. Choose **Never** or **On**.  
If Selecting **On**, then input ending date.

Repeat...

Repeats Daily ▼

Repeat every 1 ▼ days

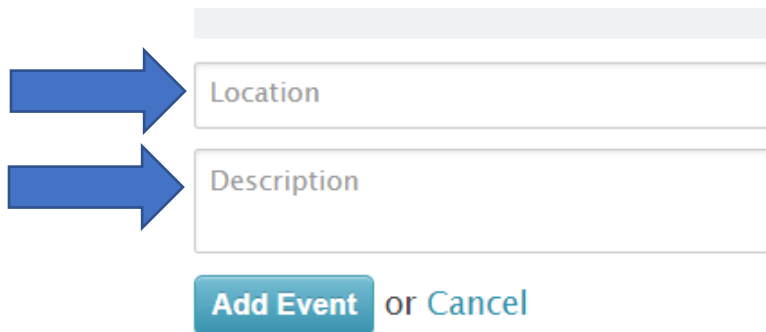
Starts on 04/08/2020

Ends  Never  On

*Appointment pop-up on web page for CareZone.*

## HOW TO ADD NOTES ABOUT THE APPOINTMENT

1. Click **Location**.
2. Type in name/purpose and address of location.
3. Click **Description**.  
Type in information about the appointment.
  - a. (Optional) type appointment phone number.
  - b. (Optional) type items needed for appointment including questions.
  - c. (Optional) type specifics about going to appointment. For example, pull up to the door, take patient in, then park the car.
  - d. (Optional) type in-home appointment needs.

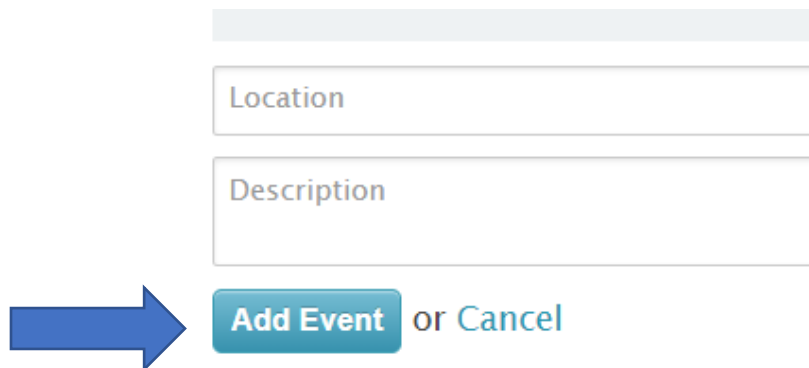


The screenshot shows a form with three input fields. The top field is empty. The middle field is labeled "Location" and has a blue arrow pointing to it from the left. The bottom field is labeled "Description" and has a blue arrow pointing to it from the left. Below the fields is a button labeled "Add Event or Cancel".

*Appointment pop-up on web page for **CareZone**.*

## HOW TO SAVE APPOINTMENT ON CALENDAR

1. Click **Add Events**.

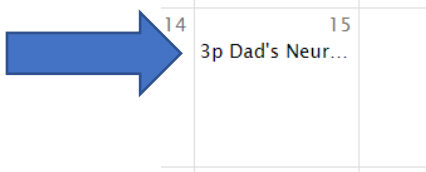


The screenshot shows the same form as above, but with a blue arrow pointing to the "Add Event or Cancel" button.

*Appointment pop-up on web page for **CareZone**.*

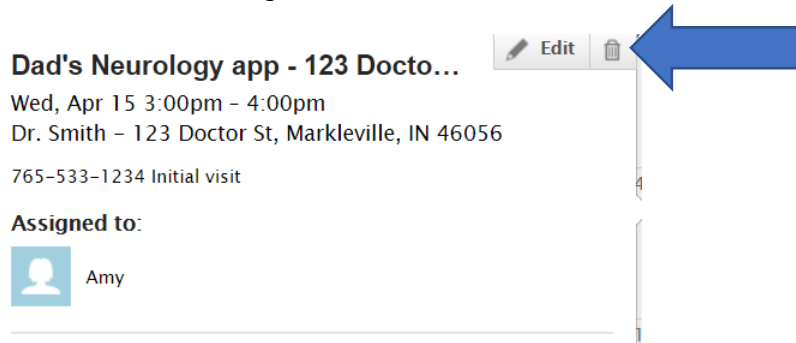
## HOW TO CHANGE EVENT INFORMATION

- a. Click on the event in the calendar.



*Event on calendar on web page for CareZone.*

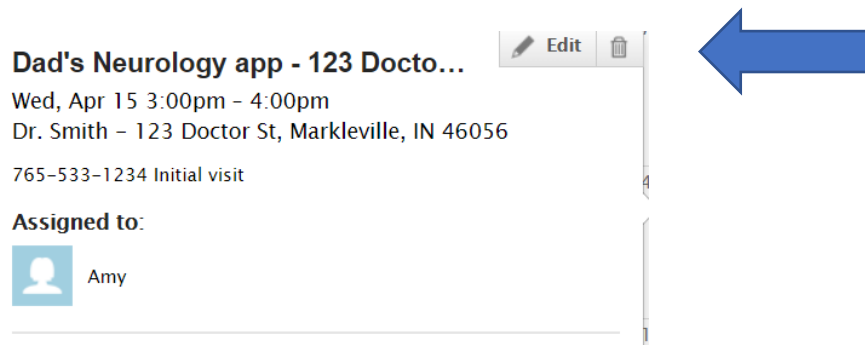
- b. Click **Edit**.  
Make necessary changes.
- c. Click **Save Changes**.
- d. Note event changes in other places on **CareZone**.
  - a. Add event changes **To Dos**.
  - b. Add event change in **Notes**.



*Event pop-up on web page for CareZone.*

## HOW TO CANCEL EVENT

1. Click on the event in the calendar.
2. Click on the trash can.
3. Note event changes in other places on **CareZone**.
  - a. Remove from **To Dos**.
  - b. Add event change in **Notes**.



*Event pop-up on web page for CareZone.*