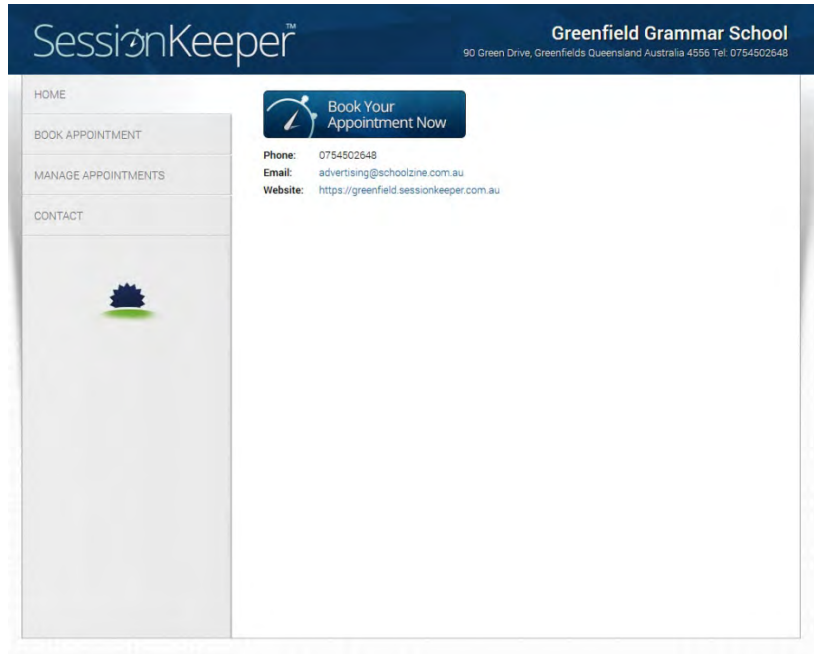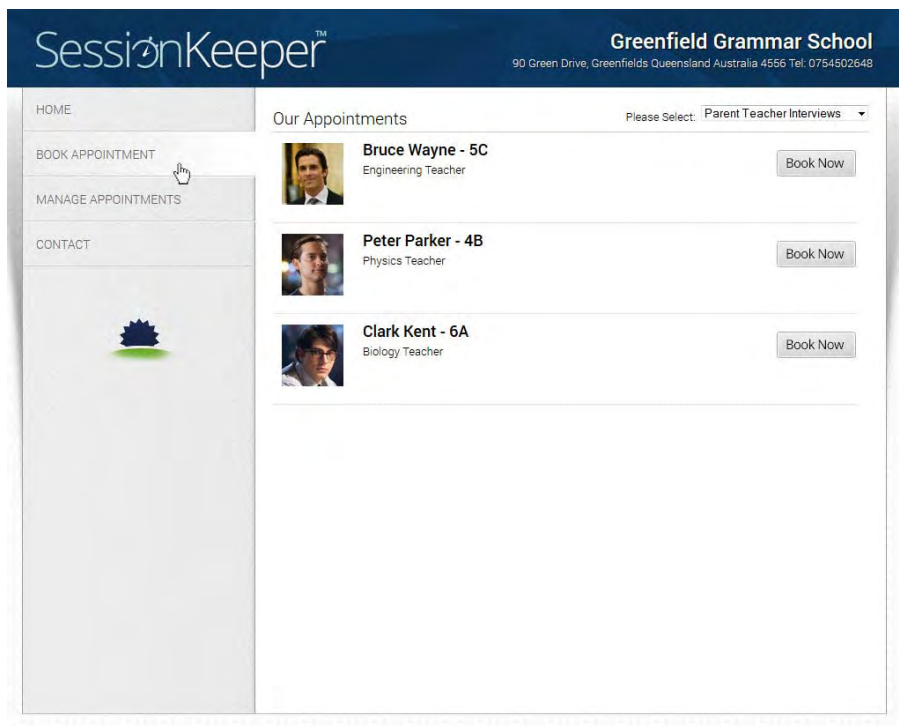# How to Book Appointments with SessionKeeper

Step 1: Open SessionKeeper page

Go to your SessionKeeper page via the link provided by your school (an **example** is shown below).
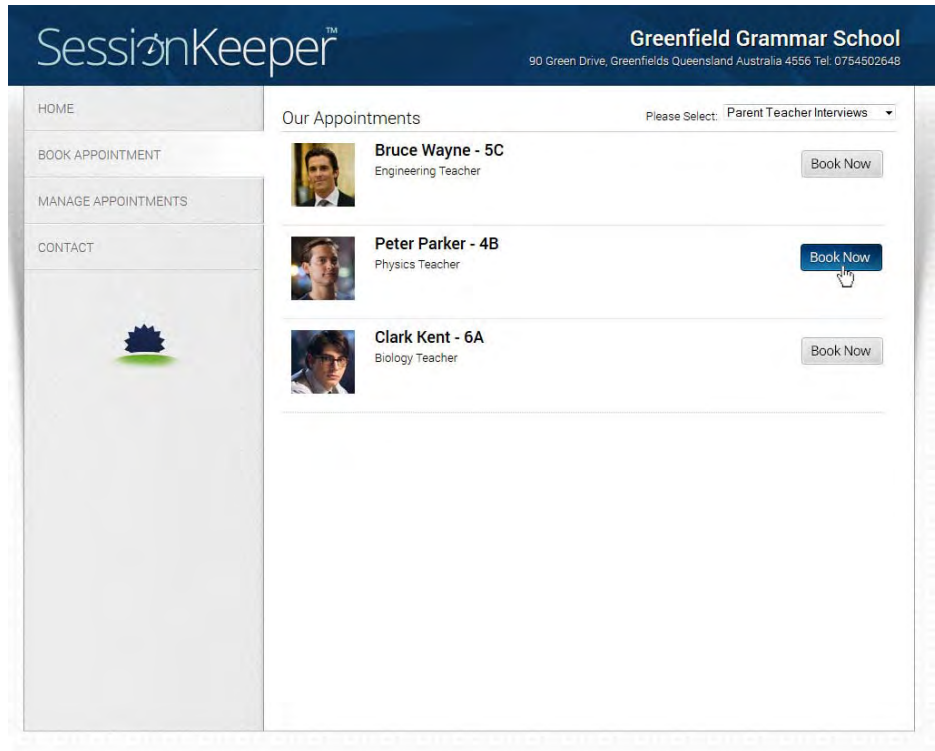

Step 2: Click Book Appointment

Click on the **Book Appointment** button on the left side panel or the big blue one on the main page and you will see a list of staff members (image below).

Step 3: Click Book Now

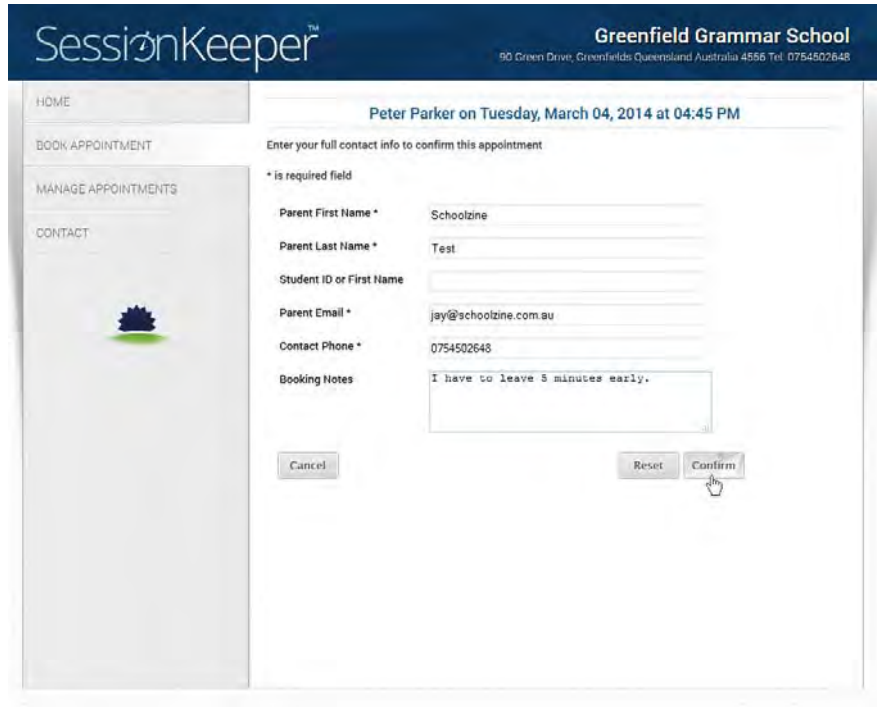Click on the **Book Now** button on the right hand side next to the staff member you would like to book with.

Step 4: Choose Session Time

Now choose the **Session Time** you wish to book from the available times. You can also use the calendar icon and the left and right arrows at the top to change the date of the booking. When you've chosen one, click the **Next** button.
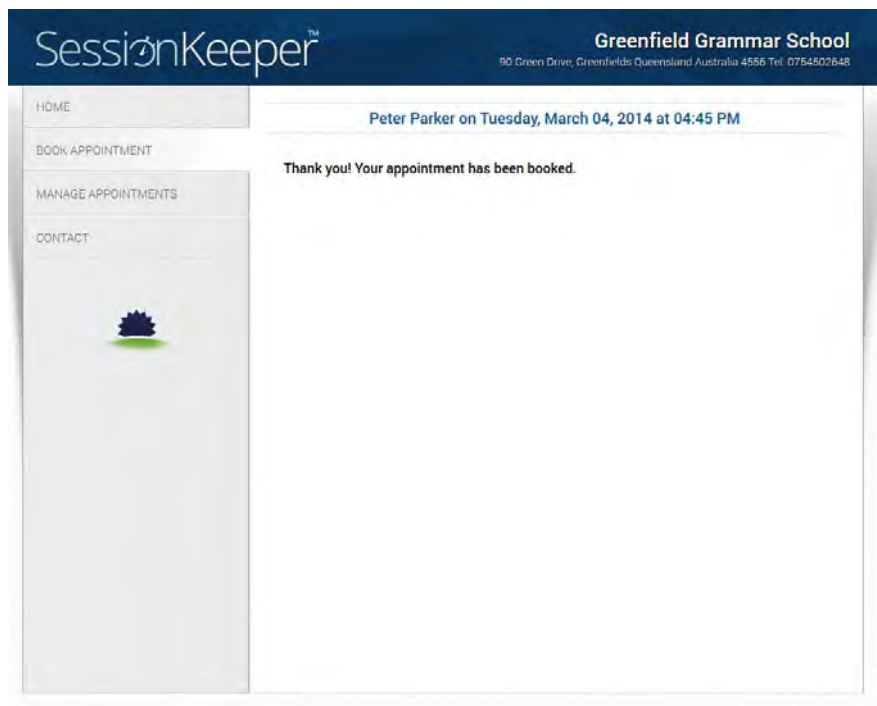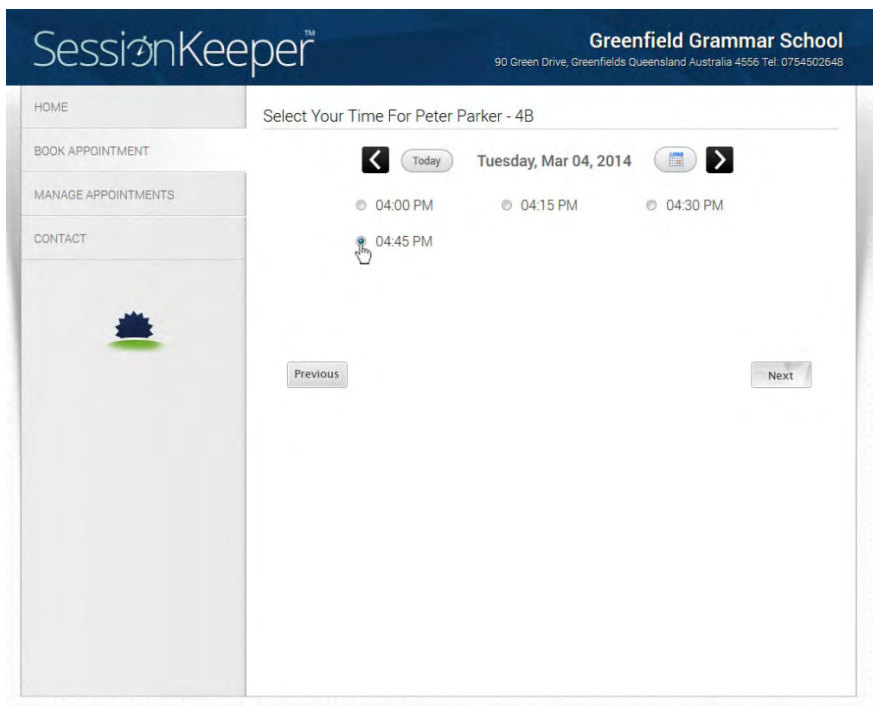
Step 5: Enter Your Details

Now simply enter your personal details to finalise the appointment. This includes first and last name, student's ID or first name (optional), email address, phone number and any notes you wish to add. Once you've filled in the form and checked the booking details, click the **Confirm** button.
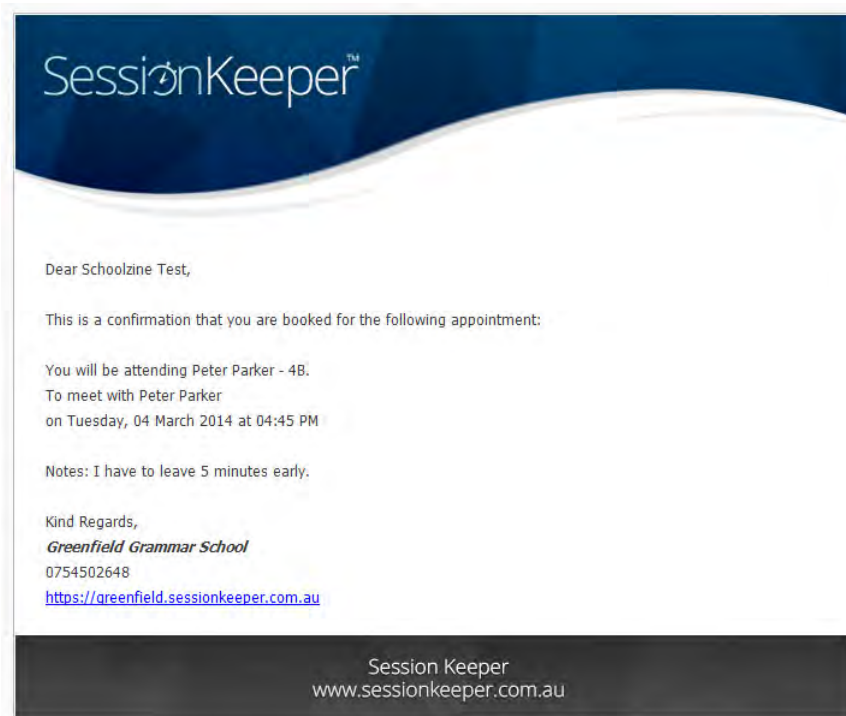

Step 6: Confirmation Message

That's it! You should now receive the following the thank you message to confirm your appointment was booked successfully.

Email Notification

You will also receive an email to confirm your booking information. It will look something like this:

Changing/Cancelling Appointment

If you would like to make a change to or cancel an appointment, click the **Manage Appointments** link on the left hand side. Then enter your email address to see a list of your booked appointments. You can then click the **Change** or **Cancel** links to make any changes.