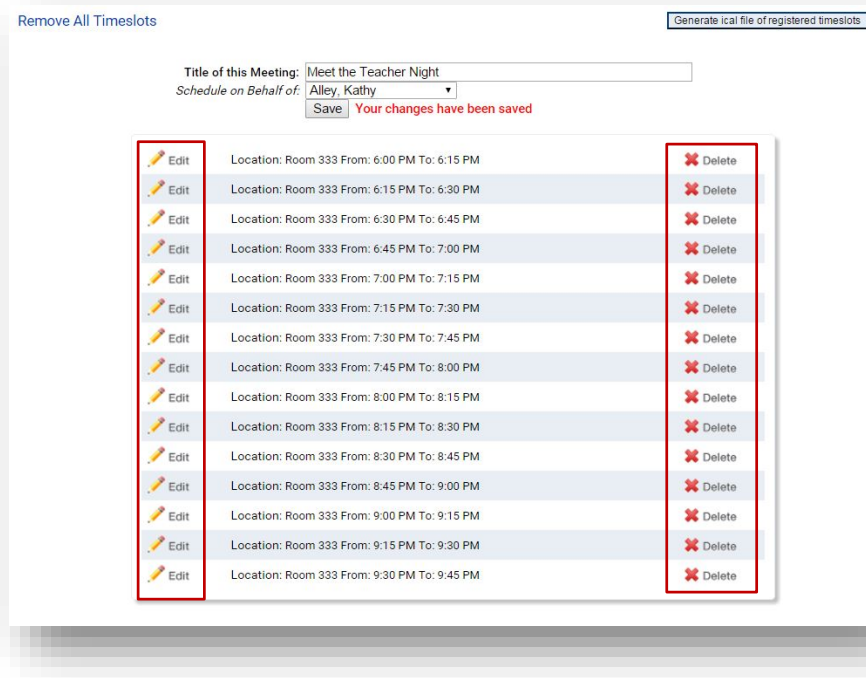


**Summary:** Use the Meeting Scheduler component to schedule meetings at pre-determined dates and times. This is a great tool for scheduling Parent/Teacher conferences.

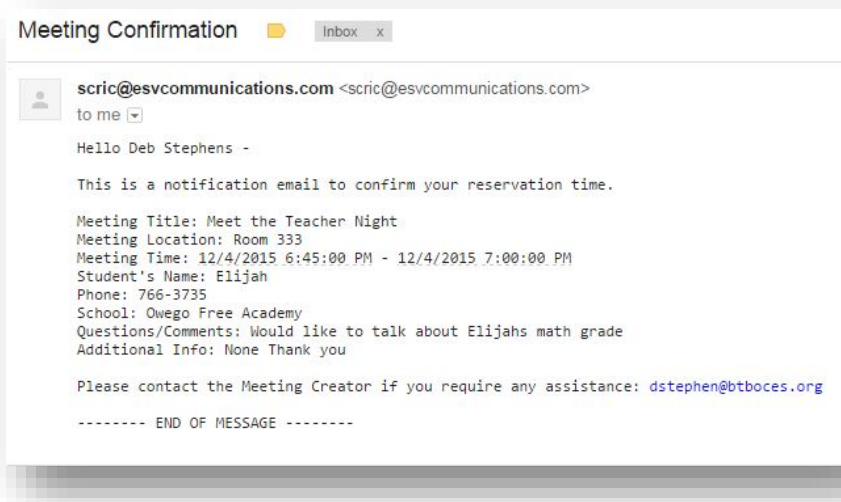
## Steps

1. Click + **Add Page Component**.
2. Choose **Meeting Scheduler** from list. Give it an **Internal Name**. **Save**
3. **Edit the Component**
4. **Title the Meeting**
5. If the meeting is for you, choose your name from the dropdown. **Save**
6. Click **Add Timeslots** in the upper left
7. Type in the **location**
8. In the **Start** Field, choose the date and the time (military) that you want the meetings to BEGIN
9. Choose the **duration** of the meetings (15, 30, 45 minutes etc)
10. Choose the **number of meetings** you want based on the time you have available. **Save**

11. Each individual meeting can now be edited or deleted to further customize the available time



Parents (or others) can now reserve a timeslot from your webpage. Once an available time is chosen, the user must fill in the required fields. A confirmation letter is sent to the user, and a meeting notification is sent to the meeting organizer



Reservations made can be seen in Edit Mode:

