## How to use Acuity Scheduling to book an appointment

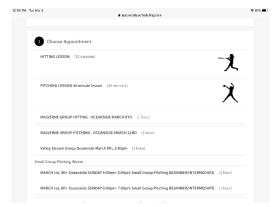


Once the link is sent to you, you can schedule a lesson:



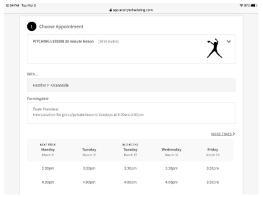
When receiving the link from Diamond Dominators,

click on the link, this is the first page you will see.



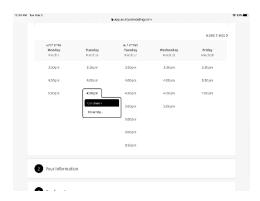
Scroll down until you see the appointment types. Click on the type of appointment you are looking for.

Hitting or Pitching. If you are looking for a group lesson, then you would click on that class. Group Lessons are for students who have taken lessons with Diamond Dominators Fastpitch or the class has been set up for specific organizations.



Click on the facility you would like to travel to.

You will see all the times that are available for that week, if you click on the arrow for "more times" it will take you to the following week. Click on the work continue. If you click on



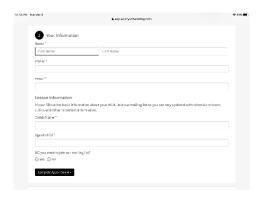
reoccurring it will book multiple spots for you at the same time on the same day up to 8 sessions.

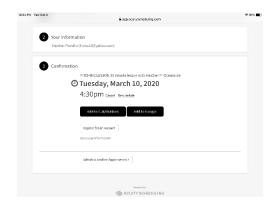
WARNING\*\*\*\* if you select this option you must double check the appointments. Someone else may have already booked that time later in the month. So, it will not schedule all the dates. It will show in red and tell you it wasn't available.



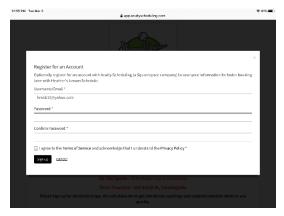
Remember each time slot is for only a half hour, you will need to book another slot back to back to get an hour lesson scheduled.

After clicking on the time, you would like, it will ask for some basic information. Make sure you click YES to joining our mailing list. Once it is filled out click complete appointment and you will receive an email immediately. Please check your spam folder if you don't see it. Acuity Scheduling. This will confirm your appointment.





## **IMPORTANT: REGISTER FOR AN ACCOUNT**



This will allow you to go into the account to keep track of all your appointments, reschedule, cancel or change an appointment at any time.

## **REMINDER!**

The online scheduler will not allow you to cancel a lesson 2 days before your scheduled lesson you must notify me. If you are looking for a last-minute lesson reach out to me as the schedule closes out 2 days prior to the scheduled lesson, this allows me to move people around and let the batting cages know if I need the space.