

Creating an Event with multiple services

Creating an event with multiple services is especially useful for businesses in industries like health and wellness, photo studios, automotive, and law. The Services Setup feature allows you to offer varied appointment types with different durations under a single event.

Step-by-Step Guide to Setting Up Services:

1. Create a New Event:
 - Go to the pickAtime dashboard.
 - Create a new Normal event.
 2. Add Time Slots:
 - Click "Go To Event", then select the Appointments tab.
 - Create your time slots using the shortest service duration you offer.
 - Example: If you offer 20-minute and 40-minute services, create all slots as 20 minutes.
 3. Set Up Services:
 - Go to the Settings tab, then click Services Setup.
 - Click the green plus (+) sign to add each service.
 - Enter a description and specify the number of slots each service should use.
 - ◦ For a 40-minute service with 20-minute base slots, enter 2 in the Slots column.
 4. Customize Service Details:
 - Include names and brief descriptions of each service.
 - The system will ensure that longer services occupy the correct number of slots to avoid overbooking.
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Participant View:

- On the scheduling site, participants first select a service from a drop-down list.
 - Once a service is selected, they click "Filter Slots".
 - Only time slots compatible with the selected service duration will appear for booking.
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Use Cases:

- A photo studio offering 20-minute headshots and 40-minute family sessions.
- An auto shop scheduling oil changes (30 minutes) and brake jobs (60 minutes).
- A law office offering 15-minute consultations and 45-minute client meetings.

This feature gives your business the flexibility to manage multiple service types efficiently while providing a smooth booking experience for your clients.

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