

Checklist

To set up your event using the Normal event scheduler, follow these steps:

1. [**Create Your Account**](#) and [**Create Your Event**](#) Create your event and give it a clear, descriptive name (e.g., "Health Screenings" or "Photo Shoot Appointments").
2. [**Add a Resource**](#) Add a resource — the "holder" of your time slots. A resource can be a specific person, or a generic entity like "Nurse" or "Appointments."
3. [**Create Slots for the Event**](#) Create your time slots, including dates, times, and appointment durations.
4. [**Configure Settings**](#)
 - **Appointment Settings** — Adjust various settings specific to your event.
 - **Configure Notifications** (*optional*) — Customize the default email confirmations and reminder notices, if needed.
5. [**Try It Out**](#) Test your scheduler before opening it to participants.

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