

## UPDATE AVAILABILITY

Navigate to the Product Data block and find 'Availability'

- Max bookings per block: leave this as '1', otherwise more than one person will be able to book the same time.
  - Minimum block bookable: this can be 1 or 2 or whatever you like. This is the lead time, or the soonest date into the future a client can book.
  - Maximum block bookable: this is the furthest date into the future a client can book. This can be 1 week, 6 months, whatever you like.
  - Require a buffer period of: If you want to allow time between bookings for a bathroom break or to gather notes, etc. you can set it to whatever you'd like.
  - Adjacent buffering?: leave this unchecked.
  - All dates are: this should be set to 'not available by default'.
  - Check rules against: this should be set to 'all blocks being booked'
  - First block starts at: leave this blank
  - Restrict selectable days?: leave this unchecked
- 
- Your first 'Range Type' should be 'Time Range (all week).
    - ◆ Make this the hours you are generally available.
    - ◆ Remember, this is set for Eastern Standard Time - it will be displayed in your actual time zone when you look at it on your profile. But, we *hope* to adapt it to the coaches' individual time zones in the future to make it less confusing.
  - Set the dropdown to YES
  - Set the priority dropdown to 10
    - ◆ Remember, 10 is the minimal priority, so any exceptions to this 'rule' will be a higher priority. 10 is the lowest, 1 is the highest.
  - In the example below, I am available Monday - Friday from 5pm Eastern to 8:30pm Eastern - this is the main rule of my availability.
  - On Saturdays, however, I am available only in the morning, and so this is an exception. I set my Saturday available time to 9:30AM Eastern to 1PM Eastern and make the priority higher (7) so that it overrides the main rule.
    - ◆ I also have to set when I am NOT available on Saturday. I set the unavailable time to 1PM to 9:30PM
    - ◆ Change the dropdown to NO, and change the priority to a higher level than the main rule (7).

Product data

Bookable product

Virtual: ☒ Has persons: ☐ Has resources: ☐

General

Linked Products

Attributes

Advanced

Get more options

Availability

Costs

Export

Commission

Max bookings per block

1

Minimum block bookable

2

Day(s)

into the future

Maximum block bookable

3

Month(s)

into the future

Require a buffer period of

0

minutes between bookings

Adjacent Buffering?

☐ By default buffer period applies forward into the future of a booking. Enabling this option will apply adjacently (before and after Bookings).

All dates are...

not-available by default

This option affects how you use the rules below.

Check rules against...

All blocks being booked

This option affects how bookings are checked for availability.

First block starts at...

--:-- --

Restrict selectable days?

☐ Restrict the days of the week that are able to be selected on the calendar; this will not affect your availability. For more information on restricting start and end days you can [view our documentation here](#).

Range type	Range	Bookable [?]	Priority [?]
Time Range (all week)	05 : 00 AM PM to 08 : 30 AM PM	Yes	10
Saturday	09 : 30 AM PM to 01 : 00 AM PM	Yes	7
Saturday	01 : 00 AM PM to 09 : 30 AM PM	No	7