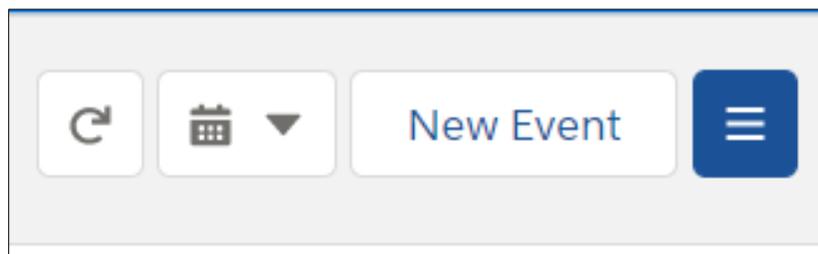# Setting Advising Availability

Overview

Set up your org's appointment scheduling settings so that advisors are empowered to individually manage their own availability. Track both the time that advisors have set aside as available for advising, and the time they actually spend advising—for ad hoc walk-in appointments as well as appointments scheduled in advance.

Considerations

Advisor should confirm their appointment settings in appointment manager (standard lengths for each topic)

1. Open calendar and select create new event

New Event

○ Non-Advising Event
Part of the Advisor link application. Used as an event that is a normal meeting, or lunch, etc.

● Advising Event

○ Advising Time

- **Non-Advising Event** - "I'm not available for advising at this time."
- **Advising Event** - "I'm booked with an advisee at this time."
- **Advising Time** - ""I'm available for advising at this time."

- **Advising type** – Select walk-in or scheduled.
- **Assigned To** – Select which advisor to assign.
- **Location** – Type in location of appointment.
- **Subject** – Choose correct subject from search.
- **Start** – Select start time of appointment.
- **End** – Select end time of appointment.
- **Name** – Enter name of advisee.
- **Related To**– Choose correct relation from search.

2. Click **Save**.

When a student looks for an appointment time for the topic defined, they will see all available windows.