



## Setting Up Your Appointment Calendar

*Control the chaos but taking appointments for treatment or rehabilitation sessions*

Our Appointment Calendar allows you to set available times for patients to schedule treatment or rehabilitation sessions, or to arrange time for a new injury evaluation or consultation. We suggest you use our appointment system for patients who are unable to participate in their sport and need treatment or rehabilitation. This way you can control the after-school rush by setting appointment times for these patients to take place once you handle the routine initial tapings and treatments, as athletes make their way to practices and events. We also suggest setting appointment slots to handle non-urgent new injury evaluations or re-evaluations.

### For the athletic trainer

- Click Account, Options, then Appt Calendar
- Select Calendar Options
  - Choose if you want to allow individual ATs on the staff to set their own appointment calendar, or if a single calendar will apply to all staff
  - Choose whether or not you want to receive email and text message alerts when patients schedule appointments
- Click Save
- Click View/Edit Schedule to set your available appointment times
  - You have the option to allow 1-3 patients per time slot
  - ATs who have access to multiple schools will need to set the calendar for each school separately
- ATs can schedule an appointment time outside of their schedule for a patient

### For the patient

- Go to [ATGenius.com](http://ATGenius.com)
- Click Patient Appts on the main screen
- Click Schedule Appointment
- Please note athletes must be in the system with their name and DOB to schedule an appointment
- A link to schedule appointments is also available on the Treatment Sign-in page. This way patients can make next their next appointment after signing-in for treatment.

Visit [ATGenius Academy](#) for other resources  
Questions? Contact [support@ATGenius.com](mailto:support@ATGenius.com)