Adding an appointment for another Advisor

To Add an Appointment to Another Advisor’s Calendar:

1) From the Main Screen --- select the Advisor’s tab
2) Search for the advisor --- as you type the options should narrow down
3) Click on the Advisor you want
Then:

1) Click on the Calendar Tab
2) Select Add Appointment
3) Search for student
4) Select the student (you must click on the select key)
5) Enter Start date and time
6) Enter End date and time
7) Fill in Type field
8) Add description, if needed
9) Select Create

You then have the option to send to the recipient:
The appointment will show up in the Upcoming Events box for the Advisor.

This is the email that the student receives:

```
CSU, CHICO Notice

You have received an appointment from Kelly McGregor.
Date: Mon, 11/09/2015 09:00 AM PST
Appointment Type: Course Selection and Planning
Advisor: Kelly McGregor
Go to https://csuchico.agilegrad.com/student_event/13157/GM2WZRT/ to view or change this appointment.
```

If the student clicks the link in the mail, he/she sees this screen:
<table>
<thead>
<tr>
<th><strong>Advisor</strong></th>
<th>Kelly McGregor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td>Test Student01</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Test Student01</td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>Nov 9 2015 09:00 AM US/Pacific</td>
</tr>
<tr>
<td><strong>End Time</strong></td>
<td>09:30 AM</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Course Selection and Planning</td>
</tr>
</tbody>
</table>

**Description**

[Propose New Time]  [Cancel Appointment]