# Guide to using the Appointment Plus online appointment scheduling system for the Cleveland Golf Launch Squad

Things to Know

- You may **only schedule appointments for tests that you are invited to**. If you schedule an appointment for a test that you are not sent an email invite for, a notification email will be sent to you and your appointment will be cancelled. (please remember that you will not receive incentive points if you show up to tests that you are not invited to and/or do not have an appointment for)
- You may **only schedule *one* appointment *per test***. If you schedule more than one appointment per test, a notification email will be sent to you and one of your appointments will be cancelled.
- You may login to the website at any time to view, cancel, and re-schedule your appointments. If you need to re-schedule your appointment, please cancel your existing one first.
- **Appointments must be made 7 hours before the time you wish to schedule yourself**. The system will not allow you to schedule a same day appointment unless it is 7 hours before the appointment time.

Login

- Click on the link located in the email invite (Launch Squad Appointment Scheduler)
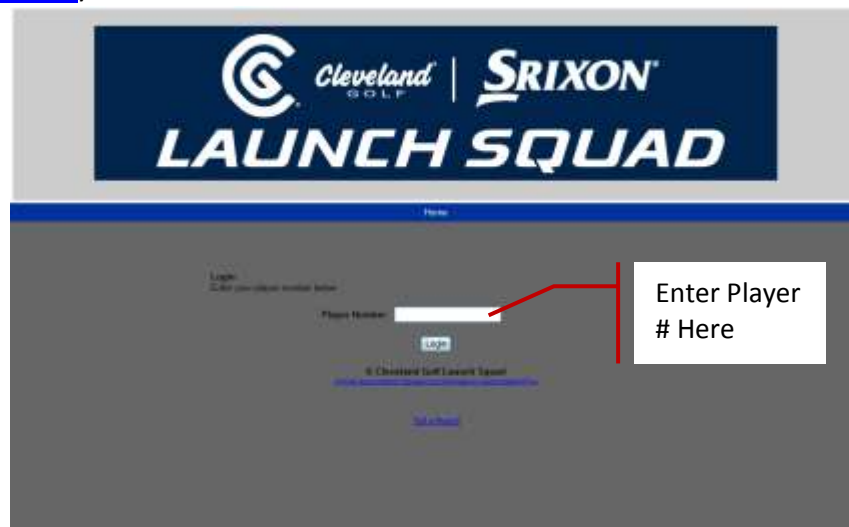
- Enter your player number and click "Login"

Scheduling an Appointment

- Select the test number that you were invited to from the test pull down
- Select the day that you would like to test from the calendar

Test Pull down

Calendar

- After the date is selected the schedule and time slots available will appear on the right side of the screen. Click on the time that you would like.

Schedule

- After you click on the time slot, a confirmation will be sent to your email address and the following screen will appear. From this screen, you may view your past and existing appointments as well as cancel your appointment if necessary. You may also log back in at any time to cancel or re-schedule appointments.