

# Changing/Cancelling Appointments

## On a Laptop or Desktop

#### First : go to <u>www.maryellenmann.com</u>

\* <u>IMPORTANT</u>: IF YOU DID NOT CREATE A LOGIN PROFILE WHEN YOU BOOKED YOUR APPOINTMENT, YOUR APPOINTMENT IS STILL IN THE SYSTEM BUT YOU WILL NEED TO CREATE A LOGIN PROFILE USING THE SAME EMAIL YOU BOOKED WITH TO SEE, RESCHEDULE, AND CANCEL APPOINTMENTS.



ON THE HOME SCREEN, CLICK "LOG IN". IF YOU DID NOT CREATE AN ACCOUNT WHEN YOU BOOKED YOUR APPOINTMENT, YOU WILL NEED TO CREATE YOUR ACCOUNT USING THE SAME EMAIL YOU USED TO BOOK YOUR APPOINTMENT.

Lo	og In		
New to t	his site? Sign Up	-	 _
Email			
Password			
Forgot password?			
	Log In		

EITHER LOG IN WITH YOUR INFORMATION OR CLICK "SIGN UP" TO COMPLETE YOUR PROFILE, USING THE SAME EMAIL YOU USED TO SCHEDULE YOUR APPOINTMENT.



ONCE LOGGED IN, CLICK THE DOWN ARROW IN UPPER RIGHT CORNER, AND SELECT "MY BOOKINGS"

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\ Licensed	Nary Elle Therapist . Speaker . Writer	en Mann . Educator . Trainer . Advoca	¥ 0 🖻
 Home Counseling Abuse	Trauma Blog Survivor Resource : Manage Your	is About Me Forms Contact B Bookings	look Online Members
CH O Followers O Following Edit	View, reschedule or cancel y All times are displayed in GA Upcoming May 28, 2019 04:00 pm	our bookings and easily book again. AT-06:00 History 60 Minute Counseling Session	Reschedule
Profile My Bookings Blog Comments Blog Likes My Orders My Wallet	With Mary Ellen Mann Price: \$165 Book Again <u>Cancel</u>	East Dry Creek Road 4901, Centennial, C	:0 80122, USA

SELECT THE APPOINTMENT YOU WISH TO CHANGE, AND CLICK ON THE "^" ON THE RIGHT TO "RESCHEDULE," "BOOK AGAIN," OR "CANCEL" AS APPLICABLE.

# On your cell phone

First : go to www.maryellenmann.com



CLICK ON THE THREE HORIZONTAL LINES IN THE UPPER RIGHT CORNER



IN THE DROP DOWN, CLICK "LOG IN" <u>IF YOU DID NOT CREATE AN</u> <u>ACCOUNT WHEN YOU BOOKED YOUR APPOINTMENT, YOU WILL NEED</u> <u>TO CREATE YOUR ACCOUNT USING THE SAME EMAIL YOU USED TO</u> <u>BOOK YOUR APPOINTMENT.</u> YOU WILL THEN SEE YOUR ACCOUNT INFORMATION POPULATE AT THE TOP OF THE DROPDOWN. CLICK ON THE "+" TO SEE YOUR ACCOUNT OPTIONS.



IN YOUR ACCOUNT OPTIONS, CLICK ON "MY BOOKINGS"

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My Bookings 🗸 🗸
Upcoming History
Jun 20, 2019 09:00 am V 60 Minute Counseling Session
 Reschedule
 ► X <u>Cancel</u>

CLICK ON THE APPOINTMENT YOU WISH TO CHANGE, AND SELECT "RESCHEDULE," "BOOK AGAIN," OR "CANCEL" AS APPLICABLE.

## On the Wix App

First : Download the Wix app and use the code OBZG06 to join OR use this <u>direct link</u> to join the Mary Ellen Mann page to book and cancel appointments.



CREATE AN ACCOUNT, USING THE SAME EMAIL YOU USED TO BOOK YOUR APPOINTMENT.



CLICK "SIGN UP" TO COMPLETE YOUR ACCOUNT



IF USING THE PROVIDED CODE, CLICK "JOIN WITH AN INVITE CODE," AND ENTER OBZG06 TO BE LINKED TO THE MARY ELLEN MANN PAGE.



ONCE LOGGED IN, ON YOUR WIX HOMESCREEN SELECT "MY ACCOUNT" ON THE BOTTOM RIGHT OF THE SCREEN TO ACCESS YOUR BOOKINGS.

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Mary Ellen N 14 Members In	Mann wite	
ABOUT	BOOK ONLINE	BLOG
ME Mary Welcome to M Take a look are	ents Ellen Mann Mary Ellen Mann on the ound and see what you	Wix app. I can do!
Members		See All
Members Invite Members Contact Us Mary Ellen Manr 22 years, a spea	n is a Licensed Psycholo aker, writer, educator, a	See All

YOU CAN ALSO ACCESS YOUR ACCOUNT AT ANY TIME ON THE MARY ELLEN MANN PAGE BY SELECTING "MY ACCOUNT" AT THE BOTTOM RIGHT OF THE SCREEN.

View Profil	es	Edit Account	
 My Activities See all your activity	<b>s</b> y as a member i <b>ngs</b>		>
More			
Notification Se	ttings		>
Saved Credit C	ards		>
App Language			>
About			>
Help & Suppor	t		>
Join with an Inv	/ite		
Give Feedback			
Log Out			
Home	Chat	My Accoun	

CLICK "MY BOOKINGS."



#### CLICK ON THE BOOKING YOU WANT TO CANCEL



CLICK "CANCEL BOOKING." NOTE: APPOINTMENTS CANNOT BE RESCHEDULED FROM THE WIX APP, BUT YOU CAN GO TO THE HOMEPAGE AND BOOK A NEW APPOINTMENT.

