

# **Booking Appointments**

## On a Laptop or Desktop

First : go to www.maryellenmann.com



# CLICK "BOOK ONLINE" ON THE TOOL BAR AT THE TOP OF THE HOME SCREEN



SELECT THE SERVICE YOU WOULD LIKE TO BOOK AND CLICK "BOOK IT."

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 Home Counseling Abuse	Trauma Blog Surviva	or Resources About Me Forms	Contact Book Online Members	
Schedule Online				
May. 26 - Jun. 1, 2019 🤇	> Today		60 Minute Counseling	
Mon. Tue. W	'ed. Thu. Fri.	Sat. Sun.	Session	
27 <b>28</b> 29			1 hr   \$165.00	
 Morning	Monthly view 🗸 Afternoon	Evening	June 18, 2019 East Dry Creek Road 4901, Centennial, CO 80122, USA	
8:00 am	2:00 pm	No Available Hours		
9:00 am	3:00 pm			
10:00 am	4:00 pm		Cancellation Policy 🗸	
11:00 am				
 Join the mailing list for updates, ne Email Address	w blogs, and events		•	

#### SELECT A DATE FROM THE CALENDAR, USING EITHER THE WEEKLY OR MONTHLY VIEW. THIS IS THE WEEKLY VIEW, SELECT "MONTHLY VIEW" TO SEE THE MONTHLY AVAILABILITY VIEW.

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Schedul	e Onlin	e						
Jun 2019	< > T	oday					60 Minute Counseling	
Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Session	
	28						1 hr   \$165.00	
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10	11	12	13	14		16	East Dry Creek Road 4901, Centennial, CO 80122, USA	
17	18	19	20	21	22	23		
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8:00	) am		2:00 pm		No Ava	ilable Hours		

SELECT A DATE FROM THE CALENDAR, USING EITHER THE WEEKLY OR MONTHLY VIEW. THIS IS THE MONTHLY VIEW, CLICK "WEEKLY VIEW" TO SEE WEEKLY AVAILABILITY VIEW.

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Home Counseling K Back	Abuse Trauma Blog Surv	vivor Resources About Me	Forms Contact Book Online Member:	5	
Schedule Onli	ne				
May. 26 - Jun. 1, 2019 Mon. Tue.	<▷ Today Wed. Thu. Fri	. Sat. Sun.	60 Minute Counseling		
27 28		1 2	1 hr   \$165.00		
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8:00 am	2:00 pm	No Available Hours			
9:00 am	3:00 pm				
10:00 am	4:00 pm		Cancellation Policy ~		
11:00 am					
Join the mailing list for up Email Address	dates, new blogs, and events				
Subsc	ribe Now				

# SELECT THE TIME YOU WISH TO BOOK YOUR APPOINTMENT, THEN CLICK THE GOLD "NEXT" BUTTON TO THE RIGHT OF THE SCREEN IN THE APPOINTMENT INFORMATION BOX.

Payment Info			
		_	
<ul> <li>Credit / Debit Card</li> </ul>		=	60 Minute Courselie
Credit / Debit Card Details			Session
* Card Number			1 hr   \$165.00
Enter Card Number			
* Expiration Date	* Security Code (CVV)	0	May 28, 2019 4:00 pm
			East Dry Creek Road 4901,
			Centennial, CO 80122, USA
* Card Holder Name			Pay Now

FILL OUT THE PAYMENT INFORMATION, EITHER SELECTING TO PAY ONLINE OR IN PERSON. IF YOU SELECT TO PAY IN PERSON, NO ADDITIONAL INFORMATION WILL BE REQUIRED.



CLICK "BOOK IT" AND YOU ARE FINISHED AND BROUGHT TO THIS SCREEN.

### On Your Cell Phone

First : go to www.maryellenmann.com



CLICK ON THE PURPLE CALENDAR SQUARE IN THE BOTTOM RIGHT CORNER THAT SAYS "BOOK ONLINE," OR CLICK ON THE THREE HORIZONTAL LINES IN THE UPPER RIGHT CORNER



IF USING THE DROP DOWN, SCROLL DOWN UNTIL YOU SEE "BOOK ONLINE."



CLICK "BOOK ONLINE."



EITHER "BOOK ONLINE" METHOD BRINGS YOU TO THE SERVICES PAGE. FIND THE SERVICE YOU WANT AND CLICK "BOOK IT."

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4:0	0 pm	5	:00 pr	n	6:00	) pm			
			Next						
<b>C</b> Phone			<b>M</b> Email		В	17 pok On	line		

# SELECT THE DATE AND TIME YOU WANT TO SCHEDULE THEN CLICK "NEXT." NOTE: GOLD DOTS UNDERNEATH DATES INDICATE DATES WITH AVAILABILITY.

maryellenmann.com	
< Back	
Add Your Info Tell us a bit about yourself	
TEST	
B real E	A
(720) 788-8931	
Add Your Message	
Next	-

ENTER THE REQUIRED INFORMATION AND CLICK "NEXT."

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Payment Info	
Credit / Debit Card	
Pay in Person	
Pay in Person	
Book It	
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Sector Se	17 Book Online

IF PAYING IN PERSON, NO ADDITIONAL INFORMATION IS NEEDED. CLICK "BOOK IT."

Great, You're Booked!
A confirmation email is on its way to you.
Add to My Google Calendar
Check out more services

YOUR BOOKING IS COMPLETE, CLICK ON AVAILABLE OPTIONS IF 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, FROM THE HOMEPAGE SELECT "BOOK ONLINE" AND SELECT THE SERVICE FROM THE LIST THAT YOU WANT BY CLICKING "BOOK."



#### CLICK THE DATE AND TIME YOU WANT TO BOOK, AND SELECT "NEXT."



**REVIEW SUMMARY AND CLICK "BOOK & PAY."** 



IF PAYING IN PERSON, NO ADDITIONAL INFORMATION IS NEEDED. CLICK "CONFIRM & PAY."



YOUR BOOKING IS COMPLETE, CLICK ON AVAILABLE OPTIONS IF APPLICABLE.

