

## **The Problem:**

“Sign-up” on Sakai only works for students currently enrolled in your class(es)

Other students and colleagues also want to meet and **this creates back and forth scheduling emails**

**How do you minimize (eliminate!) scheduling emails?**



you can book me

Simple, online  
scheduling  
(for free).

Reduce emails,  
and manage  
meetings\*

\*including office hours!

→ Thanks to **Dr. Anna Krome-Lukens** in Public Policy who introduced me to the tool!



you can book.me

[how it works](#)

[features](#)

[pricing](#)

[get help](#)

[login](#)

[sign up](#)

# Simple online scheduling for your **LIFE**



Eliminates back and forth emails. **Students book** straight into your calendar.


[See how it works](#) ▶


[Get started for FREE](#)





# Create your account

recommended 

 Create account via Google

 Create account via Facebook

 Create account via iCloud

 Create account via Microsoft BETA

OR

Get started just with your email address

Create your account

Already registered? [Login here](#)

You are currently using a free account. [Upgrade](#) to [supercharge your bookings](#).



- General
  - Calendar & teams
  - Times & availability**
  - Booking Form
  - Notifications & workflow**
  - Styles & appearance
- ← Collapse menu

Time Zone: USA Eastern

You can customize your availability and meeting length

You can ask students to explain the purpose of the meeting (to help you prepare)

You receive email notification when an appointment is booked (this notification is optional, but helpful)

1:45 PM	1:45 PM	1:45 PM	1:45 PM	1:45 PM	1:45 PM	1:45 PM
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM
3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM	3:30 PM
3:45 PM	3:45 PM	3:45 PM	3:45 PM	3:45 PM	3:45 PM	3:45 PM





This is what you see if you go to  
*[maraevans.youcanbook.me](https://maraevans.youcanbook.me)*

### Schedule a Meeting with Dr. Mara Evans

Welcome—I look forward to meeting with you! If there are no slots available it's because my schedule is currently full. I only keep my calendar open in two week increments, so please check back soon. When you make an appointment, please make sure to leave a brief explanation for why you'd like to meet!

Time Zone:

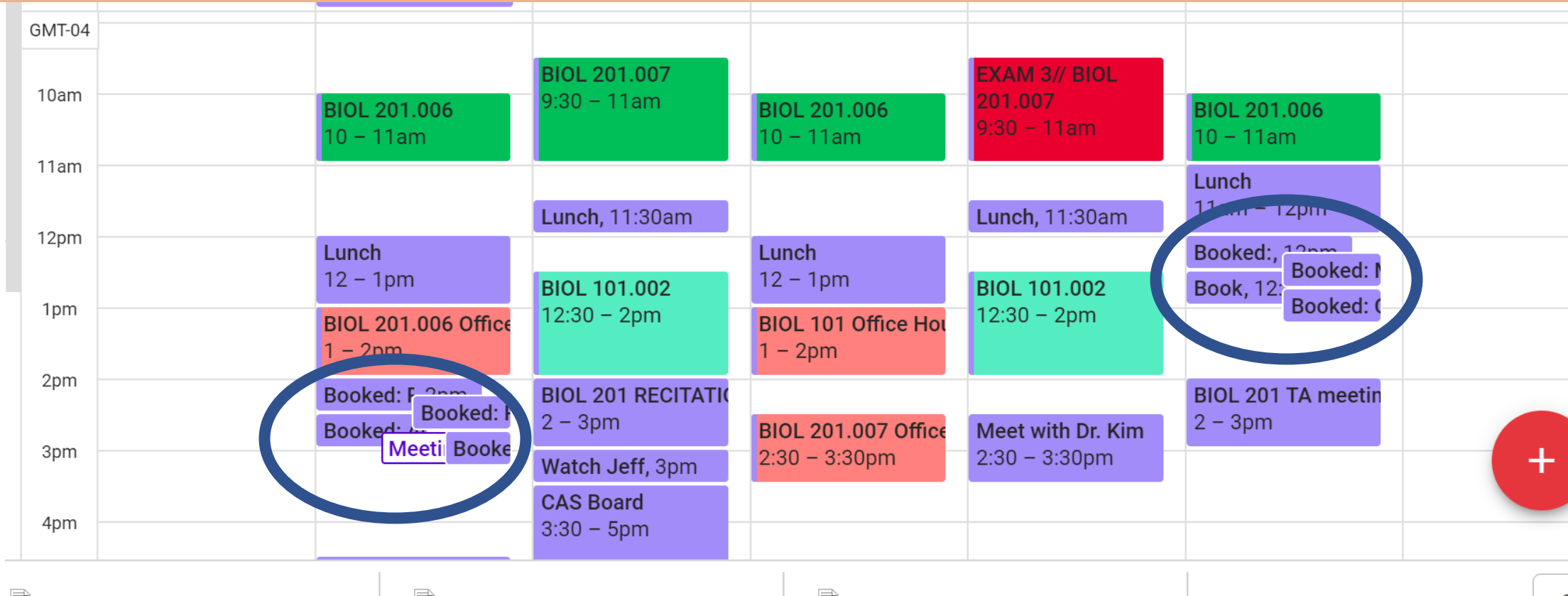
Fri 11/9/18	Mon 11/12/18
12:00 PM	12:00 PM
12:15 PM	12:15 PM
12:30 PM	12:30 PM
12:45 PM	12:45 PM
1:00 PM	1:00 PM
1:15 PM	1:15 PM
1:30 PM	1:30 PM
1:45 PM	1:45 PM
2:00 PM	2:00 PM
2:15 PM	2:15 PM
2:30 PM	2:30 PM
2:45 PM	2:45 PM

You see my face.  
You read some information.  
You pick a time that works for  
both of us!

Fun fact: makers of **youcanbook.me** also made **WhenIsGood.net**

Booked appointments appear on your (Google/Outlook) calendar automatically

Add other meetings to your calendar and any open appointments **will no longer be available**



× Booked: [redacted]@live.unc.edu

SAVE

More actions ▾

Nov 9, 2018 12:45pm to 1:00pm Nov 9, 2018 (GMT-04:00) Eastern Time - New York TIME ZONE

All day Does not repeat ▾

EVENT DETAILS FIND A TIME

GUESTS

First Name: [redacted]  
Last Name: [redacted]  
Email: [redacted]

In a few words, what do you want to discuss? The more you tell me, the better prepared I can be for our meeting!: Grad school (masters vs PhD), how to prepare for grad school, life after grad school, other biology careers. (I'm a Junior and until recently, I was dead-set on going to veterinary school, but now I'm considering grad school but I don't know if it's too late?)

YCBM link ref: f6fbe00f-9fd4-4019-8565-f0ade29b5b8e

Add guests

1 guest  
1 yes



Optional



\* Calendar cannot be shown ⓘ

Guests can:

Not currently enrolled in one of my classes; has complex questions



# Things to watch out for...

- 1. Student appointment notes:** sometimes you can decide to answer questions via email, instead of meeting.
- 2. Travel time between locations:** don't schedule things back to back to account for travel and meeting spill over.
- 3. Communication:** put your youcanbook.me link in *your syllabus* and in *your email automatic signature*
- 4. Monitor your calendar:** turn off youcanbook.me during the holidays (if you wish)
- 5. Keep track of attendance:** keep your appointment emails in a folder

This booking profile is  online



you can book me

Students take to it  
very quickly.

It's easy.

It's free

It means fewer  
emails.