CU Navigate Training | Advisor Role
Creating Availability for Appointments, Drop-in, or Campaigns

Staff Home ▾

Students | Appointments | **My Availability** | Appointment Queues

Available Times

Actions ▲
- Add Time
- Copy Time
- Delete Time

EEK | TIMES | DATES | LOCATION | PURPOSE | CARE UNIT | PERSONAL LINK | MEETING TYPE

No available times have been listed.
To add a time, click the "Add Time" button.

* All times listed are in Eastern Time (US & Canada)
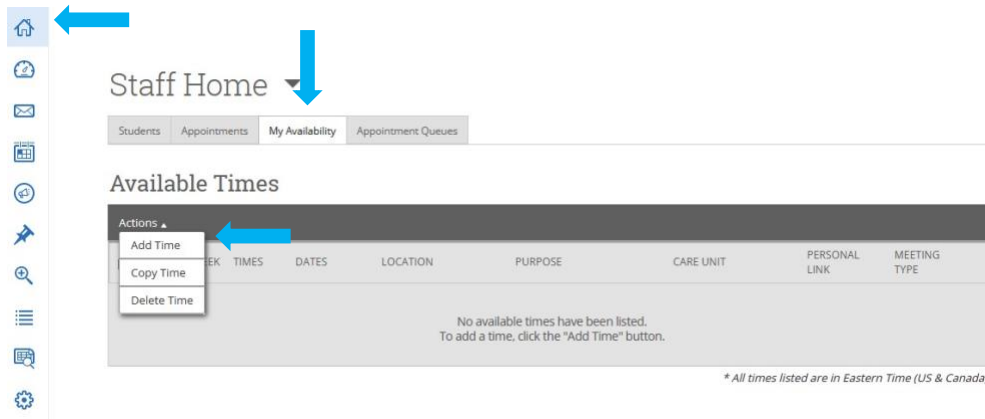
From the home page:
- Choose "My Availability"
- Choose "Actions"
- Choose "Add Time"

ADD AVAILABILITY ✕

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

Choose Days →

From | To
8:00am | 5:00pm
All times listed are in Eastern Time (US & Canada).

Choose Time →

How long is this availability active?
Please select a duration ▾

Choose Date →

Add to your personal availability link?
☐ Add this availability to your personal availability link?

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Choose Type of Availability →

Meeting Type
Please select Meeting Types

← **Choose Virtual or In-Person**

Care Unit
Please select a care unit ▾

← **Choose Care Unit**

Location
Please select a location ▾

← **Choose Your Department or College**

Cancel Save

Having technical difficulties? Email CUNavHelp@clemson.edu.

ADD AVAILABILITY ✕

Location

Please select a location ▾

Services

Please select services

Choose Services ➡

URL / Phone Number

If virtual, add a link ➡

Special Instructions for Student

B *I* ≔ ≝ ↶ ↷

e.g. room 23, please bring paper

Include any instructions and physical location of meeting ➡

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

1 ⌄

Cancel **Save** ⬅ Click Save

Tips for Setting Up Availability
- Set up separate availability for virtual and in-person
- Set up campaign availability before building your campaign
- Use the Actions toggle to add or delete availability
- Use the Actions toggle to copy your availability. You will need to add the dates even if you copy your availability.

Having technical difficulties? Email CUNavHelp@clemson.edu.