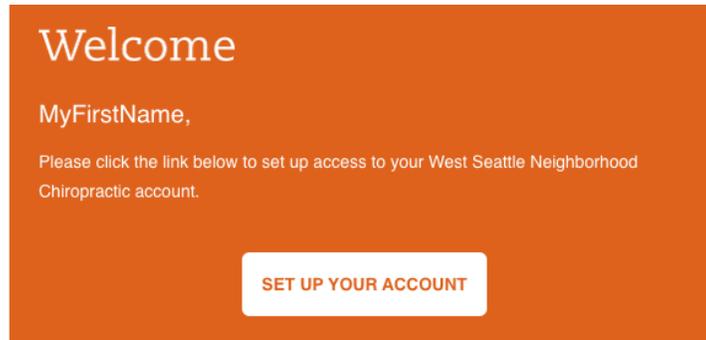


# Using JaneApp to Book Appointments at West Seattle Neighborhood Chiropractic

1 - When the **Welcome email** arrives, click the “Set Up Your Account” button:

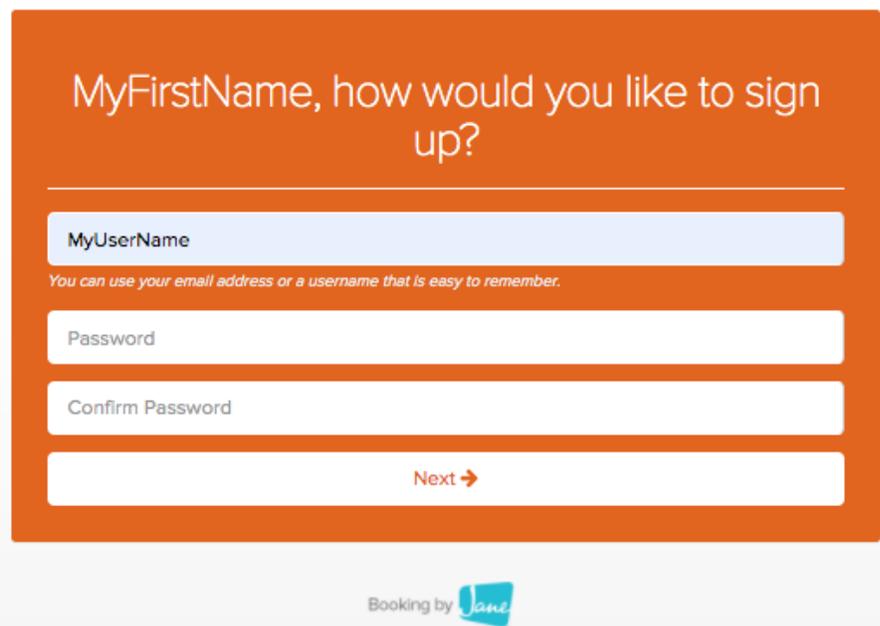


With your online account you will be able to schedule appointments, cancel upcoming appointments, and view your appointment history.

Thanks for choosing West Seattle Neighborhood Chiropractic.

2 - Then you will **create your User Name**. You may wish to use your email address as your User Name, as it is one less thing to remember. It is not case-sensitive.

Your Password will need 8 characters, and Jane will prompt you if it is not secure enough.

A screenshot of the JaneApp sign-up form. The background is a solid orange color. At the top, the text "MyFirstName, how would you like to sign up?" is written in white. Below this, there are four input fields: "MyUserName", "Password", "Confirm Password", and "Next →". The "MyUserName" field has a light blue background. Below the "MyUserName" field, there is a small line of text: "You can use your email address or a username that is easy to remember." At the bottom center, there is a white rectangular button with the text "Next →" in orange. At the bottom of the form, there is a logo that says "Booking by Jane" with a blue and white icon.

3 – In the **My Account** page, you'll see your previously scheduled appointments already showing in Upcoming Appointments. Here you can Book an Appointment.

Welcome back MyFirstName. You have 1 upcoming appointment [Book an Appointment](#) [Sign Out](#)

 You last booked a Office Visit - Standard with Dr. Carolyn Fancher. Carolyn's next opening is Saturday September 5, 2020 at 9:30am [View Carolyn's Availability >](#)



MyFirstName MyLastName

**My Account** **Upcoming Appointments** [Book an Appointment](#)

Upcoming Appointments	Date	Service	Client
<a href="#">Appointment History</a>	September 1, 2020 - 10:00am	Office Vsit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName <input type="button" value="v"/>
<a href="#">Intake Forms</a>	<a href="#">Subscribe to Your Calendar...</a>		
<a href="#">Documents</a>			
<a href="#">Contact Info</a>			
<a href="#">Username / Password</a>			

[Book an Appointment](#)

4 - When you click on “**Book an Appointment**”, you'll Select a Service by clicking on the orange box on the left-hand side which says “Office Visit – Standard.”

**Book an Appointment**



**Dr. Carolyn Fancher**  
DC  
Dr. Carolyn Fancher  
promotes health by facilitating the removal of nervous system interference. She ... [Read More](#)

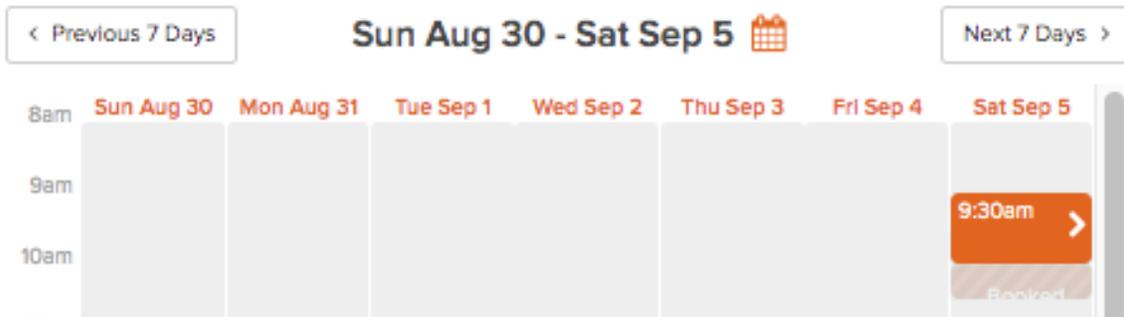
Select a service to view available appointment times

**Select a service**

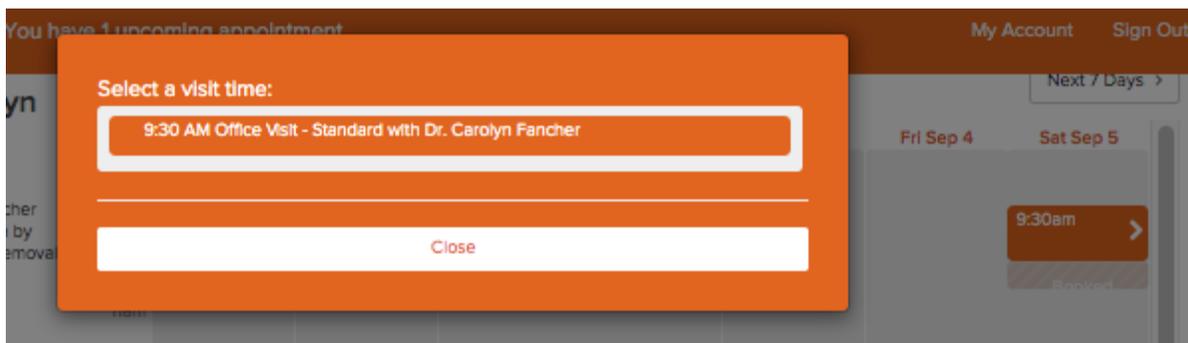
**Office Visit - Standard**  
30 min - \$55.00 Standard 30 minute open adjusting session



5 – The **available times** will be displayed. In this example, Saturday 9/5 has a spot available at 9:30, but 10 am is already booked.



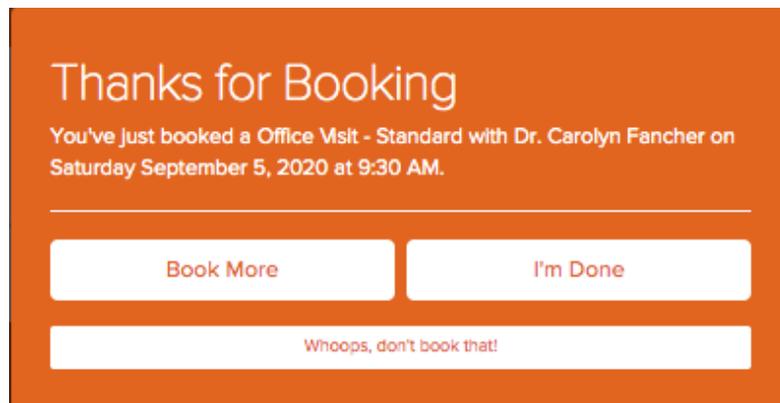
6 - If you **click on a time slot**, such as the 9:30 am bubble, it will offer you a spot:



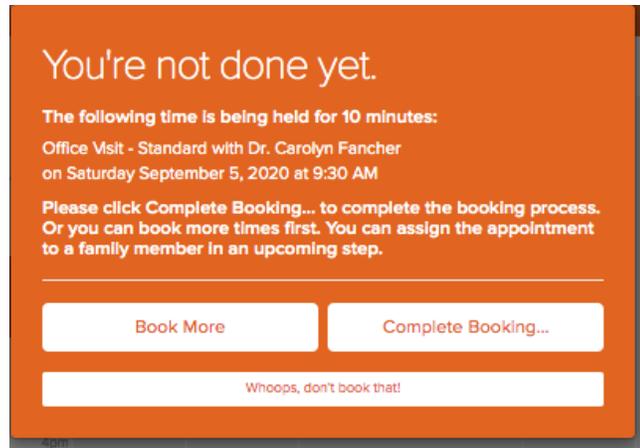
Once you click on the spot, the **confirmation box** will allow you to:

- Book another appointment (Book More),
- Cancel the appointment you just booked (Whoops, don't book that!),
- Exit (I'm Done.)

*Note that you will need to set up a Family Relationship to book your family members – please let us know if you would like to do so.*



*Note: If by chance you booked without logging in, Jane will **hold the reservation** while you login. To do so, click Complete Booking...*



*Once you enter your password, you will see the I'm Done button as usual.*

**7 – Confirming your booking:** When you click “I’m Done,” you will see the appointment you just booked.

Thank You for Booking

**You have just booked the following appointments:**

Date	Service	Client
September 5, 2020 - 9:30am	Office Visit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName

You have 3 upcoming appointments. [View All Upcoming](#)

*Jane may also offer you a box called “Reason for visit.” This field is optional. Please do not ask questions in this field - instead, leave us a message at (206) 659-0771.*

8 – To see all of your appointments, click on “View All Upcoming” or go to My Account and click Upcoming Appointments.

Each appointment has a dropdown box for you to reschedule or cancel.

The screenshot shows the 'My Account' page with a sidebar on the left containing links for 'Upcoming Appointments', 'Appointment History', 'Intake Forms', 'Documents', 'Contact Info', and 'Username / Password'. The main content area is titled 'Upcoming Appointments' and features a table with columns for Date, Service, and Client. A 'Book an Appointment' button is visible in the top right. A dropdown menu is open over the first appointment, showing options for 'RESCHEDULE' and 'CANCEL - PLEASE SELECT A REASON:'. The cancel options include: 'I cannot make this time and will re-schedule', 'I no longer require this appointment', and 'I was unsatisfied with my last appointment'.

Date	Service	Client
September 1, 2020 - 10:00am	Office Visit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName
September 5, 2020 - 9:30am	Office Visit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName
September 5, 2020 - 9:30am	Office Visit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName

9 - You can also see your past appointments by clicking on Appointment History.

The screenshot shows the 'My Account' page with the sidebar on the left. The main content area is titled 'Appointment History' and features a table with columns for Date, Service, and Client. Below the table is a section titled 'Cancellations' with a table showing a cancelled appointment on November 8, 2020, at 12:00pm. The cancellation reason is listed as 'Cancellation Reason:'. A 'Book an Appointment' button is visible in the top right.

Date	Service	Client
August 20, 2020 - 3:00pm	Office Visit - Standard with Dr. Carolyn Fancher	MyFirstName MyLastName

Date	Service	Client
November 8, 2020 - 12:00pm	cancelled	MyFirstName MyLastName

10 – Your **Contact Information** will already be filled out with the information we have on file for you. Please review and make any changes.

*Note: You can leave Preferred Name blank if it is the same as your first name.*

## My Account

Upcoming Appointments
Appointment History
Intake Forms
Documents
Contact Info
Username / Password

 [Book an Appointment](#)

## Contact Info

First Name

MyFirstName

Last Name

MyLastName

Preferred Name *Optional* ⓘ

Email

myfirstnamelastname@yahoo.com

**Verified**

Mobile Phone

 (206) 555-5555

*A mobile phone is required if you would like to receive SMS appointment reminders.*

Home Phone *Optional*



Work Phone *Optional*



Fax Phone *Optional*



Country *Optional*

United States

Street Address *Optional*

123 Main Street W

11 – You can **change your username or password** at any time.

*Note: If you change your username, it will prompt you for a new password, which can be the same as your old password.*

## My Account

Upcoming Appointments
Appointment History
Intake Forms
Documents
Contact Info
Username / Password

 [Book an Appointment](#)

## Username / Password

Username

myusername

New Password *Optional*

Confirm New Password *Optional*

[Save Username / Password](#)

[Manage Sessions](#)

12 – **Feel free to call us.** If you have any questions, or want to set up your Family Relationship please leave us a message at (206) 659-0771 and we'll call you back with the answers. We are happy to help!