

Quick Tips

Booking and Managing
Your 1-to-1 Wellness
Sessions in
YTherapy's Client Portal



Your Quick Tips Cheatsheet



Bookmark your dedicated [wellness page](#).

During times of urgency or need, secure an appointment quickly without delay.



Look for the green button to book your 1-to-1 session.

This button will take you directly to the booking page:

[Book Your 1-to-1 Wellness Session](#)



Scheduling Option 1: Book by date.

Choose according to when you're next available.

Click on "View Availability by Month" and scroll through available appointments. Choose your preferred day and consultant. Next, select session type from the side menu (in-person, online video, phone). Finally, confirm the time.

[View Availability by Month](#)



Scheduling Option 2: Book by consultant.

Choose according to who you would like to speak to. Click on the consultant's profile photo. Next, choose how you would like to attend by selecting session type from the side menu (in-person, online video, phone). Finally, confirm the day & time.



Scheduling Option 3: Book by session type.

Choose according to how you would like to attend your session. Click on the session type (in-person, online video, phone). Next, select your preferred session day & time. Finally, check the name of available consultant in the booking summary and confirm.

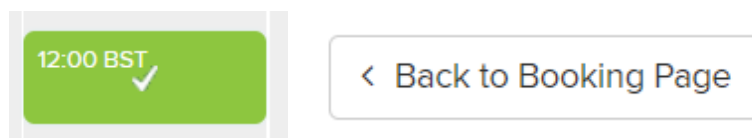


Book 1 session or multiple sessions in one go.

Confirm 1 session by clicking "I'm Done" or choose "Book More" to book multiple sessions in advance.



If you choose to "Book More" your first selected session will be confirmed in green with a tick. Next, go "Back to Booking Page" to repeat the steps for booking additional sessions.



Accept calendar invitation for location details.

Booking through the client portal will secure your session in the diary. In addition, we will also send you a secondary calendar invitation with specific location details so you know where to go. *E.g. Google Meet link or building / room location.*



Change of plans? Manage your sessions in the client portal.

If you need to change your session at anytime, you can cancel your session via the client portal. Once logged into your account, select "Upcoming Appointments." Select the session you wish to change and click on the drop down arrow to cancel your session. Book a new session by following the above steps.



Got a question? Read the FAQ or contact us directly.

If you're looking for more information about YTherapy you may be able to find answers to your questions on the wellness page by scrolling through the FAQ sections. You can also contact any one of us directly via e-mail. All details are found on the [wellness page](#).