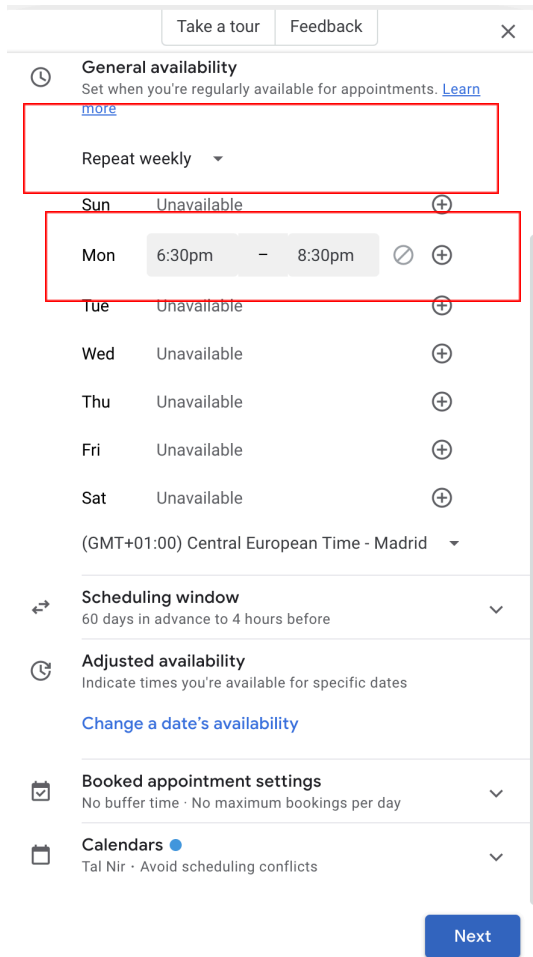


## How to open a Google Calendar free account and send us the link?

1. Enter: <https://calendar.google.com/calendar/u/0/r/appointment>
2. Add your availability for volunteering through Planetherapy (2 weekly hours or more).  
The easiest if the hours repeat weekly. For example:



Take a tour Feedback

**General availability**  
Set when you're regularly available for appointments. [Learn more](#)

Repeat weekly ▾

Sun	Unavailable	+
Mon	6:30pm - 8:30pm	+
Tue	Unavailable	+
Wed	Unavailable	+
Thu	Unavailable	+
Fri	Unavailable	+
Sat	Unavailable	+

(GMT+01:00) Central European Time - Madrid ▾

**Scheduling window**  
60 days in advance to 4 hours before ▾

**Adjusted availability**  
Indicate times you're available for specific dates  
[Change a date's availability](#)

**Booked appointment settings**  
No buffer time · No maximum bookings per day ▾

**Calendars**  
Tal Nir · Avoid scheduling conflicts ▾

Next

3. A. Create a name for the bookable appointment schedule: "Planetherapy volunteer session".  
B. Make sure you change the location of the meeting to "Google meet video conferencing"  
C. Add in the description:  
"Planetherapy volunteer session  
1:1 on-line supprt  
Please make sure you are in a quiet place + good wifi+ something to drink ( water/ coffee/ tea) +tissue paper + your smile (:)"  
For example:

Take a tour Feedback X

**BOOKABLE APPOINTMENT SCHEDULE**

Planetherapy volunteer session

**Booking page photo and name**  
See how your identity is displayed on the booking page

**Location and conferencing**  
Would you like to meet in person, via phone, or video conference?  
Google Meet video conferencing  
A Meet link will be generated after booking

**Description**  
Add a note that explains your service. This will appear on your booking page and in confirmation emails.

**B I U** [List icons] [Link icon] [Text icon]

Planetherapy volunteer session  
1:1 on-line therapy  
Please make sure you are in a quiet place + good wifi+ something to drink ( water/ coffee/ tea) +tissue paper+ your smile (:))

**Booking form**  
Customize the form people use to book an appointment

First name\* Last name\*  
Email address\*

\*Required

Back Save

- Press on the “copy link “ button and send the link to: [ilanaplanetherapy@gmail.com](mailto:ilanaplanetherapy@gmail.com), [Talplanetherapy@gmail.com](mailto:Talplanetherapy@gmail.com)

Share your booking page

You can share your booking page by sending people a link or by adding a button to your website. [Learn more](#)

[Link](#) Website embed

**Planetherapy volunteer session**

Booking page link  
<https://calendar.app.google/339PneBGTQwG9VGJ9>

Share this page with others by sending them this link. Anyone with the link can book an appointment. ?

Copy link

Done

Once we upload the link to the website we will let you know, you will be able to check your therapist card in the website and start receiving patients! Good luck 😊