



HOW TO SCHEDULE SERVICES

1. THERAPEUTIC RESPITE
2. DATE NIGHT
3. SPECIAL EVENTS



Back to Start

Create an Account

Please create an account to get started

Create an Account

Log In (returning users)

Login

kristin

Password

Log In

[Forgot password?](#)

Not registered:

Start by creating an account here.
Need help? *Check out the PDF on "Creating a scheduling account"*

Already registered:

Enter your registered Username
& Password information here.



[Click here to add additional children to your profile](#)

Schedule Locator

Select Service

Select Service ▼

Select Respite Care Site

Select Respite Care Site ▼

[Schedule Activity](#)

Welcome Kristin

Welcome to our online reservation system. To get started, please use the drop down menus on the left.

Schedule Activity

Please allow at least 24 hours notice for cancellations.

Future Schedules

[Show All](#) | [Print All](#)

You do not have any future Schedules scheduled

Step 1: Begin by *selecting a respite care site* as prompted.

In this example we chose the Middleton respite care site.

Respite Care Site options include: our main location in **Middleton**, and our Respite 2 Go sites, **Sun Prairie, Verona & Waunakee.**



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Schedule Locator

Select Service

Select Respite Care Site

[Schedule Activity](#)

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You do not have any future Schedules scheduled

Step 2: Use the dropdown to **select a service** you'd like to schedule for your location

Services options are listed below *(not all sites have all options):*

- 1) DATE NIGHT | 3 HOURS
- 2) THERAPEUTIC RESPITE CARE | SAT & SUN | 3 HOURS
- 3) THERAPEUTIC RESPITE CARE | MON-FRI AM | 3 HOURS
- 4) THERAPEUTIC RESPITE CARE | MON-FRI PM | 3 HOURS



[Back to Start](#)

Schedules

[Account](#)

[Child Add/Edit](#)

[Join Waiting List](#)

[Log Out](#)

[Click here](#) to add additional children to your profile

Don't see the child you'd like to add below? [Click here](#) to add additional children to your account.

Schedule Locator

Select Service

Therapeutic Respite Care | Sat & S ▾

Select Respite Care Site

Middleton ▾

Select Children

Kristin

Additional Children

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

[Schedule Activity](#)

Welcome Kristin

Welcome to our online reservation system. To get started, please use the drop down menus on the left.

Schedule Activity

Please allow at least 24 hours notice for cancellations.

Future Schedules

[Show All](#) | [Print All](#)

You do not have any future Schedules scheduled

Step 3: Choose a child(ren) you'd like to schedule a service by clicking here.

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[Click here to add additional children to your profile](#)

Schedule Locator

Select Service

Therapeutic Respite Care | Sat & S

Select Respite Care Site

Middleton

Select Children

Kristin

Additional Children

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Schedule Activity

Welcome Kristin

Welcome to our online reservation system. To get started, please

Schedule Activity

Please allow at least 24 hours notice for cancellations.

Future Schedules

You do not have any future Schedules scheduled

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Step 4: Scroll down ↓

Selecting a date for service

A calendar will appear on the left hand side of your screen with care options for your previously **selected service** at your previously **selected respite care site** will show.

Click on desired date.

In our sample, we selected **Middleton | Therapeutic Respite Care | Sat & Sun | 3 hours** and will now select a date.

To see more details for a date, select a that date on the calendar. I.e. click on "Saturday, February 17th"



[Click here](#) to add additional children to your profile

Schedule Locator

Select Service

Therapeutic Respite Care | Sat & S ▾

Select Respite Care Site

Middleton ▾

Select Children

Kristin

Additional Children

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Select Schedule Time

Middleton

Saturday, March 24, 2018	9:00am	Book it
Saturday, March 24, 2018	1:00pm	Book it
Saturday, March 24, 2018	5:00pm	Book it
Sunday, March 25, 2018	9:00am	Book it
Sunday, March 25, 2018	1:00pm	Book it
Sunday, March 25, 2018	5:00pm	Book it
Saturday, April 7, 2018	9:00am	Book it
Saturday, April 7, 2018	1:00pm	Book it
Saturday, April 7, 2018	5:00pm	Book it
Sunday, April 8, 2018	9:00am	Book it

Step 5: After selecting a date. A list will appear displaying the date selected and following dates.. Choose a start time and click "Book It".

All services will start at the time shown on the list (i.e. 9:00 am, 1:00pm, 5:00pm). **All services are 3-hours in length.**

In this example the end times would be 12:00pm, 4:00pm & 8:00pm.



[Click here](#) to add additional children to your profile

Schedule Locator

Select Service

Therapeutic Respite Care | Sat & S ▾

Select Respite Care Site

Middleton ▾

Select Children

Kristin

Additional Children

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Selected Schedule

Respite Care Site Middleton
Service Therapeutic Respite Care | Sat & Sun | 3 hours
Date Saturday, March 24, 2018
Start Time 9:00am
Children Kristin

Please complete the following information.

Notes about this appointment:

E-mail Confirmation and Reminders

Confirmation and reminder e-mails for this schedule will be sent to (separate additional e-mail addresses by commas):

Finalize Schedule

Review **Respite Care Site, Service Selected, Date, Time & Child**

Add a note here!

Review email address receiving reminders.

Click **"Finalize Schedule"**



[Click here](#) to add additional children to your profile

Schedule Locator

Select Service

Therapeutic Respite Care | Sat & S ▾

Select Respite Care Site

Middleton ▾

Select Children

Kristin

Additional Children

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Last Name

Date

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10

Selected Schedule

Respite Care Site Middleton
Service Therapeutic Respite Care | Sat & Sun | 3 hours
Date Saturday, March 24, 2018
Start Time 9:00am
Children Kristin

All requested times are listed under "Schedule Activity section"



Your appointment has been confirmed!

We will send you a reminder email prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

Schedule Activity

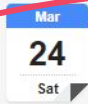
Please allow at least 24 hours notice for cancellations.

Future Schedules

[Show All](#) | [Print All](#)

[Saturday, March 24, 2018 at 9:00am](#)

[Print](#) | [Export to Calendar](#) | [Cancel](#)



Gio's Garden, Inc. (Kristin Schmid)...

When Sat Mar 24, 2018 9am – 12pm (CDT)
Where Gio's Garden, Inc.
Who Unknown Organizer*

[Add to calendar >](#)

Agenda

Sat Mar 24, 2018

No earlier ev
9am Gio
No later even

The email confirmation of your request will look like this.

Kristin,

Thank you for making an appointment with us. You are confirmed for the following appointment/appointments on:

Date

Saturday, March 24, 2018

Time

9:00am

Respite Care Site

Middleton

Service

Therapeutic Respite Care | Sat & Sun | 3 hours

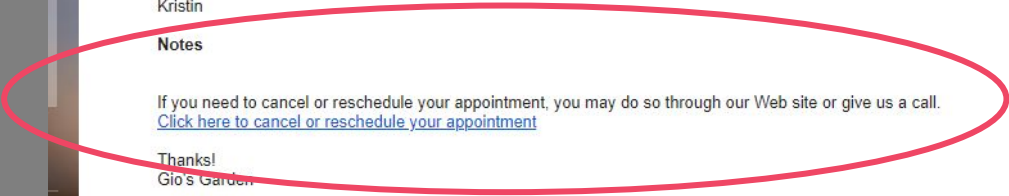
For

Kristin

Notes

If you need to cancel or reschedule your appointment, you may do so through our Web site or give us a call. [Click here to cancel or reschedule your appointment](#)

Date, Time, Service, Location & Child are all noted.



Need to cancel or reschedule? Click here!

Thanks!

Gio's Garden.

Gio's Garden, Inc.



[Back to Start](#)

[Schedules](#)

[Account](#)

[Child Add/Edit](#)

[Join Waiting List](#)

[Log Out](#)


Your Schedule Details

Date: 3/24/2018

Time: 9:00am - 12:00pm

Schedule Actions here

Schedule Actions

 Schedule status: Scheduled

 [Reschedule my schedule](#)

 [Cancel my schedule](#)

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