

## How to use Lone Star PV's Online Scheduler

1. Go to [www.lonestarpv.com](http://www.lonestarpv.com)
2. Click "Schedule" on the menu at the top of the page
3. Click "Click Here to make an appointment" You will be redirected to Instant Scheduling website
4. Click on the service you wish to book an appointment for such as "Group Pole Vault Practice"



5. When redirected to the next page, click on the "Schedule" button.



6. You will be redirected to the next page: **A. To Schedule a Single Practice Only**, click the day on the calendar you wish to schedule for. If you are unable to select a day on the calendar, that means there are no practices available that day. Then at the bottom right side of the page, click the time slot you wish to schedule for that day.



- B. To Schedule Recurring Appointments the same day and time each week for up to a month in advance, in the blue box click the days of the week you wish to attend practice, then using the dropdown menus under each day, select the time slots you wish to attend. Then click “Check Availabilities”



7. When redirected to the next page, fill in the required information. Then click “Submit Your Request”



8. You'll be redirected to a "Thank You" page which displays your appointment(s) that you have successfully scheduled or requested.

