

my.Appointment is a cloud-based appointment service app that is committed to solving the annoying appointment process with the minimum cost and the easy-to-use process. Moreover, my.Appointment spends a lot of resources to explore users' behavioral and concern, and implements these findings into the software architecture and system process. "3 steps" and "30 seconds to complete" appointment, is my.Appointment's principle.

my.Appointment not only allows users to book services online, it also provides simple calendar management, appointment reminders, etc., allowing users to manage their itineraries through their mobile phones, allowing service providers to improve customer service satisfaction.

Currently, my.Appointment is available to iPhone users, and the iOS version is required to be version 14.1 or above. We will develop new versions for non-iPhone users in the future.

Below, we explain how to use my.Appointment based on the two steps of my.Appointment account creation and service setting.

# **Account creation**

10:20

LTE 81

my.appointment

Cancel

Open the AppStore and search for "my.Appointment", you can see my.Appointment, click the "GET" icon to download the App.



my.Appointment  
Business

GET

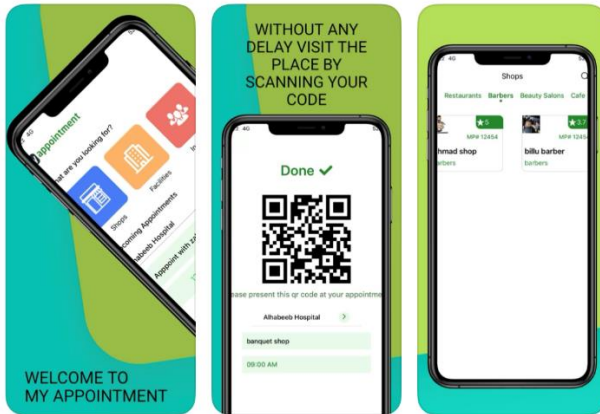
WeWCA Inc. Business



myAppointmentApp  
Appointment

GET

ARAB SPACE IT & COMMUNICA... Social Networ...



MySports: Connect wit...  
Your access to the gym

GET

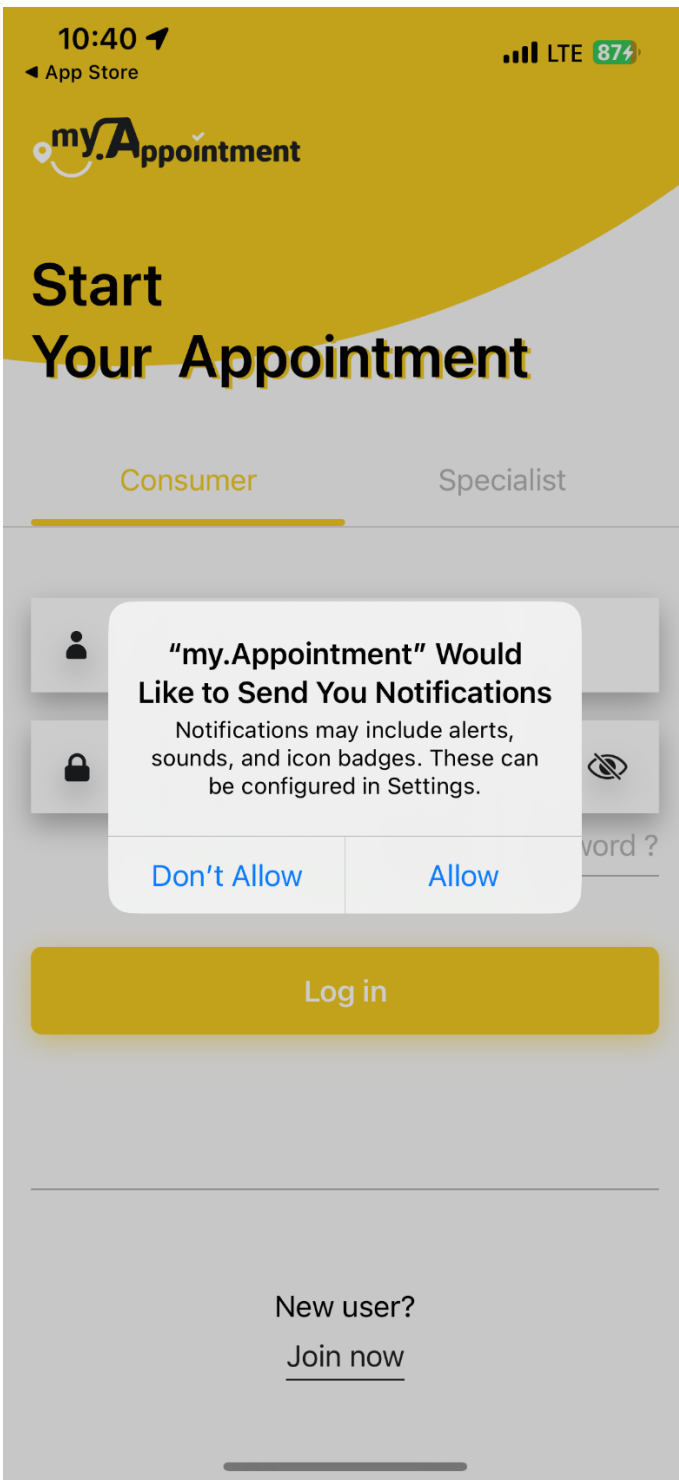
In-App Purchases

MySports GmbH Health & Fitness

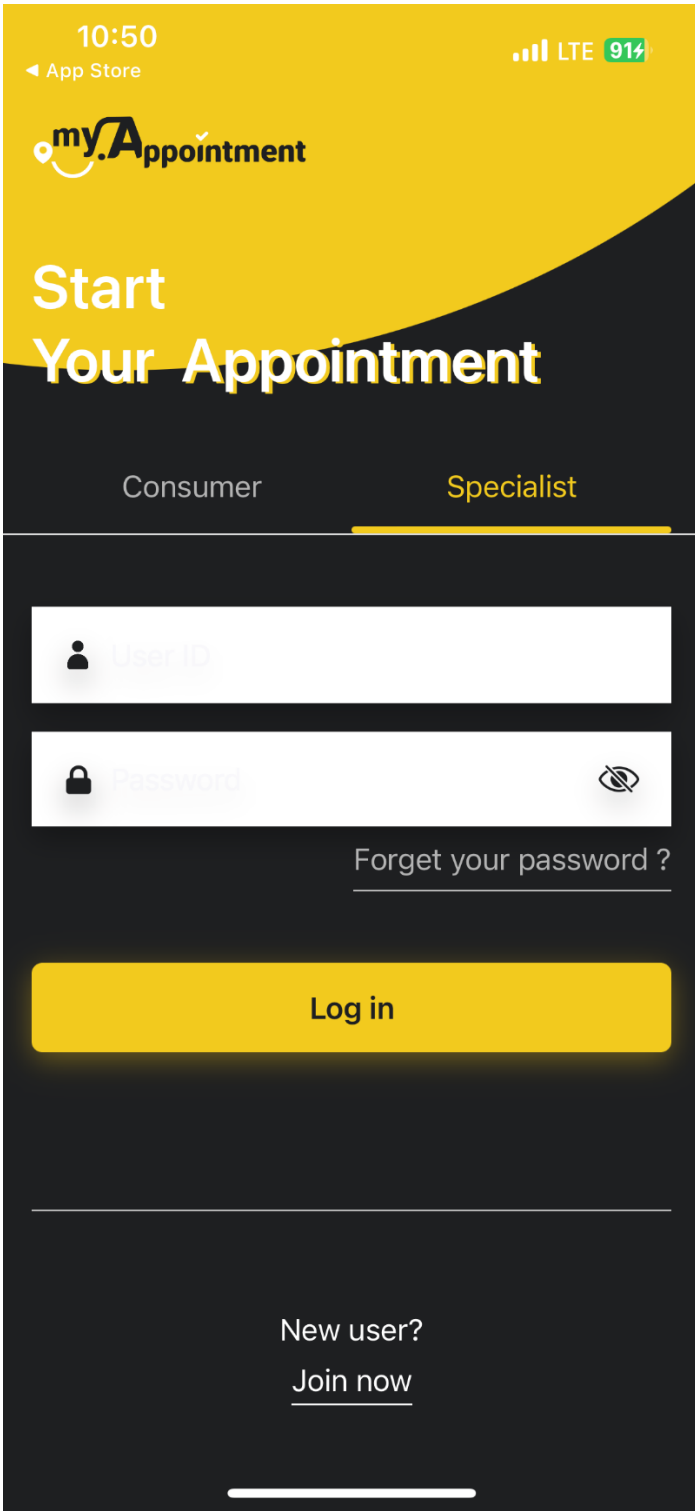




After downloading the App, you can see the my.Appointment icon on your screen. Click the icon and open my.Appointment.



my.Appointment will pop up a prompt screen regarding the function of Notifications. Please click "Allow" so that my.Appointment's appointment reminding function can be activated.



Please select "Specialist" to switch to the service provider screen (the app background is black). Then click "Create an account" to start registering your account.

10:57

LTE 94%



## Terms of use

Terms and Conditions

Last updated: March 07, 2023

Please read these terms and conditions carefully before using Our Service.

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions


For the purposes of these Terms and

I agree

The "Terms of use" describe my.Appointment's data use specifications and data protection. Please check "I agree".

my.Reservation

1 2 3 4



## Service items

You are

- Lawyer / Attorney
- Dentist
- Doctor
- Psychiatrist
- Psychologist
- Physiotherapist
- Business consultant
- Accountant
- Hair stylist / Hair dresser
- Manicurist
- SPA specialist
- Message specialist
- Fitness / Sport coach
- Real estate agent

More ▾

**Next**

Back


Select your service profession, such as lawyer, dentist, or other profession. If you have more than two majors, please create another account for second profession.

After completing the selection, click the "Next" button.

11:21  
App Store

Profile photo


LTE 97%




**Name**

**Account**

**Password**

\*At least 6 digits, up to 12 digits

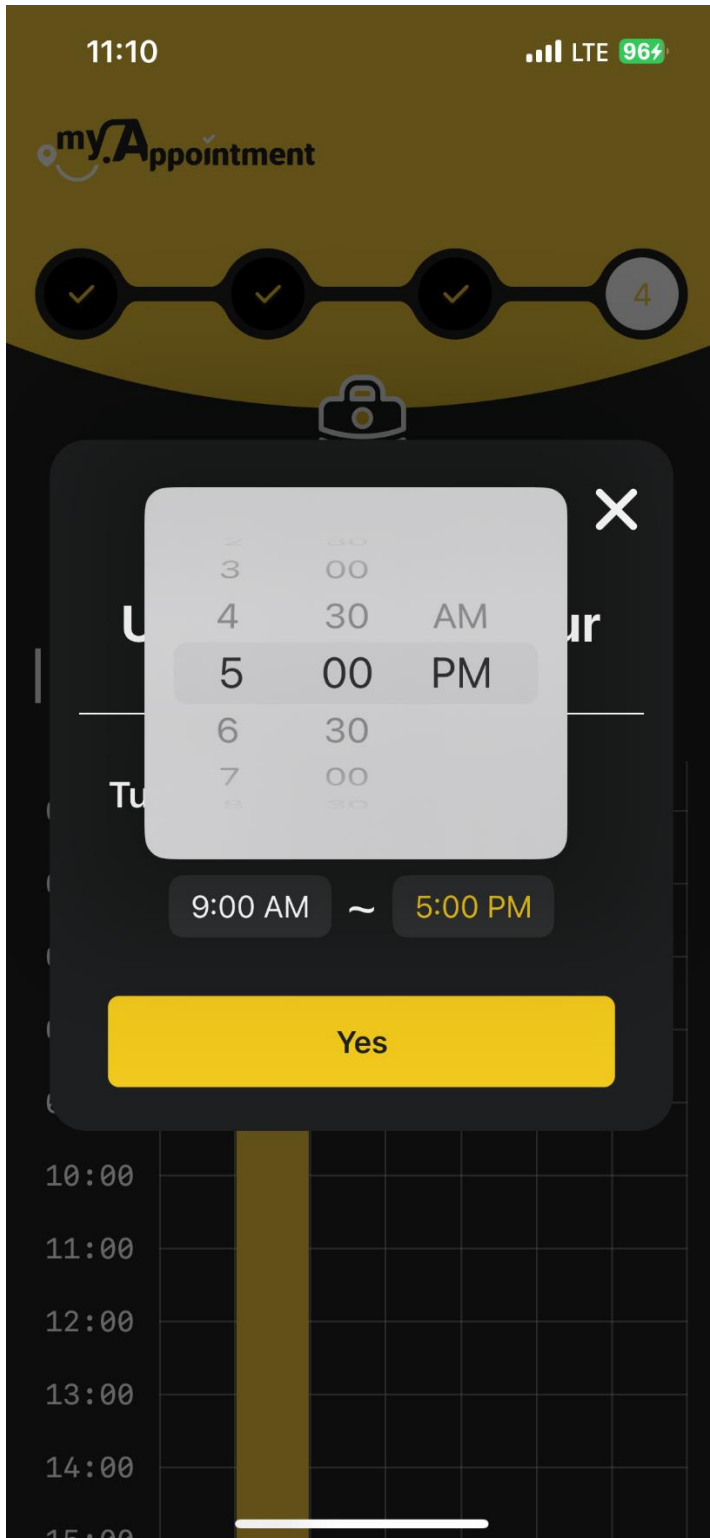
**Address**

**City**

**Province/State**

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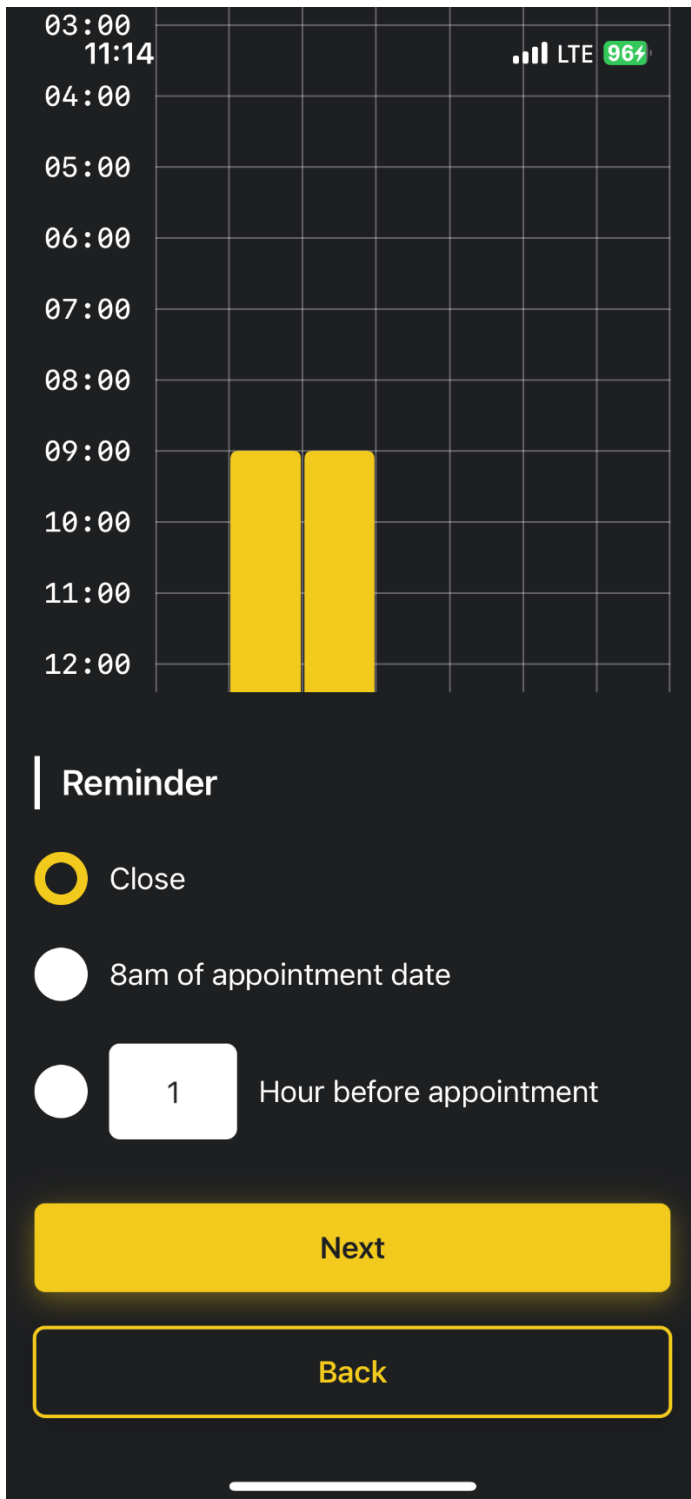
Please start filling in your basic information. What needs to be filled in here includes your full name, account name, password, contact address and phone number used on my.Appointment. If you have a profile photo you want to use, after clicking on the photo icon, my.Appointment will be linked to the photo album on your smart phone, and you can choose the photo you want to use. After completing the filling, click the "Next" button.



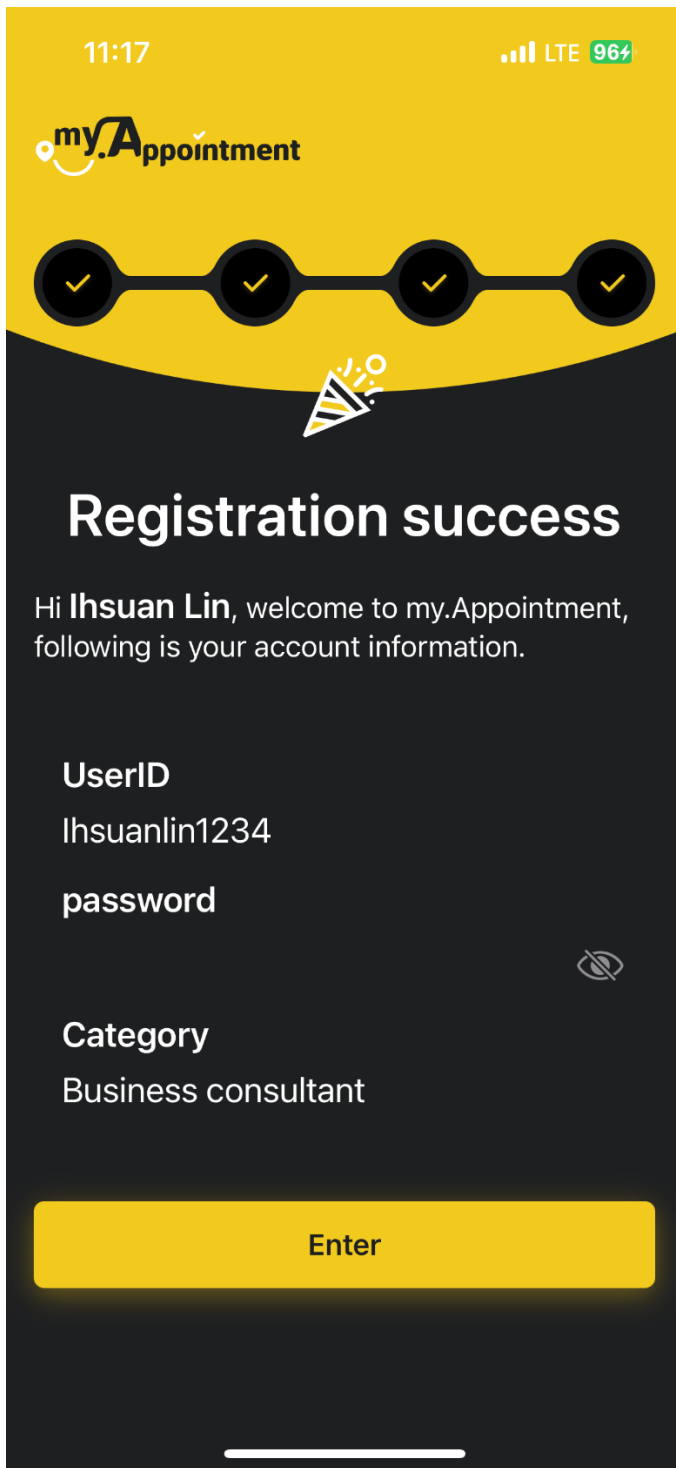
Next, please set the time period for your service. Here, we need to set the service time period for each day. For example, if you provide services on Monday, Tuesday, and Thursday every week, you need to set the service time for these three days.

Please click on the start service time of each day, and the start and end time of the day's time period will pop up.

After completing the time period setting, click the "Yes" button.

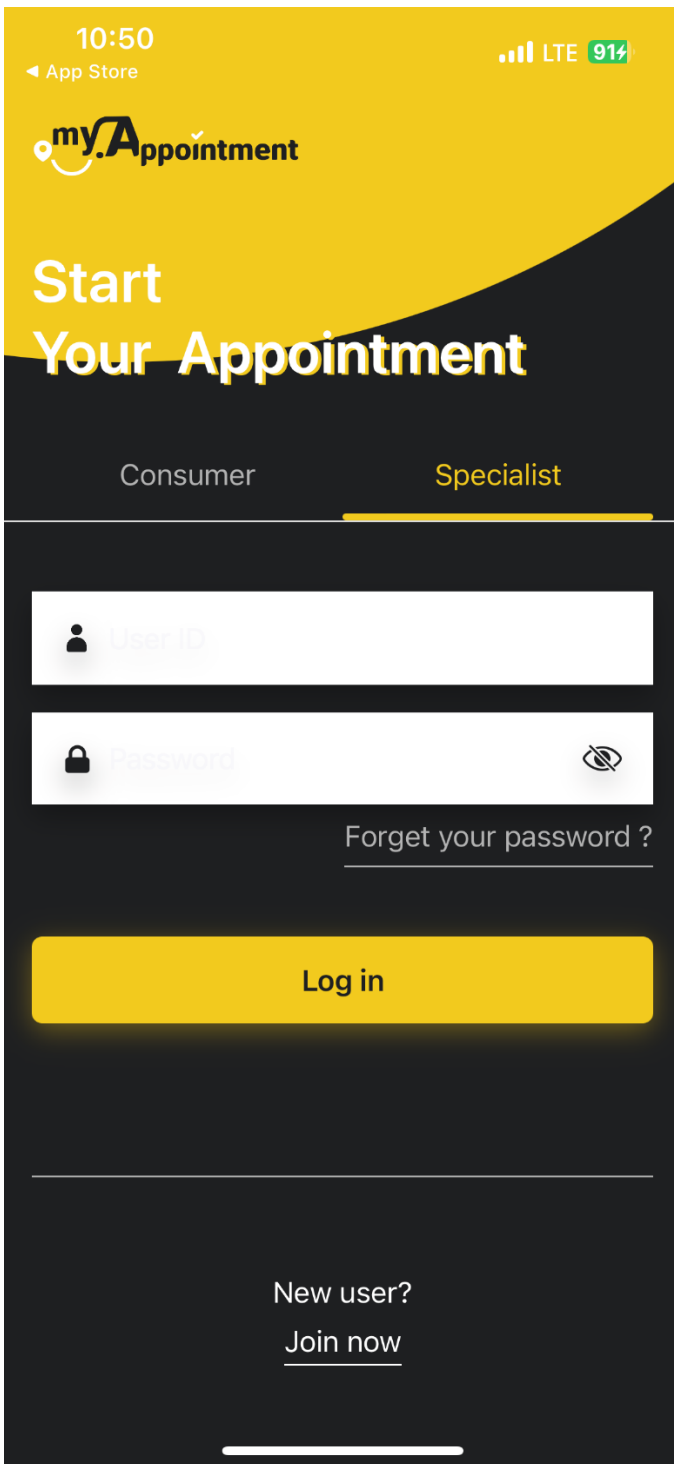


Since my.Appointment provides an appointment reminder function, you can choose to be reminded at 8 a.m. on the day of the appointment, or a few hours before the appointment schedule. If you do not need the reminder function, please click "Close". After completing the reminder function settings, click the "Next" button.

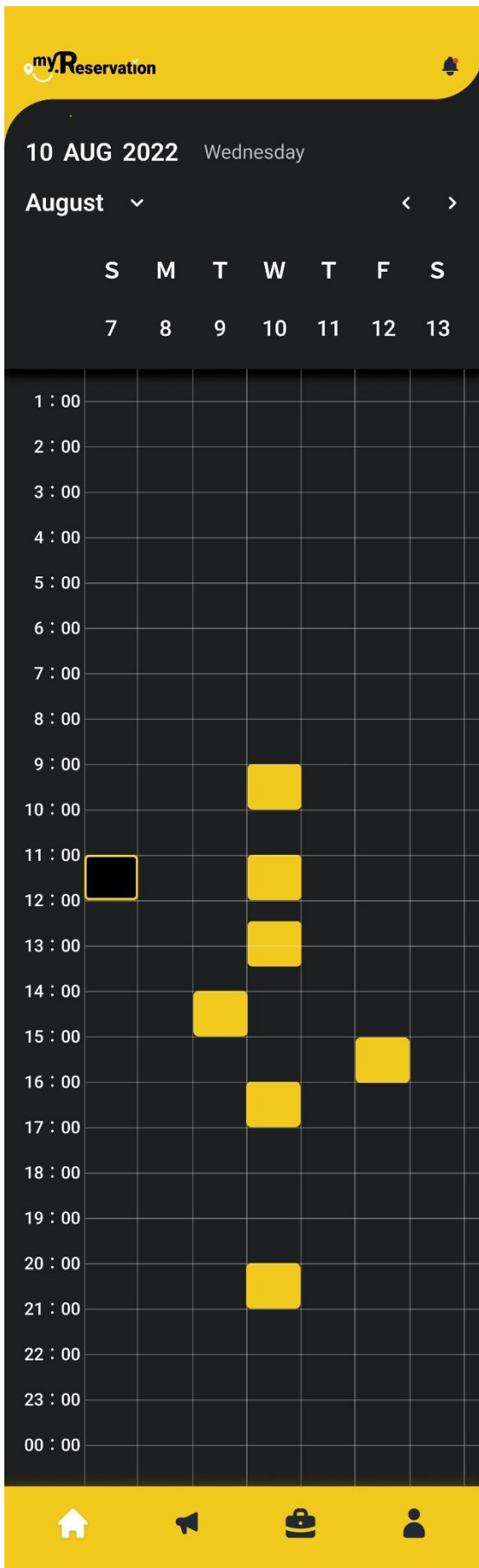


Next, the account information you set will appear on the screen. Press "Enter" to log-in the appointment calendar screen.

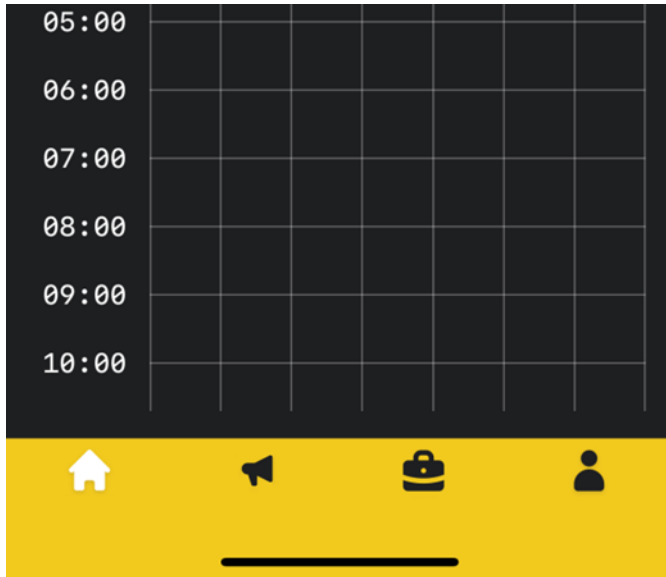
# **Service setting**



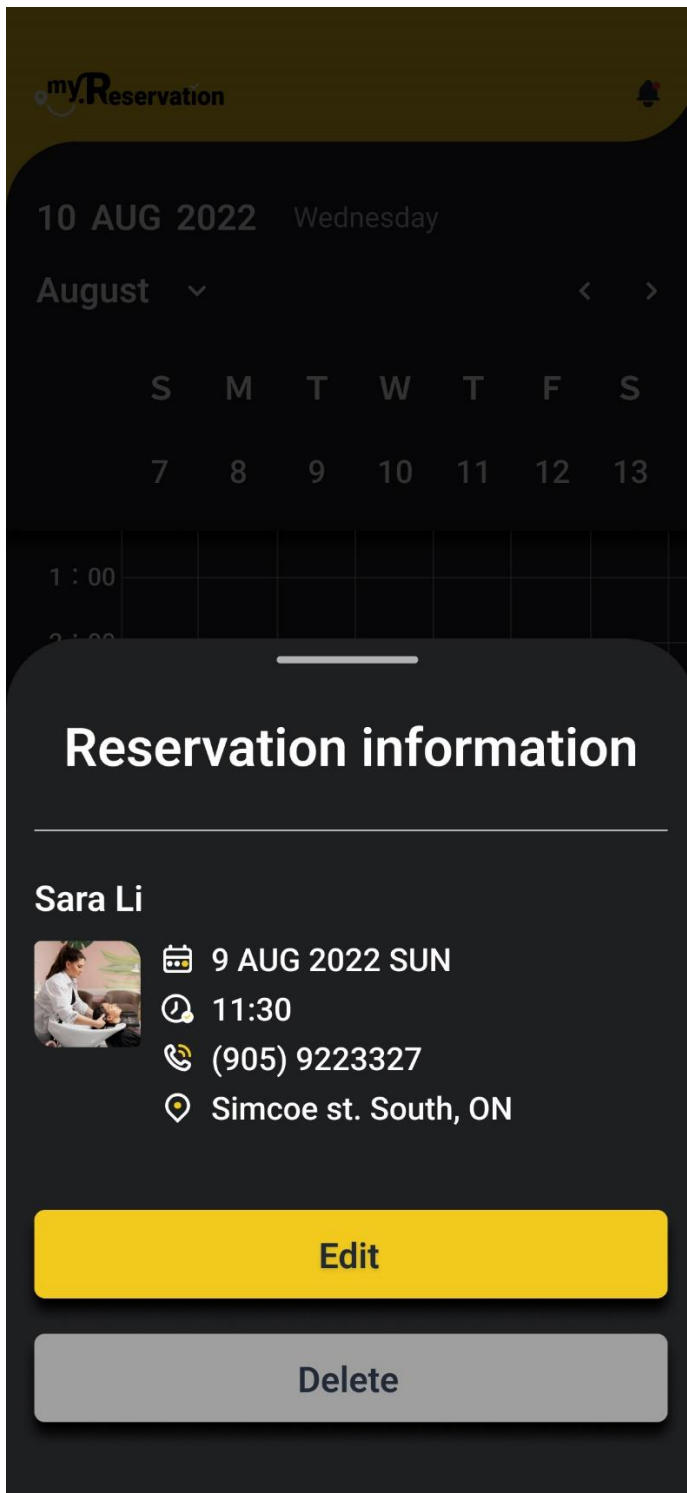
Log in to my.Appointment with your account and password.




After log in my.Appointment, the main screen is your appointment calendar, which displays all the appointments for each day of this week. The golden squares represent the booked time slots, and the black squares represent the time slots that can be booked.




There are four main function icons provided at the bottom of the main page of my.Appointment. From left to right, they are "Main page"(house icon), "Push Messages"(trumpet icon), "Reset Service Time"(suitcase icon) and "Account management"(human icon). These four icons always appear on the bottom. You can click on one of them to enter this function at any time.





On my.Appointment's calendar, after clicking on any booked time slot, my.Appointment will display the basic information of the appointment, including the name and profile photo of the customer, appointment date and time, customer's contact phone number and address. At the same time, function keys for changing appointments and canceling appointments are also provided.


my.Reservation 

**Edit booking** 

Sara Li

 09 AUG 2022

 (905) 9223327



< August 2022 >

S	M	T	W	T	F	S
7	8	9	10	11	12	13

10 : 00 10 : 30 11 : 00

11 : 30 12 : 00 12 : 30

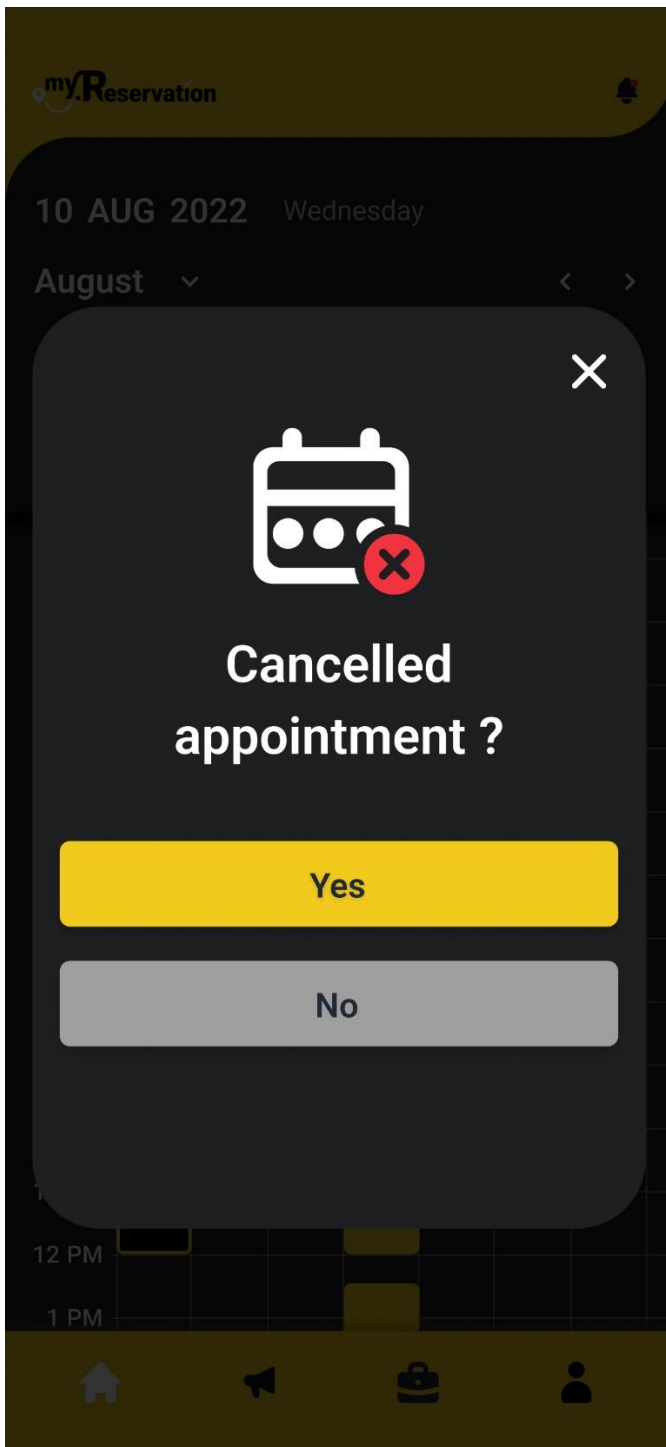
13 : 00 13 : 30 14 : 00

**Submit**

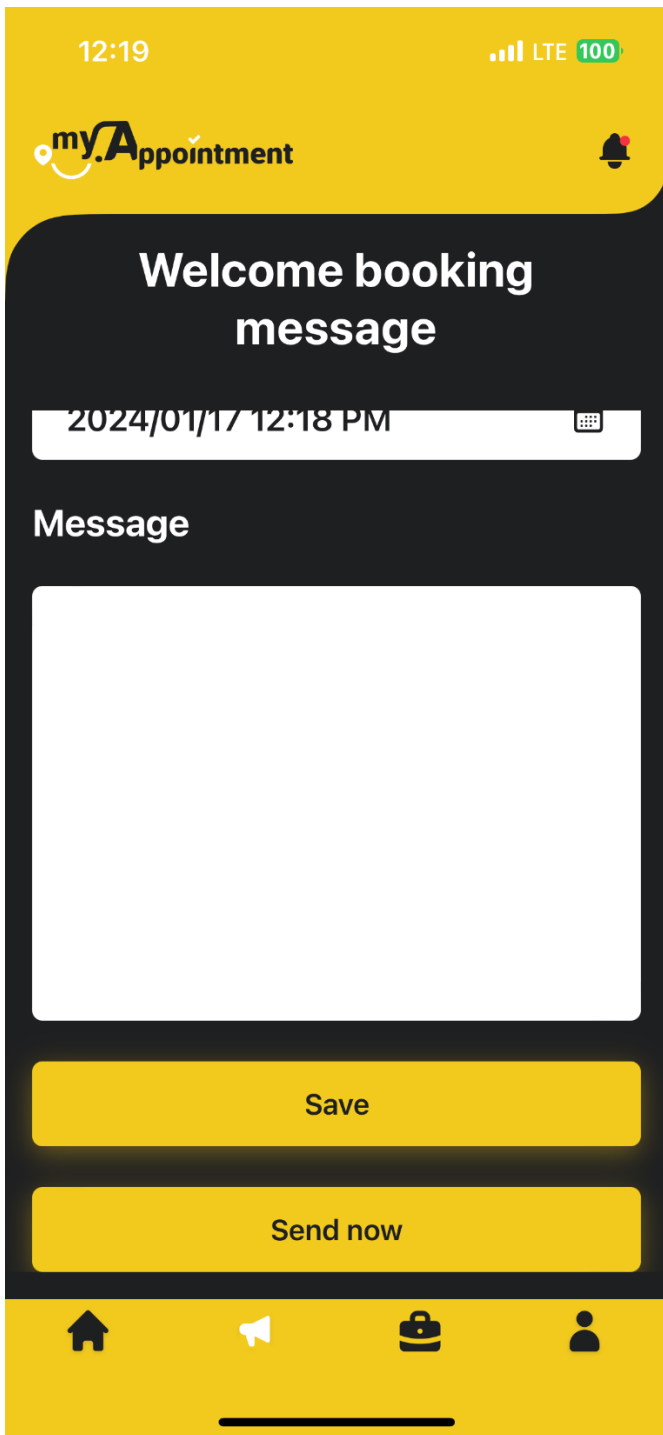
**Cancel**

If you want to change the appointment, just click the "Edit" button and you can change the appointment date and time.

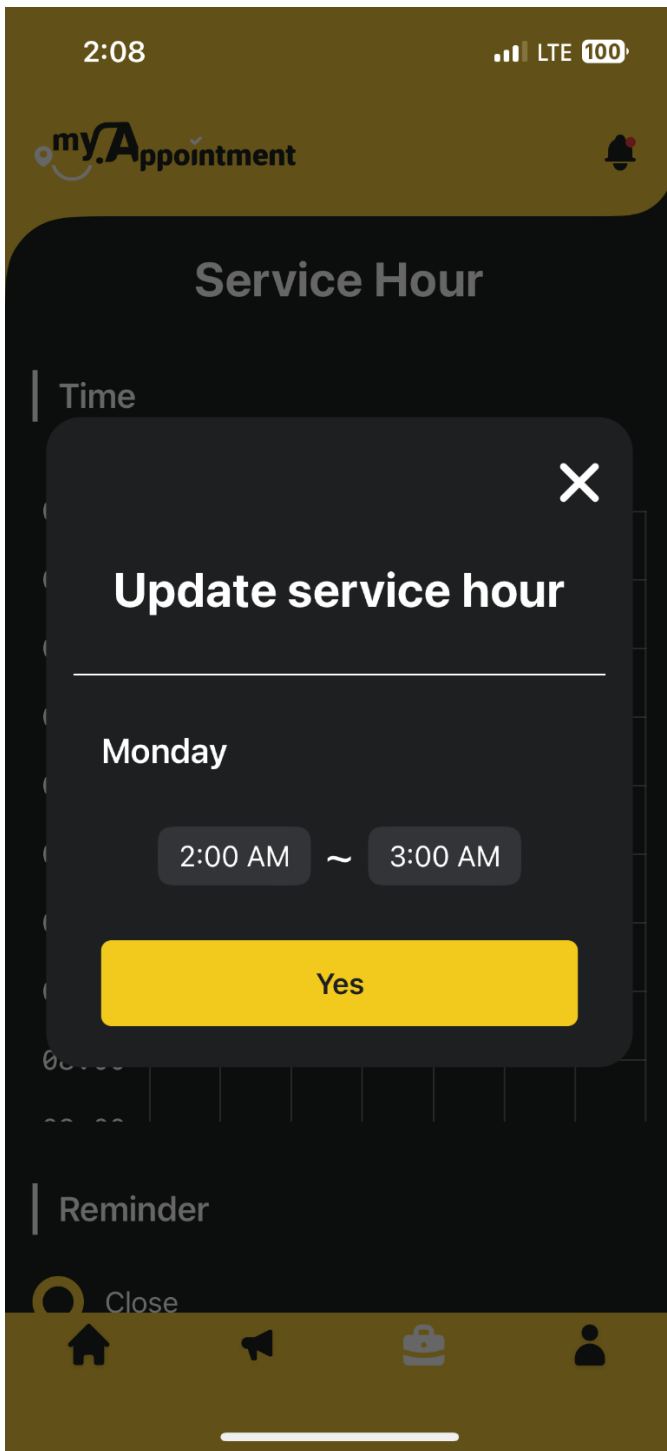
my.Appointment will pop up the calendar and you can choose a new time. After the change is completed and the "Submit" button is pressed, my.Appointment will notify the customer that the appointment has been changed via message.



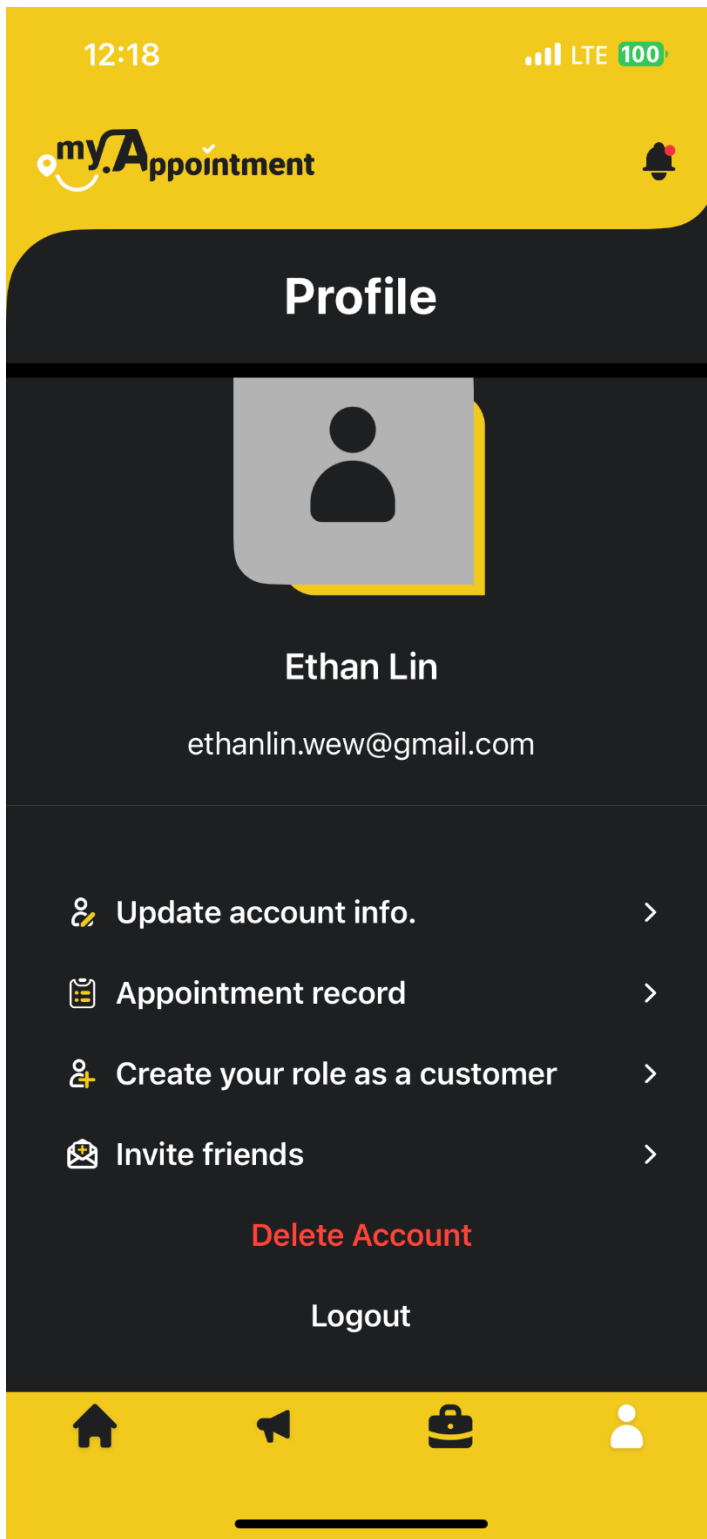
If you want to cancel an appointment, just click the "Delete" button to cancel the appointment. After canceling and pressing the "Yes" button, my.Appointment will notify the customer that the appointment has been cancelled via message.



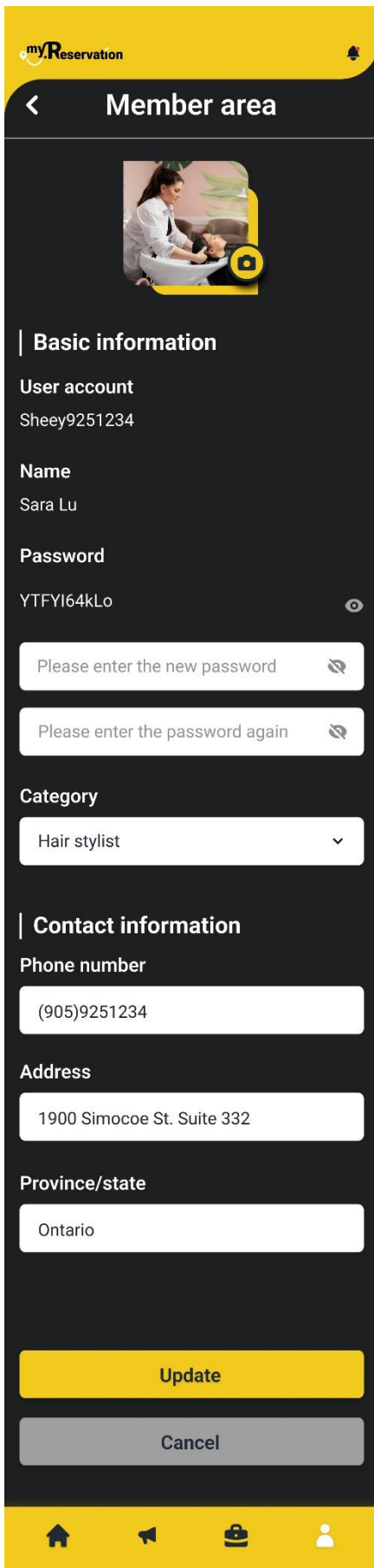
If you want to increase the appointment chance, you can click the "trumpet" icon, enter the welcome booking message you want to push, and press "Send now", and my.Appointment will send a push message welcoming appointments to your customers.



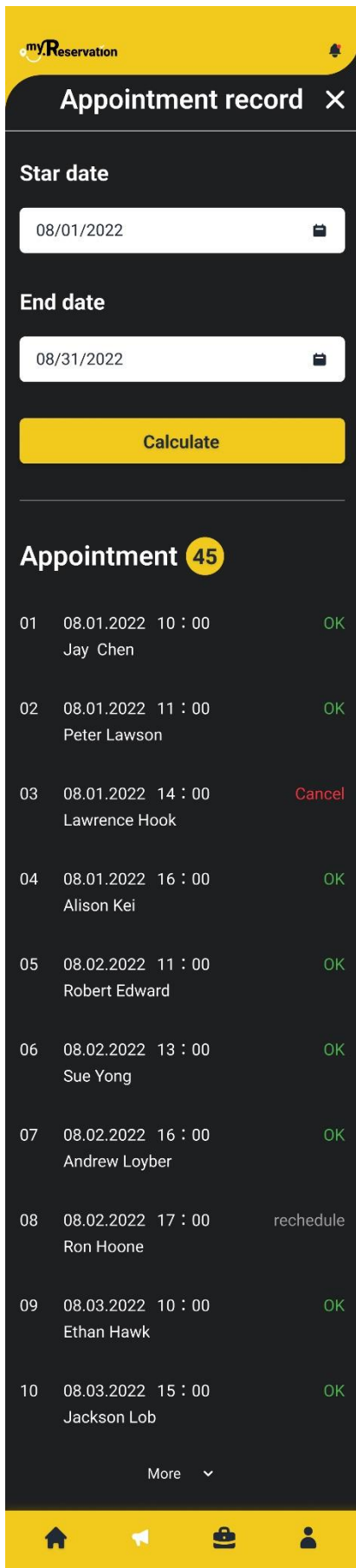
If you want to change the service time, you only need to click on the "Briefcase" icon, and my.Appointment will pop up your service time screen. You only need to click on the day you want to change, and the change screen will appear on my.Appointment. You can reset the service hours of the day according to your needs.



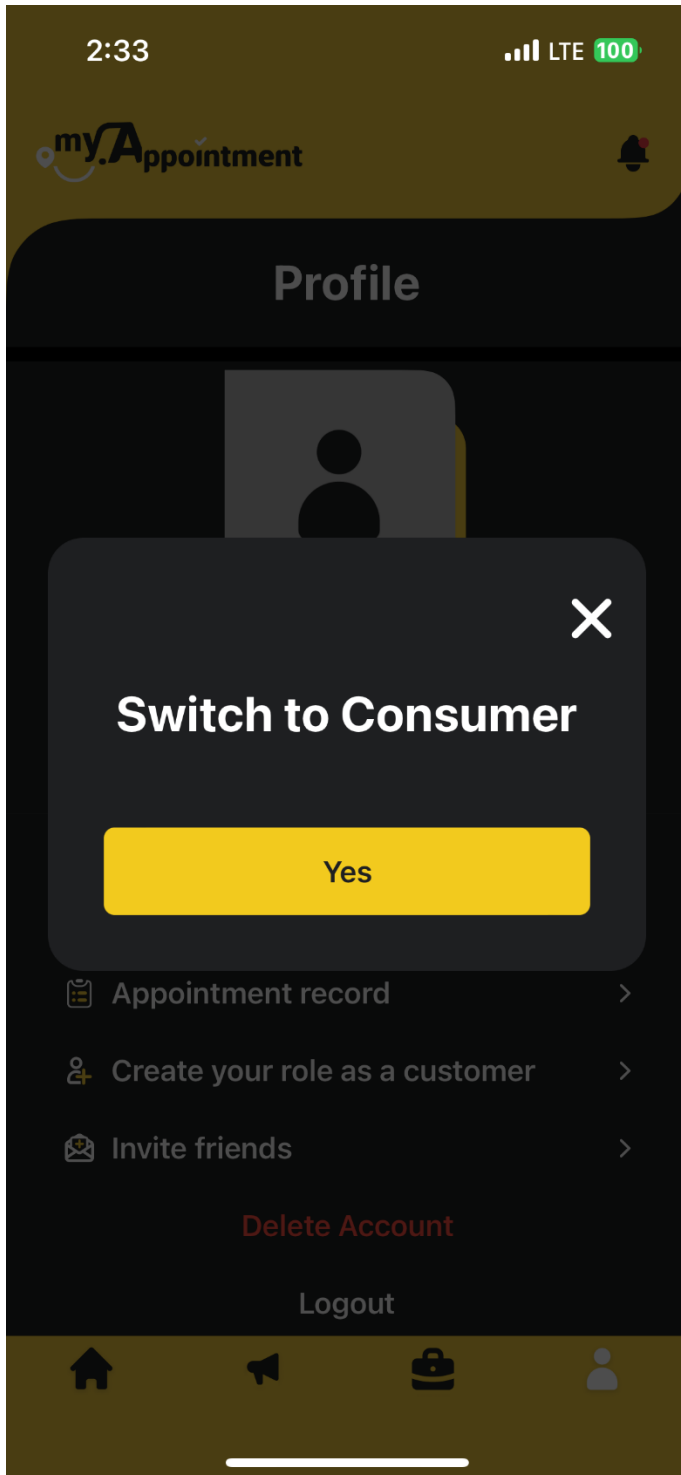
If you want to manage your account, you only need to click the "Human" icon, and my.Appointment will pop up four sub-functions including updating account information, querying appointment records, creating your role as a customer, and inviting friends to use my.Appointment.



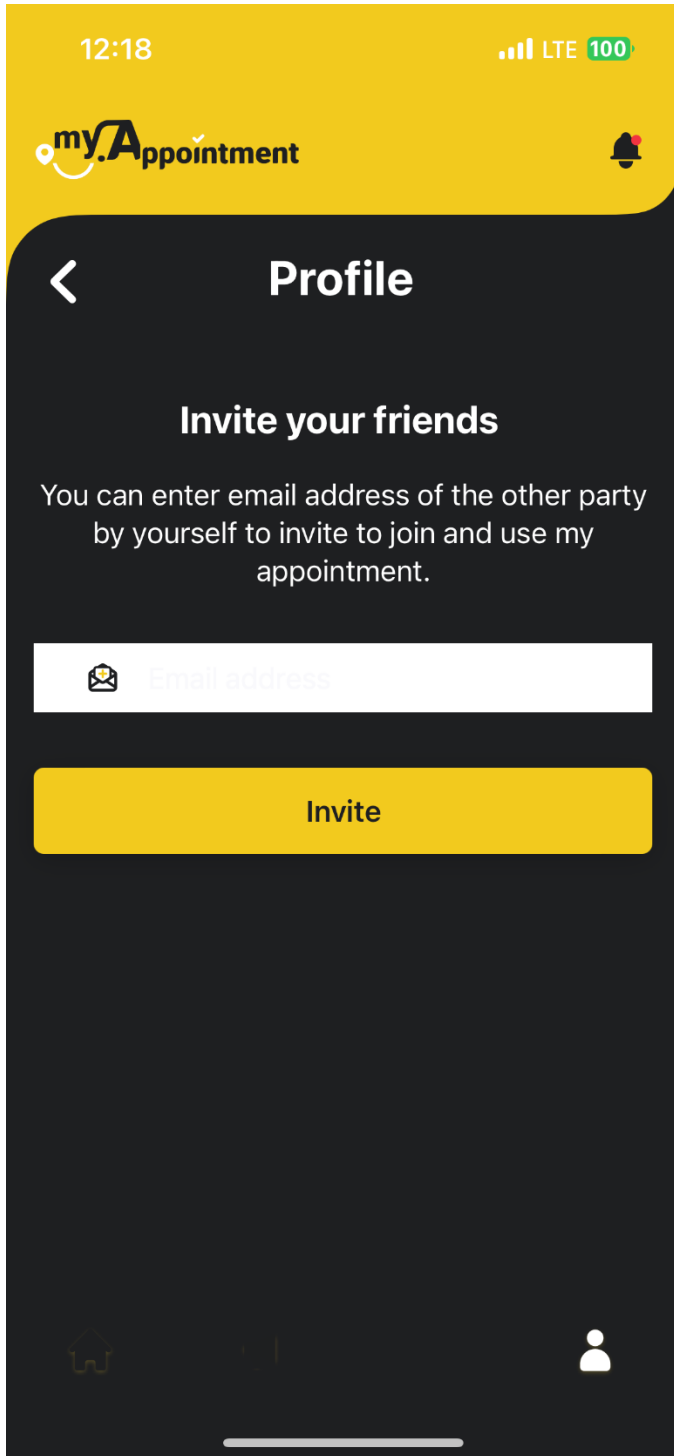
If you want to change your basic information, click the "Update account information" item, my.Appointment will pop up your basic account information, where you can update your login account password, professional category, contact information, etc. After entering the new information, click the "Update" button and my.Appointment will store your latest account information.



If you want to query the records of appointments made during a certain period, just click on the "Appointment record" item and set the start and end dates of the query. my.Appointment will count all the number of appointments and each appointment record during this period. Contains the customer's name, appointment date and time, and whether the appointment was fulfilled or cancelled.



Of course, you can be a service provider and at the same time a customer of other service providers. In the "Create your role as a customer" function, my.Appointment will switch to the consumer's account page (the background color is white), and you can create your personal information as a consumer.



my.Appointment welcomes more users to use the app. Under the "Invite friends" item, you can enter the email address of the person you want to invite to use my.Appointment, whether he is your colleague or a friend. After entering the email, press the "Invite" button, and my.Appointment will send the invitation message to the person via email.