

# Guide to Using the Wellness Works Therapeutic Massage On-Line Appointment Book

## Scheduling an Appointment as a New User

1. In your web browser's address bar, type the following URL:  
[www.wellnessworkskc.com](http://www.wellnessworkskc.com)
2. Select the **Appointments** button from the navigation bar.
3. Select the **On-Line Appointment Book** link.
4. Select the service you would like.
5. Click on an available date, then select an available time.
6. After completing the customer profile, click the **Proceed** button.
7. Review the information, then click the **Make Appointment** button.
8. IMPORTANT! Your username and password are automatically generated. Please take a moment to write these down.
9. Click the **Logout** button located in the upper right corner or just close the browser window.

You will receive an email confirmation to the address you provided. You will also receive an email reminder 2 days prior to your appointment.

## Making a Return Visit to the Appointment Book

1. In your web browser's address bar, type the following URL:  
[www.wellnessworkskc.com](http://www.wellnessworkskc.com)
2. Select the **Appointments** button from the navigation bar.
3. Select the **On-Line Appointment Book** link.
4. Click the **Login** button located in the upper right corner.
5. Enter your **Username** and **Password**.
6. Select the service you would like.
7. Click on an available date, then select an available time.
8. Review the information, then click the **Make Appointment** button.
9. Click the **Logout** button located in the upper right corner or just close the browser window.

You will receive an email confirmation to the address you provided. You will also receive an email reminder 2 days prior to your appointment.

## Changing Your Username and/or Password

1. In your web browser's address bar, type the following URL:  
[www.wellnessworkskc.com](http://www.wellnessworkskc.com)
2. Select the **Appointments** button from the navigation bar.
3. Select the **On-Line Appointment Book** link.
4. Select the **My Profile** button from the navigation bar.
5. Enter your **Username** and **Password** and click the **Login** button.
6. Select the **Change Username and Password** button.
7. Edit your Username and/or Password.
8. Click the **Update** button.
9. Click the **Logout** button located in the upper right corner or just close the browser window.

If you have questions or difficulties please contact me at:  
**913-208-4645** or [message@wellnessworkskc.com](mailto:message@wellnessworkskc.com)  
Thanks, Michelle Warner, LMT