Quick Setup Instructions

Bookmark this Login Address - https://book.click4time.com

To help you get started, review these initial setup considerations. For more detailed instructions on other aspects of the system, check out our Training Video library or FAQs.

Email: Support@Click4Time.com
International: 1-604-210-1039
North America: 1-877-425-4254

1 Basic Business Details

Your client booking calendar is like a mini website and should display some basic information about your business.

Address & Business Logo
Go to Settings / Basic

About & Business Hours
Go to Settings / Basic

2 Currency, Taxes and Receipts

To ensure the accuracy of your Invoices and Reporting features, it's critical to set your currency and service taxes prior to creating any appointments.

Currency & Taxes
Go to Finance / Settings

3 Services, Staff & Schedules

Create a list of services your business offers and service providers' availability. Simply rename the Demo Service and Demo Service Provider to start.

Services
Go to Settings / Services

Service Providers (Staff)
Go to Settings / Service Providers / Schedules

4 Booking Fields

Collecting client contact information is important to the appointment booking process. Choose which information to request by setting up booking fields.

Booking Fields
Go to Settings / Booking Fields

5 Client Notifications

A great benefit of our system is the automated notifications. You'll want to set reminder email timing and also customize the email templates wording.

Reminder Frequency
Go to Settings / Notifications

Email Template Customization
Go to Settings / Notifications / Email Templates

6 Booking Calendar

Promote online booking for your business. Add a Book Now button to your website and possibly send an announcement to existing clients.

Booking Calendar Address
Go to Marketing / Web Integrations / Booking Calendar Address