



## Alternatives Vagaro Booking Instructions

### **Book an Appointment with Our Staff**

1. Go to the Alternatives Vagaro page: <https://www.vagaro.com/alternatives/services>.
2. For the Service you're interested in, click on the red Request button.
3. Select a Calendar Date that works for you.
4. Select a Time Slot that works for you.
5. Vagaro will ask you to Log In or Sign Up Now.
  - If you have an existing Vagaro account (that you use to book an appointment at your salon, wellness center, etc.), you can log in using the email and password of your existing Vagaro account.
  - If you do NOT have an existing Vagaro account, click on Sign Up Now, provide the necessary information, and click Create Account.
  - Note: Vagaro may require 2-Factor Authentication when you log in.
6. If your selected service includes any required forms, they will show up now on the webpage. (They may take a bit of time to load.) Fill out the forms and click Next
7. If you want to leave a note for the staff person, write your note in the "About your appointment" box.
8. Click the Request button.
9. Vagaro will show a page confirming that you have requested the appointment. You're all set!

### **Automated Notifications**



- If you selected a Virtual appointment, you will receive the Livestream link for that appointment through email and/or text
- You will receive an email and/or text notification confirming you have requested the appointment
- You will receive an email and/or text notification when the staff person Accepts or Denies your appointment request
- A few days before the appointment, you will receive an email and/or text asking you to Confirm that you will attend the appointment
- The day before the appointment, you will receive an email and/or text reminder about the appointment
- You will have the option, through these notifications, to cancel or reschedule the appointment if you need to

### **General Information**

- ★ Appointment email notifications will come from the automated admin@vagar.com. Do **not** reply to this email address; we will **not** see any reply.
- ★ Appointment text notifications will come from the automated # 89885. Do **not** reply to this number; we will not see **any** reply.
- ★ If a staff person reaches out to you via Vagar texting, their message will come from the # (877) 395-0539. You can reply to this number, **after** we have reached out to you.