# Navigate – Setting Up Your Availability

Setting up availability is crucial for any staff member (e.g. advisor, tutor, etc.) who has appointments scheduled through Navigate. Many features in NAVIGATE interact with your calendar, including:

- Student-facing scheduling
- Appointment Center
- Kiosks
- Appointment scheduler
- Appointment campaigns
- Tutor Availability Reports
- Advisor Availability Reports

Features like these will populate various parts of a staff member's home page. It is very important to have your Calendar synced with the Campus platform and to setup your availability as accurately as possible.

Steps to Setup Your Availability for Appointments and Drop-ins

1. Click on the **My Availability** tab on your Advisor Home page and select **Add Time, Copy Time, or Delete Time.**
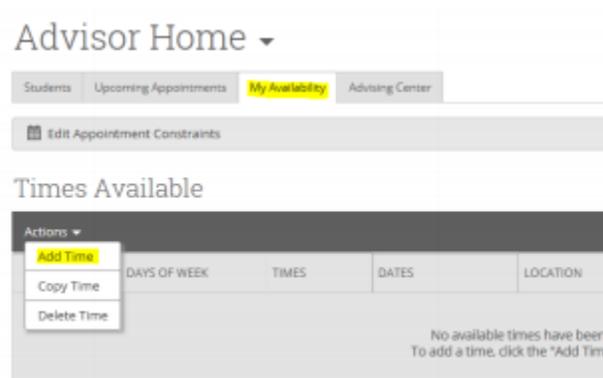
To Add Time:
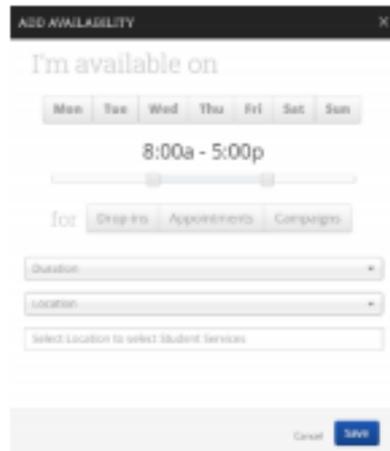
1.1. Select the days and times when you are available to meet with students.
1.2. Select whether you will meet with students via appointments or drop-ins during that time. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you. (Steps for campaigns can be found later in the section Steps to **Setup Your Availability for an Appointment Campaign**.)
1.3. Choose the location you will be available.
1.4. Select which student services you can provide to students during this availability. You may select one or many. You must select at least one.
1.5. Click **Save**.
1.6. Repeat this process until all of your availabilities have been defined.

   Note: You can have as much availability as needed.

   To Copy Time:

1.7. Select the time you would like to copy and then click the **Copy Time** button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

   To Delete Time:

1.8. Select the time and click the **Delete Time** button.

Steps to Setup Your Availability for an Appointment Campaign

For the Advising Period, you will want to set up availability under Campaigns. For Campaigns, you will need to specifically setup your availability for Campaigns.

1. Click on the **My Availability** tab on your Advisor Home page and select **Add Time, Copy Time, or Delete Time.**
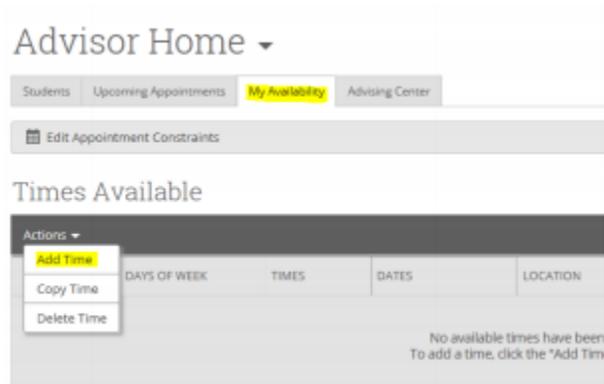
To Add Time:
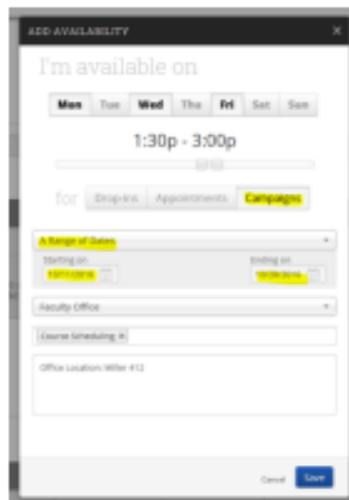
1.1. Select the days and times when you are available to meet with students for this campaign.
1.2. Select the Campaigns tab.
1.3. Choose the date range of your campaign. This will then be the availability sent to students via the Appointment Campaign.
1.4. Choose the location you will be available.
1.5. Select which student services you can provide to students during this availability. For your campaigns, you will more than likely choose the service 'Advisement' here.
1.6. Click **Save**.
1.7. Repeat this process until all of your availabilities have been defined.

   Note: You can have as much availability as needed (i.e. you can set up multiple availabilities under Campaigns and tie them all to your Appointment Campaign.