**To set up Staff on your site**

**Step 1** Fill out this document.

**Step 2** Send the form & profile photo in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

If you have multiple staff you wish to set up, duplicates this form, fill them out & send each on separate emails with the provided profile image for each form.

(\*) means this information is required

\*profile images are required

**The Form: Fill out the bullet points below**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff members details -** These details will be public

\*Full name:

Professional title:

Email:

Phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- What Services does this Staff Member provide:

Staff Availability

(State this staff members availability - including the time zone)

format this way -> from --:-- am to --:-- pm Eastern standard time zone

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Sun:

Location this staff member provides service: (pick one)

O business address

O Clients place

O +add a different location

If + add a different location fill out below

- Address:

- Location Description:

- Location Name

- Invite your staff member to view their personal booking calendar and give them permission to manage their own clients and sessions: (yes/no)

If yes then provide the staff members email address here: (a link to log in as a site contributor will be sent to this email address)