

## **Rockland Score**

### **Directions for Scheduling an appointment.**

Please review the information below before scheduling your appointment.

If you have any questions, please call our office at 845-426-1206.

#### **Page 1: "Sign up/Logon" page**

- Provide the requested information to "Sign up" as a new user or "Logon" as a returning client.

#### **Page 2: "Appointment Calendar" page**

- Examine the calendar and the three counseling locations below the calendar.
- Select your preferred location from the drop down menu at the top of the calendar.
- Click on the calendar day and time you wish to meet in the current or "Next" month.
- Add information that will be helpful to the counselor about your reasons for meeting.
- Click "Add Meeting Request".

#### **Page 3: "Counseling Request Information Form" page**

- Click on "SCORE Counseling Request Form"
- First time visitors follow instructions on the RIGHT SIDE of the page
- Returning clients follow instructions on LEFT SIDE of the page.

#### **Page 4: Enter information requested**

- Click on "Submit" at bottom of the page.

#### **Appointment Confirmation and Reminder**

- You will receive a Confirmation email shortly after submitting your request.
- You will receive a Reminder email 24 hours before your appointment.