1. Appointment Campaigns allow you to invite a group of students to schedule an appointment with you for a specific reason. While there are many reasons you might conduct an Appointment Campaign, most faculty and staff use this feature for advising. Once you have logged in to Navigate and adjusted your term in the upper right-hand corner.

Make sure that your Navigate Calendar is synced to your electronic calendar (for instructions on how to synch your calendar [Click Here](#)), and make sure that your appointment availability is set up for Campaigns (for instructions on how to set up your availability, [Click Here](#)).
2. Click on the **Campaigns** icon on the left-hand side blue bar

3. Now, click on the **Appointment Campaigns** button, located in the **Actions** box, below the WCU University logo.
4. A form will appear on your screen, fill out each box as instructed.

   a. You can use the **allow scheduling over courses** to allow students to schedule an appointment on advising day even if they have a class during that time.

   b. Your **Care Unit** refers to your office or school

   ![Care Unit](image)

   c. Your **Location** refers to your office or department
d. Your **Service** should be your purpose for the **Appointment Campaign**

![Appointment Campaign screenshot]

![Appointment Campaign screenshot with dates]

e. Adjust your **Begin Date** and **End Date** to reflect how long you would like your campaign to be active (two weeks is the recommended time frame)
f. Your **Appointment Limit** refers to how many times the student can schedule an appointment with during this campaign

![Appointment Limit](image)

g. Set your **Appointment Length** to the amount of time you would like scheduled for each appointment

![Appointment Length](image)

h. **Slots Per Time** should be set to 1, unless you would like to have multiple students schedule for the same time slot

![Slots Per Time](image)
i. Click the continue button on the lower right-hand side of the form

![Continue Button]

j. The next screen will ask you to Add Students To Campaign, select Invite All My Assigned Students to invite all your advisees. If you would like to invite another list of students, select Advanced Search and choose your criteria.

![Add Students To Campaign]

k. Review Students In Campaign, if you have certain advisees you do not need to meet with, click the check box next to their name, then click the Actions button in the dark gray bar, and select Remove Selected Users

![Review Students In Campaign]
l. On the **Add Organizers To Campaign** screen, select the check box next your name, and click **Continue**

m. The next screen prompts you to **Compose Your Message**, all text is customizable, but do not delete any text found in {brackets, as these will auto-populate the student’s first name as well as the link to schedule the appointment
n. Scroll down below the **Compose Your Message** box to review your email

![Compose Your Message](image)

o. Click **Continue**

![Continue Button](image)

p. On the final screen, review the details of your campaign, and click **Send**

![Confirm & Send](image)

When a student has scheduled an appointment, you will receive an email notification, and the appointment will auto-populate onto your electronic calendar and theirs.