

Add online scheduling with vcita

Add a scheduling element that uses a vcita account, show your services as a menu or a calendar, and know where to get help with it.

vcita is a separate scheduling service. This element connects your site to a vcita account, so customers can book from the page. If you want a booking tool built into your site instead, see [How online bookings work](#).

Before you start

- You need a vcita account. You can start one from inside the editor.
- vcita runs the scheduling. For help with your vcita account, contact vcita.
- You choose and sign up for any vcita plan yourself. We never ask for your password.
- The scheduling element has to be on the page. Email us the page and where it should go, and we'll add it.

Steps

1. Log in to your site editor and open the page with the scheduling element.
2. Click it and open its content settings from the toolbar.
3. To start a trial account, type your email and your first and last name, then click **Continue**.
4. Click the link to get an account activation email.
5. Click **Add/Edit services** to set up your services, their fees and the kind of appointment. Phone calls, online meetings, visits at your place and visits at the customer's place are all available.
6. Click **Edit business hours** to set your time zone and opening hours. You can also link your Google, Outlook or iCloud calendar so the openings people see match your calendar.
7. Choose how it shows. **Service Menu** lists your services. **Calendar** shows open times for one service, which you pick from the drop-down.
8. Choose whether the scheduling sits right on the page or behind one button that opens it in a new page. You can choose differently for each device. Scroll to the end of the content settings to find it.
9. Preview the page and try a booking.
10. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Good to know

- Paid vcita plans add more options for scheduling and branding. Those are inside the element and managed with vcita.
- Keep your hours in vcita in step with the hours on your site. See [Update your hours](#).
- Change how it looks with the design settings in the toolbar.

Need a hand?

Email hello@zossoz.com with your business name and the page, and we'll take care of placing the element. For anything inside your vcita account, contact vcita. We reply within one business day. See [Request a change](#).

Related guides: [How online bookings work](#) · [Add a booking or order button](#) · [Update your hours](#) · [Add a button](#)

More guides: [the Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com