# Scheduling Customization: Reminders by Provider Calendar

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# Updox gives you the ability to customize and schedule your reminders by Provider calendar. Learn how quickly below!

#### Step 1:

In the upper left hand corner of Updox, click Menu - Admin - Scheduling



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## Step 2:

Click on the **Calendar's** tab at the top. Select any of your existing calendars to make an edit.

Rules	Appl. Types	Galerdars	Locations		
Dr. J	cnce				
	/lyers				
	/ Elood Work				
0	lew Calenciar				

### Step 3:

You can edit the calendar **Title/Name** and set the availability of days and time for the calendar. Be sure to hit **save** at the bottom once edits are completed!

Dr. Jones	Title/Name Dr. Jones	
Dr. Myers	Color Example Patient - Example Appointment Description	
abs / Blood Work	Background 📃 Text 📰	
New Calendar	Z Patients can View/Select	
	Don't send reminders for this calendar	
	Delete this calendar (0 future appointments)	
	Availability	
	Monday	0
	9:00am-5:00pm Appointment Type(s) Z Patients can View/Select	
	Tuesday	0
	No time slots exist for this day.	
	Wednesday	0
	· · · · · · · · · · · · · · · · · · ·	
	9:00am-5:00pm Appointment Type(s) Patients can View/Select	
	Thursday	0
		0
		-
	Thursday	

**Tip:** You can choose to give patient's the ability to view and select this calendar if you are using the Updox Patient Portal for scheduling appointments. You can also choose to not send any reminders for the calendar with a simple check mark.

les	Appt. Types	Calendars Locations
Dr. Jonës Dr. Myers Labs / Blood Work New Calendar		Title/Name Color Example Patient - Example Appointment Description Background Text
		Patients can View/Select     Don t send remnders for this calendar  Availability
		Monday O
	No time slots exist for this day.	
	Tuesday	
	No time slots exist for this day.	
	Wednesday 😮	
		No time slots exist for this day.
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**Tip:** You are able to customize a reminder message to state the specific calendar the appointment appears on by copying and pasting the customization variable **[with]** into your script. When a reminder is delivered to your patient, you will now notice it states exactly which calendar they have been scheduled for.