Add a new Block Template

1. Select **Appointments** > **Configuration...** > **Block Templates**

2. Click the **New Template** button.

3. Add the **Title** for the new template.

4. Select the block's default length in minutes.

5. Select the **Color** you would like to associate with this block.

6. **Prevent any appointments from being booked during blocks created with this template** Place a check in this box to prevent appointments from being created within the block's timeframe.

   > ⚠ This option will override other blocks that allow appointments as well as the Overbooking setting.

7. **Allow multiple appointments to be scheduled at the same time (overbooking) during this block?** : When **No** is selected, *no* users, regardless of their personal overbooking settings, will be allowed to book multiple appointments at the same time. When **Yes** is selected, users will be able to overbook if their settings allow it.

8. **Limit the number of appointments during blocks created with this template** Place a check in this box to select the number of appointments that can be created within the block when using this template.

9. **Limit the appointment types allowed during block** Place a check in this box to select the appointment types that can be used to schedule appointments within the block's timeframe.

10. **Limit the locations allowed during block** Place a check in this box to select the office locations that can be used to schedule appointments within the block's timeframe.

11. Enter your template comments.

12. Click **Save.**