

# Schedule Group Appointments

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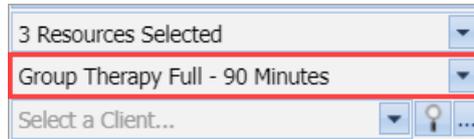
## About

Rather than schedule each individual client for a Group Appointment, you can schedule an appointment for all active clients from a Group at once. Before doing this, you'll need to create the Group within **Group Notes**.

- [Schedule a Group Appointment](#)

## Schedule a Group Appointment

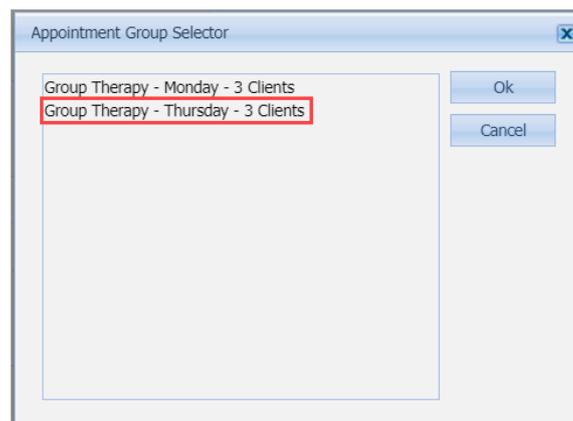
1. Navigate to the Scheduler.
  - Web Scheduler in NextStep Clinical: **Navigation Menu > Scheduler**.
  - RDP Scheduler: **Double-click the Scheduler icon on your desktop**
2. In the Side Menu, click the Appointment Type drop-down and select the **Appointment Type** for the Group.



3. Right-click a time slot on the calendar.
4. Click **New Group Appointment...**



5. In the Appointment Group Selector window, select the Group you want to schedule the appointment for.



**Note:** The Appointment Group Selector window only displays Groups that have active clients admitted. The number of clients listed next to the Group is the total number of active clients in the Group.

6. Click the **Ok** button. An appointment is displayed on the calendar for each active client in the Group.