

When to meet?

How to use when2meet

When2meet is a really useful tool for helping groups to decide which times are suitable for them to be together. It is a free tool and relatively easy to use, once you know how. There is a short video [here](#).

It is divided into three sections:

1. Filling in when2meet
2. Monitoring when2meet
3. Setting up when2meet

Whilst When2meet can be accessed on a mobile device, it works much better on a computer.

This might mean that even if you receive the link via a social media chat, you will find it easier to use on a computer.

Filling in a When2meet

Open up when2meet by clicking on the link you were given.

Type your name into the 'Your name' field under the 'Sign in' section to the left of the screen.

Make sure you remember this (the exact spelling and whether you used upper/lower case letters) as this will allow you to return and edit your availability. People tend to use the same name, spelling, case for all their when2meets.

You don't need to fill in the password, although you can if you want (again, remember this if you do, so you can edit later)

Click the 'Sign in' button - the dates/times field will appear below.

Click and hold as you drag your cursor across the times you are available. The cells, which are in half-hour increments, will turn green. If you want to turn a cell back to pink, click and hold and drag back over the cells where you are not available.

When2meet saves your selections automatically, you don't need to do anything. When you leave the page, your availability should be saved.

That's it!

Bookmark the page if you want to visit it later, or it will appear in your history.

If you want to edit your availability, just click on the link, sign in using the name you used originally and then use your cursor to turn area green or pink as you need to.

Monitoring a When2meet

Open up the when2meet by clicking on the link you were given.

You will see that as more people fill when2meet in, areas on the date/time field on the right side of the screen will become darker and darker green. These are the 'hotspots' which indicate where the most people are available.

If you put your cursor over any area of the field, the names of the people available/not available will appear in the left half of the screen.

You can move your cursor over the time increments to work out exactly who is available when.

Setting up a When2meet

Click this link to go to the when2meet site: <https://www.when2meet.com>

Type your event name (this could be the name of the group you are trying to bring together) in the 'New Event Name' field at the top of the screen - do this carefully - it can't be edited once you have done it. If you make a mistake, no worries, you can just start a new one in another browser window.

Go to the 'What dates might work?' section in the left half of your screen. Select which dates you want to include in your when2meet by clicking on them. The dates you have selected turn green. Click them again to deselect them.

The default setting is 'Specific dates' meaning the when2meet will be for the dates you have selected, but you can select 'Days of the week' to create a generic when2meet for days of a week without specifying dates.

Move across to the 'What times might work?' on the right side of your screen. Here, you can choose the number of hours your when2meet will span. The 'No earlier than' field indicates the start of the when2meet window, whilst the 'No later than' field indicates when the end of the when2meet window will be.

Select the time zone, if needs be.

Click the 'Create event' button when you are ready. But remember, once you have done this, you won't be able to edit your event, so if you have made a mistake you will just have to start again and make a new when2meet.

You will be taken to another page where you can email them a link or send them a link via facebook. Probably the easiest way is to cut and paste the link from your browser's address bar

into the message you want to send.

When you send the link out, it's a good idea to include a deadline for people to complete the when2meet by so you can convene the meeting with appropriate notice.

It's also a good idea to bookmark the when2meet so you can revisit it and see who has filled it in and identify 'hotspots'.

You're in business!!!!
