


# Navigate360: Associate an Appointment with an Appointment Campaign

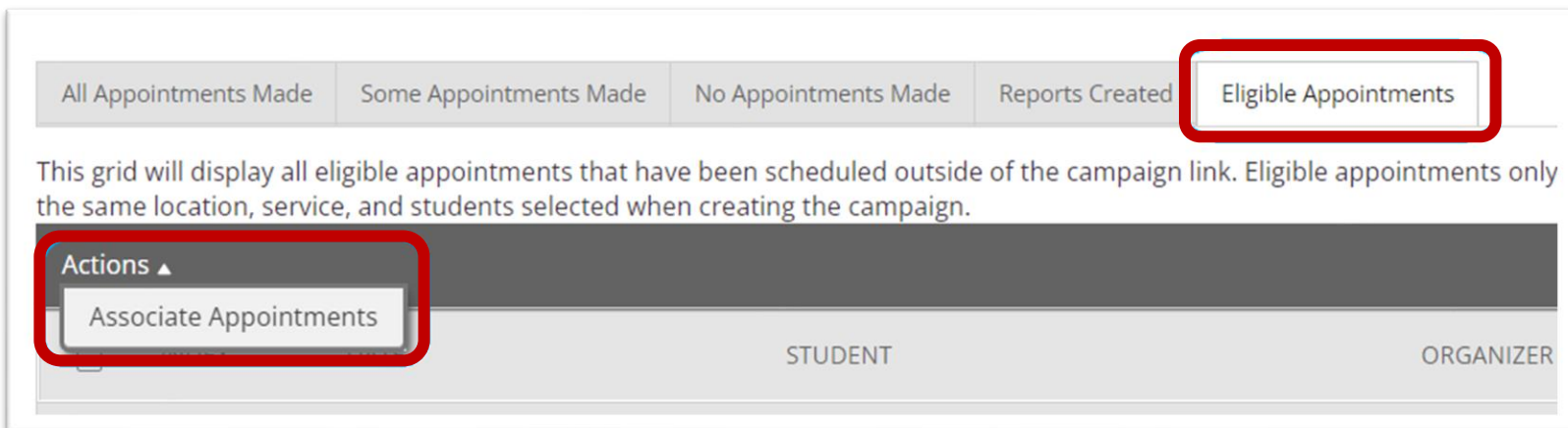
When managing a campaign, the *Eligible Appointments* tab lets users associate appointments that should be counted toward a campaign but were scheduled without using the campaign link.

## 1. Open the current appointment campaign

- Click the Campaigns  icon from the navigation menu on the left side of the screen.
- Click the *Appointment Campaigns* tab at the top of the page.
- Click the title of the campaign.

## 2. Associate an eligible appointment with the campaign

- Click the *Eligible Appointments* tab at the top of the page.
- Click the checkbox next to the student name to be associated with the campaign.
- Click the *Actions* menu and click *Associate Appointments*.



All Appointments Made   Some Appointments Made   No Appointments Made   Reports Created   **Eligible Appointments**

This grid will display all eligible appointments that have been scheduled outside of the campaign link. Eligible appointments only the same location, service, and students selected when creating the campaign.

**Actions** ▲

- Associate Appointments

	STUDENT	ORGANIZER
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