



Online Booking / Rebooking Instructions

1. Visit www.chorneyandassociates.com
2. Click on the “**Contacts**” page and then click the “**Make/Change Appointment**” button
3. Under “**Online Scheduling**,” select your psychologist.
4. Select “**One Hour Appointment (50min)**” on the next page.
5. Select a time that you would like from the calendar.
6. Enter the required information (First/Last Name, Email address, Phone Number).
 - a. Please use the same information you provided when you first called in
 - b. **Parents** – Please note the “Name” will likely be your child’s first and last name or the name that is on the chart at the office).
7. Click “**Schedule Appointment**”.
 - a. The next page should say “Success!” and you will be provided with an email containing a link to your appointment time. **Please keep this email** (if you need to change your appointment you will need to click on the link provided in the email).

OPTIONAL: The final page will provide a link to “Register” – please consider registering as this will allow you to see all future (and past) appointments in one place, making rebooking and keeping track of your appointments easier.

