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PRACSOFT

Online Appointments and Facebook

For surgeries that have a presence on Facebook, this guide explains how to add content to your Facebook page that allows visitors to access your Online Appointments portal.

Please consult your IT Support if you require assistance with this information.



Option 1 – Creating a Link

1. Log into Facebook.
2. Go to your page.
3. Go to **About**.
4. Go to **Page Info**.
5. Next to **Website**, click **Edit** and enter [https://my.medicaldirector.com/\[YourOnlineAppointmentsPracticeName\]](https://my.medicaldirector.com/[YourOnlineAppointmentsPracticeName])

Option 2 – Embedded Appointments Tab

1. Log into Facebook.
2. Go to your page.
3. In a new browser tab, go to https://apps.facebook.com/static_html_plus/
4. Click **Add Static HTML to a Page**.
5. Under index.html you need to paste some html code that is emailed to you when you click "Email embedding instructions". For example;

```
<iframe src="https://my.medicaldirector.com/Embed/" width="800" height="800"></iframe>
```

Option 3 – Adding a ‘Book Now’ Button

1. Log into Facebook.
2. Go to your page.
3. Click **Create Call to Action**.
4. Use **Book Now** as the button.
5. Enter [https://my.medicaldirector.com/\[YourOnlineAppointmentsPracticeName\]](https://my.medicaldirector.com/[YourOnlineAppointmentsPracticeName]) as the website.
6. Optionally use **Set up a Link to an App**. This allows patients to use the Book Now button from Facebook on their phone.

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