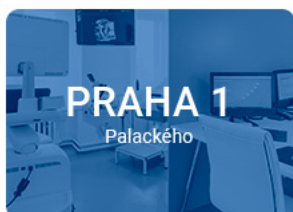# Online booking procedure

Follow the steps below to log into the on-line booking system:

1) First, request registration at our clinic. You will receive an ID and password.

2) You can find the "Online booking" link on our **www.gynkrup.cz** website in the top right corner.

3) The page for entering your ID and password will be displayed. Enter both and then press Enter or click on the "Login" button. After login, your ID and name will be displayed in the header.

4) Choose the clinic you wish to book an appointment at by clicking on the picture with the address.

5) Available and booked appointment times for the current day till the end of the week and the name of the doctor on duty will be displayed after choosing the clinic. If you wish to choose another day or week, please use the calendar next to the list of clinics.

6) By clicking the green ticked box a form will appear for you to enter a note for the doctor or nurse.

7) If you wish to book the appointment, please click on the "Confirm" button. If you wish to return to the page with appointment times, please click on the "Back" button.

8) If you filled in your email address during registration, you will receive an email confirmation of your appointment.

9) Please note: appointments can only be cancelled by phone.

Forgotten your password?

1) Click on the "**Forgot your password?**" link on the login page.

2) Fill in all data and click "Send".

Zapoměli jste heslo?

ID:

Jméno

Příjmení

Rok narození

Odeslat

3) An email with your new password has been sent to your email address. If you cannot enter all of the required data as it appeared on your registration form, or if you haven't filled in any email address, please contact us by phone.

Password change

To change the password assigned to you during registration or to change a newly generated password due to your request, please proceed as follows:

1) Log in with your ID and password.

2) Click on the "**Change password**" button at the top of the page. „**Změna hesla**"

3) Fill in the original password and enter the new password twice.

Změna hesla

Staré heslo:

Nové heslo: Alespoň 6 znaků

Nové heslo znovu:

Změnit heslo

4) The change is saved after clicking on "Change password". Use your new password the next time you log in.

If you have any further questions, please contact us. You can find up-to-date contact information at **www.gynkrup.cz**.