

# Macke Institute of Canine Therapy Scheduling Guide

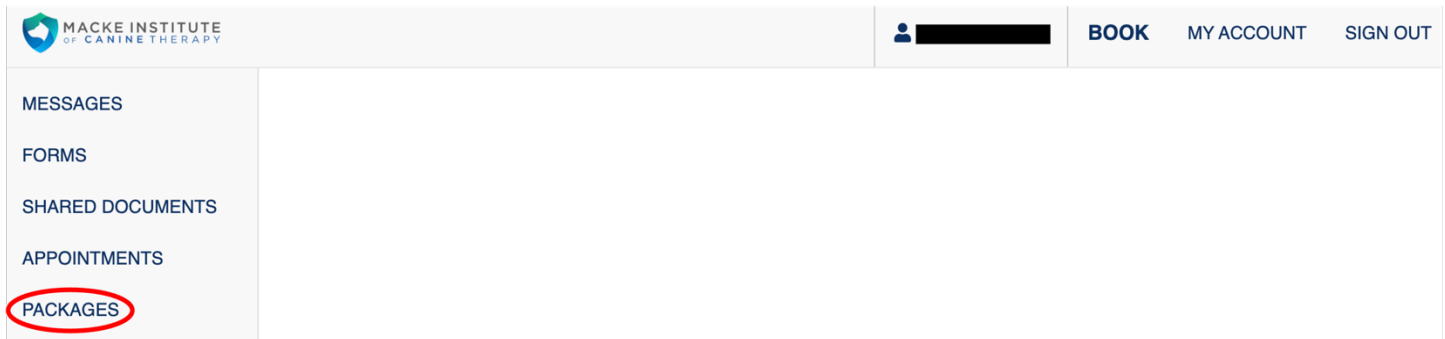
You may book an appointment three months in advance. However, the system prevents booking an appointment online within two days of the appointment date.

NOTE: If you are attempting to book within two days of a desired appointment, please call our business line at (402) 413-9872.

1. Access the client portal at [MackeInstitute.intakeq.com](https://MackeInstitute.intakeq.com) or click on the link on our homepage at [MackeInstitute.com](https://MackeInstitute.com).



2. Click on the "Packages" link at the left side of the page.



3. Clicking "Book Next" will take you to a listing of your appointments that are available for booking.

## My Packages

### Omaha Premium (10 session) Payment Plan (4 months)

confirmed

Purchased on Jan 04, 2024

10 sessions purchased

0 sessions scheduled

10 sessions left

Book Next >



4. A list of your unscheduled appointments from your package will appear. The appointments are location specific. Click one of the "Schedule" buttons.

## Booking



### Unscheduled Appointments

| Service               |                          |
|-----------------------|--------------------------|
| Omaha Premium Session | <a href="#">Schedule</a> |
| Omaha Premium Session | <a href="#">Schedule</a> |
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| Omaha Premium Session | <a href="#">Schedule</a> |
| Omaha Premium Session | <a href="#">Schedule</a> |

5. This will bring up a calendar of available times at the location at which your pet is seen. Select your desired date and time. Not all days are available at all locations.

NOTE: If you need to be seen at a different location, please contact your therapist directly, as they will need to set up this type of appointment manually. For example, if your service type says "**Lincoln** Single Session" you will need to call if you need to set up an appointment at the **Omaha** location.

## Booking



Choose a day and time

**Lincoln Single Session**  
Dr. Chris Macke, PT, DPT, CLT, CCRT  
60 min  
Lincoln (2205 NE-2, Lincoln, NE 68502) - 2205 NE-2, Lincoln, NE 68502, USA

July 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 25  | 26  | 27  | 28  | 29  | 30  | 01  |
| 02  | 03  | 04  | 05  | 06  | 07  | 08  |
| 09  | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  | 01  | 02  | 03  | 04  | 05  |

9:00 AM

\*Central Time

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6. Fill in any missing information and click continue.

Macke Institute of Canine Therapy

MESSAGES  
FORMS  
SIGNATURE REQUESTS  
SHARED DOCUMENTS  
APPOINTMENTS  
PACKAGES

## Booking

Enter your information

Client Name \*  
Max Macke

Email \*  
[REDACTED]

Appointment Reminder \*  
Text Message (SMS)

Mobile Phone \*  
[REDACTED]

Note  
Optional

[← Back](#) [Continue →](#)

7. Review the appointment details and click "Confirm Request."

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MESSAGES  
FORMS  
SIGNATURE REQUESTS  
SHARED DOCUMENTS  
APPOINTMENTS  
PACKAGES

## Booking

Please confirm your request

- Lincoln Single Session

8:00am - Tuesday, July 18, 2023

Central Time

Lincoln (2205 NE-2, Lincoln, NE 68502) - 2205 NE-2, Lincoln, NE 68502, USA

[Confirm Request →](#)

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8. On the confirmation page, you can add the appointment to your Google Calendar.

Macke Institute of Canine Therapy

MESSAGES  
FORMS  
SIGNATURE REQUESTS  
SHARED DOCUMENTS  
APPOINTMENTS  
PACKAGES

## Booking

Your appointment has been booked

Service  
Lincoln Single Session

When  
8:00am - Tuesday, July 18, 2023 (Central Time)

Duration  
60 min.

**Cancellation Policy**  
REMINDER: Appointments that are cancelled within 24 hours are subject to a \$75 last-minute cancellation fee. Please be advised, your card on file will be charged.

[Add to my Google Calendar](#)

[Client Area](#)



9. You can now view your scheduled appointment(s) under the appointments tab.

Macke Institute of Canine Therapy client portal interface. The left sidebar contains navigation options: MESSAGES, FORMS, SIGNATURE REQUESTS, SHARED DOCUMENTS, **APPOINTMENTS** (circled in red), and PACKAGES. The main content area is titled 'Next Appointments' and displays a single appointment card for 'Lincoln Single Session' on 'Jul 18' at '08:00 AM CST'. The appointment is marked as 'confirmed' and includes an 'Actions' dropdown menu. The appointment details are: 2205 NE-2, Lincoln, NE 68502, USA; Dr. Cris Macke, PT, DPT, CLT, CCRT; 60 minutes.

10. From this view, you can confirm your appointment, reschedule, or cancel.

NOTE: Cancellations made on the client portal are subject to the company's cancellation policy. Cancellations made within 24 hours of the appointment are subject to a late cancellation charge equal to half of the visit's cost.

Macke Institute of Canine Therapy client portal interface. The left sidebar contains navigation options: MESSAGES, FORMS, SIGNATURE REQUESTS, SHARED DOCUMENTS, APPOINTMENTS, and PACKAGES. The main content area is titled 'Next Appointments' and displays a single appointment card for 'Lincoln Single Session' on 'Jul 18' at '08:00 AM CST'. The appointment is marked as 'confirmed' and includes an 'Actions' dropdown menu. The dropdown menu is open, showing three options: 'Confirm Attendance', 'Reschedule', and 'Cancel'. The appointment details are: 2205 NE-2, Lincoln, NE 68502, USA; Dr. Cris Macke, PT, DPT, CLT, CCRT; 60 minutes.

