

Instructions for Scheduling

1. Visit www.thewellspringcenter.org
2. Click "Set Up Appointment" tab
3. Under "Schedule With Us," click the "Schedule" button
4. You will be brought to a page that asks if you are a new client or an existing client. Click the appropriate button
5. **If you are a new client**, it will bring you through the scheduling process, asking you for your preferred clinician, type of service, location (3003 Dunes West Blvd.), date & time, etc.
6. **If you are an existing client**, it will ask for your email so it can send you a link to begin the scheduling process. This link will bring you through the scheduling process, asking you for your preferred clinician, type of service, location (3003 Dunes West Blvd.), date & time, etc.
7. Once you have gone through the scheduling process, we will receive a request. It will send you an email stating if we were able to accept or decline the request.
8. Please contact your clinician directly, or call (843) 606-0306, if you have not received that email within 24 hours.