TIDEWELL

Price and setup are tailored to your business and agreed on the call.



Scheduling Assistant

For owners who want to see their bookings live in the calendar and get reminders about their day, week and deadlines.

See the full specification

What we do

- ✓ A Google Calendar you see live, connected to your booking system
- ✓ Bookings show up in the calendar automatically
- ✓ A weekly overview
- ✓ A review of your day every morning, and at the end of the day a reminder of what tomorrow looks like
- ✓ Booking alerts by email, or by SMS as an add on
- ✓ Reminders for meetings, projects and deadlines

Not included

- Accepting or declining on your behalf without agreed rules
- Travel booking and payments (we can prepare options for you)
- Attending meetings or taking phone calls for you

What we need from you

- ✓ Google Calendar or Outlook Calendar, with delegated access. No password needed from you: you grant us delegated access in your Google or Microsoft settings, and you can remove it any time.
- ✓ Your booking system, so we can connect it to the calendar

- ✓ Preferences: meeting hours, travel gaps, priority contacts

By package

Customer service from us	Monday to Friday, 08:00 to 16:00
Starter	Same content
Full Assistant	Same content
Complete Back Office	Same content

In your monthly report

- ✓ Meetings booked, moved and cancelled
- ✓ Open requests and follow ups
- ✓ Suggestions to free up your week