

- **Simple Calendar** – Connect to a singular external calendar or sub-calendar with specified filtering to allow booking for an event or date range
- **Round Robin** – This is a normal appointment where you can add the user(s) & a contact can book with one of the users based on availability or priority
- **Class Booking** – Create a calendar for a set date or range to allow your contacts to attend a group meeting of some sort, you can even set a seat cap!
- **Collective** – Allow for multiple users to be added to this calendar and the contact booking will be based on all of the user's availability combined, on top of the calendar settings

**New Calendar** ✕

Calendar name

[+ Add description](#)

Select team members

Custom URL ⌵

Meeting duration

Booking availability  
 America/Chicago (UTC-05:00)

S  M  T  W  T  F  S

to

To further customize your business hours, please navigate to the advanced settings.

Accept payments

[⚙️ Advanced settings](#)

Name this calendar & give it a good description so contacts know what they are getting

What users from this appointment's group should be part of this service?

Set this calendar's availability, which means that the calendar will only allow booking during the set times & based on the users availability

Do you want to accept payments for the appointments booked on this calendar?

Give this service calendar a path (If you don't like this one...you could put this appointment calendar on a funnel page via the calendar element to brand it to you & customize the link!)

How long is this appointment?

Advanced Settings allows you to further customize and edit your calendar

- [Meeting details >](#)
- [Availability](#)
- [Forms & payment](#)
- [Notifications & Additional Options](#)
- [Customizations](#)

Add your own custom logo to the widget

**Meeting details**  
These are the details which will be shown in the calendar list page.

Calendar logo

Click to upload or drag and drop  
SVG, PNG, JPG or GIF (max. dimensions 180x180px | max. size 2.5mb)

Calendar name  
New Calendar

Description  
Write description

Group

Custom URL \*  
/widget/bookings/ example1

Meeting invite title  
{{contact.name}}

Appointment Distribution  
 Optimize for availability
  Optimize for equal distribution

Select team members  
Stephanie Blair

Stephanie Blair Medium priority Custom

zoom. .com/steph

Event color

Edit this appointment calendar & give it a good description so contacts know what they are getting

Edit this service calendar a path (tip.. put this calendar on a funnel page via the calendar element to brand it to you & customize the link!)

Choose to round-robin booking based on availability & priority or keep it equally 50/50

Which users from this appointment's group should be part of this service?

Choose the color that this appointment will show up as when you view your appointments within the system



**My availability**  
Set your availability for the calendar here.

Availability type  Standard  Custom

Sun  Mon  Tue  Wed  Thu  Fri  Sat

Monday 08:00 AM To 05:00 PM [Copy to all](#)  
[+ Add time](#)

Tuesday 08:00 AM To 05:00 PM  
[+ Add time](#)

Wednesday 08:00 AM To  
[+ Add time](#)

Thursday 08:00 AM To  
[+ Add time](#)

Friday 08:00 AM To  
[+ Add time](#)

Edit this calendar's availability, which means that the calendar will only allow booking during the set times & based on the users availability

**Recurring meeting**

Repeat  Daily  Weekly  Monthly  Yearly  
Every Day For 1 Time

Times to repeat  - +

If slots are unavailable?  
 Skip booking unavailable slots  Cancel booking

If this appointment is only one of many, toggle on the recurring appointment option to set

- how often this appointment will repeat
- how many times this appointment will repeat
- how the software should behave if they're are no slots available for the upcoming appointments

How often do you want to offer this appointment?  
Ex. every 30 minutes

Meeting interval ⓘ  
30 Minutes

How many appointments are you willing to have of this type each day?

Minimum scheduling notice  
Days

Maximum bookings per day ⓘ  
- +

Avoid someone booking too soon... for example, they must book 12+ hours

How much time do you want between these appointments?

How long is this appointment?

Buffer time  
Minutes

Meeting duration  
30 Minutes

How far into the future can someone book... 2, 3, 4 weeks?

How many can be booked per time slot?

Date range ⓘ  
Days

Maximum bookings per slot (per user) ⓘ  
1 - +


Customize what questions are asked by connecting a form from the form builder. If sticky contact is not already on for your selected form, then you can choose to select it here if needed


Enable or disable the ability to allow the contact who is booking with you to add one or more guests

Enter your FB pixel ID to connect to ads


**Forms**  
Set post-scheduling form preferences.

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Select form 

Default (First name, Last name, Email, Phone 

Pre-populate fields (sticky contacts)


Add Guests 

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Confirmation page 

Default  Redirect URL

Thank you message

Thank you for your appointment request. We will contact you shortly to confirm your request. Please call our office at {{contactMethod}} if you have any questions. 

Facebook pixel ID (optional)

Pixel ID

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Auto-confirm new calendar meetings

Control what the contact sees after they finish booking...like a specific thank you message or redirect to a specific URL... If you use a funnel page, you can also customize the redirect in that funnel specifically

Enable or disable auto-confirm, alternative is in a workflow or manually



Enable or disable sending an automatic email notice to the user that the appointment is booked with, the contact that booked, and/or to a custom email address


Enable or disable Google/Outlook Calendar to send an appointment invitation to the contact

Decide if you want to assign a user to the contact when booked

**Notifications & Additional Options**  
Configure notification and additional options

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Select the type of notification

Acknowledgement email 

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Who should receive this notification?

Contact

Assigned user

Emails

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Allow Google calendar to send invitation or update emails to attendees.

Assign contacts to their respective calendar team members each time an appointment is booked

**Customizations**  
Set widget style and other preferences.

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**Calendar widget style**  
 Neo  Classic

Allow staff selection during booking

**Insert custom code**

Please Input

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**Cancellation and reschedule:**

Allow reschedule meeting

Allow cancelling meeting

**Additional notes**

Phone:- {{contact.phone}}  
Email:- {{contact.email}}  
  
Need to make a change to this event?

Decide if you want to assign a user to the contact when booked

Choose the calendar look you prefer, Classic which is simpler or Neo which looks smoother

Enter any custom coding to edit or modify this appointment

Enable or disable the ability to reschedule or cancel

Customize the notes that appear in calendar event on the user & contacts google or outlook calendars