

# CITK

## Calendar Payments

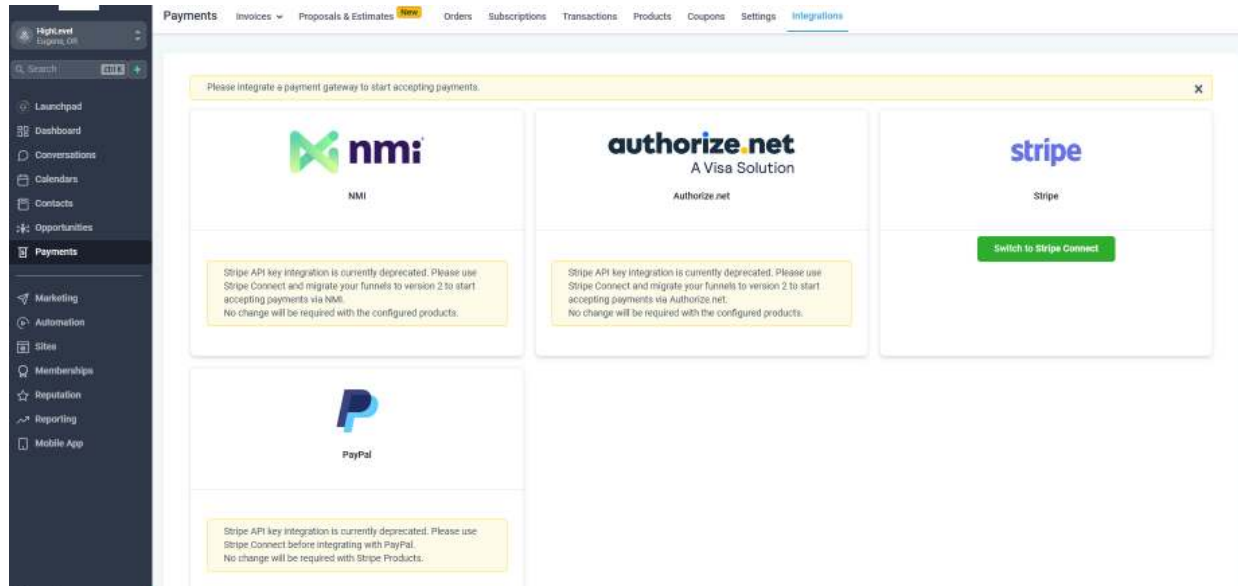


Calendar Payments are now possible when booking an appointment. It allows the location to receive payments when a client or customer books for a certain calendar appointment. This is very useful, especially for businesses that require a certain payment to book an appointment slot.

Covered in this article:

### Available payment providers and how to add them

1. Payments in calendars are supported through two payment gateways, namely **Stripe** and **Authorize.net**,



2. Add the payment gateways first from your sub-account by going to the Payments Tab > Integrations

**Please Note:**

If you connect multiple gateways, you would see a dropdown to select your default payment gateway. Only the **DEFAULT PAYMENT GATEWAY**

3. Now, go to Calendar Settings.

# Calendar Payments : CITK

400 North St. Paul S., Dallas, TX

Search

Go Back

Settings

My Business

Business Profile

Company Billing

My Staff

Pipelines

Business Services

Calendars

Conversation AI

Phone Numbers

Reputation Management

Other Settings

Custom Fields

Custom Values

Domains

Media

URL Redirects

Integrations

Email Services

Conversation Providers

Calendars

Calendar Settings

Manage your calendars and groups

Create Group

Create C

Calendars

Groups

Q Calendar Name

Filter

Calendar Name	Group	Duration (mins)	Calendar Type	Status	Date Updated	Action Dropdown
Salsa Club	Dance Club	30	Class Booking	Active	Jul 18 2023 02:24 PM	
Ballroom Dance Club	Dance Club	30	Class Booking	Active	Jul 05 2023 11:50 AM	
Appointment		30	Round Robin	Active	Jul 18 2023 04:42 PM	
Pole Dancing	Dance Club	30	Class Booking	Active	Jul 05 2023 11:50 AM	
Erica's Test		30	Event	Active	Dec 07 2022 12:52 AM	

Previous 1 Next

3. Edit (by clicking on the three dots) an existing calendar or Create a New Calendar (Advanced Settings). Under Forms & Payments you will see a toggle to "Accept Payments".

# Calendar Payments : CITK

The screenshot displays the 'Forms & Payment' settings page. On the left is a sidebar with navigation links: Meeting Details, Availability, Forms & Payment (selected), Notifications & Additional Options, Connections, and Customizations. Below these is a 'Quick Tip' section. The main content area contains several settings:

- ☐ Pre-populate fields (sticky contacts)
- ☒ Consent checkbox  
I confirm that I want to receive content from this company using any contact information I provide.
- ☐ Add Guests
- Confirmation page  
☐ Default ☒ Redirect URL  
https://www.google.com
- Facebook pixel ID (optional)  
Pixel ID
- ☐ Auto-confirm new calendar meetings
- Payment**  
Configure payments options
- ☒ Accept payments  
Amount: 0.89 USD  
Description: Please Input
- Test ☒ Live

Once enabled, these new form fields would appear:

1. **Amount (with currency)**  
Description
2. **Payment mode (Test or Live)**

**Please Note:**

Payments DOES NOT WORK for calendars with recurring appointments enabled.

**REMEMBER!** If you don't see the Payment Options like on the screenshot below, it's because you haven't integrated a payment gateway yet or the calendar is a calendar for recurring appointments. Review the steps above to activate Payment Options for Calendars.

The screenshot displays the 'Forms & Payment' settings page. On the left, a sidebar menu includes 'Meeting Details', 'Availability', 'Forms & Payment' (highlighted with a blue bar and a right-pointing arrow), 'Notifications & Additional Options', 'Connections', and 'Customizations'. Below the menu is a 'Quick Tip' section with a lightbulb icon and text: 'When you add a custom form, the sticky contacts settings linked to the form will be applied automatically.'

The main content area is titled 'Forms' with the subtitle 'Set post-scheduling form preferences.' It features a 'Select form' dropdown menu currently set to 'Default (First name, Last name, Email, Phone, Notes)'. Below this are two toggle switches, both of which are turned on: 'Pre-populate fields (sticky contacts)' and 'Consent checkbox'. The 'Consent checkbox' is followed by a text box containing the statement: 'I confirm that I want to receive content from this company using any contact information I provide.' At the bottom of the settings area is a third toggle switch, 'Add Guests', which is currently turned off.