

CTTK

Calendar Payments



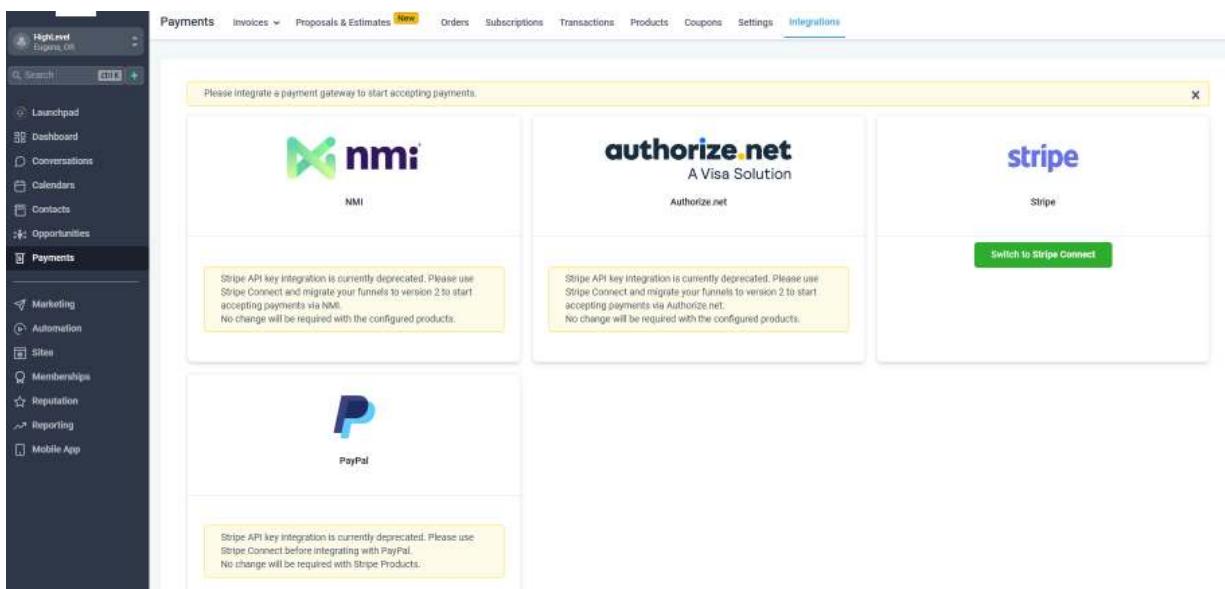
Calendar Payments : CITK

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](#),



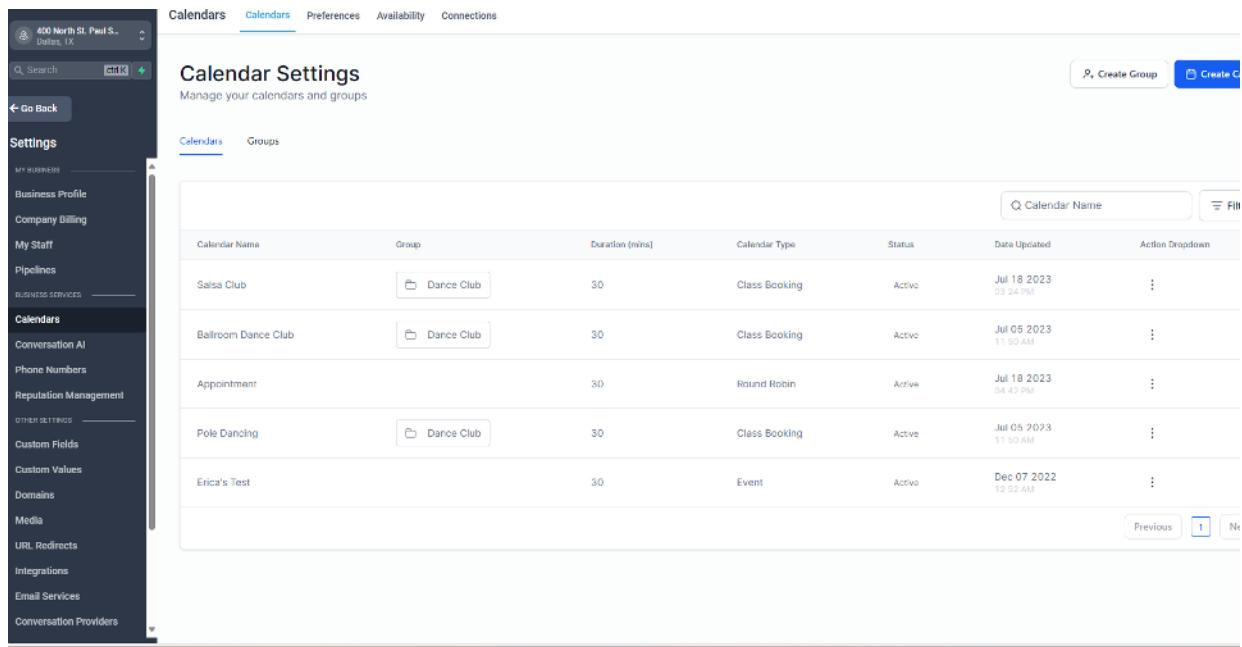
2. Add the payment gateways first from your sub-account by going to the Payments Tab > Integrations

Please Note:

If you connect multiple gateways, you would see a dropdown to select your default payment gateway. Only the **DEFAULT PAYMENT GATEWAY** will be used for calendar payments.

3. Now, go to Calendar Settings.

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Calendar Name	Group	Duration (mins)	Calendar Type	Status	Date Updated	Action Dropdown
Salsa Club	Dance Club	30	Class Booking	Active	Jul 18 2023 03:24 PM	⋮
Ballroom Dance Club	Dance Club	30	Class Booking	Active	Jul 05 2023 11:50 AM	⋮
Appointment		30	Round Robin	Active	Jul 18 2023 04:47 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	⋮

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".

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Meeting Details

Availability

Forms & Payment >

Notifications & Additional Options

Connections

Customizations

Quick Tip
When you add a custom form, the sticky contacts settings linked to the form will be applied automatically.

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

Description

Please Input

Test Live

Once enabled, these new form fields would appear:

1. Amount (with currency)

Description

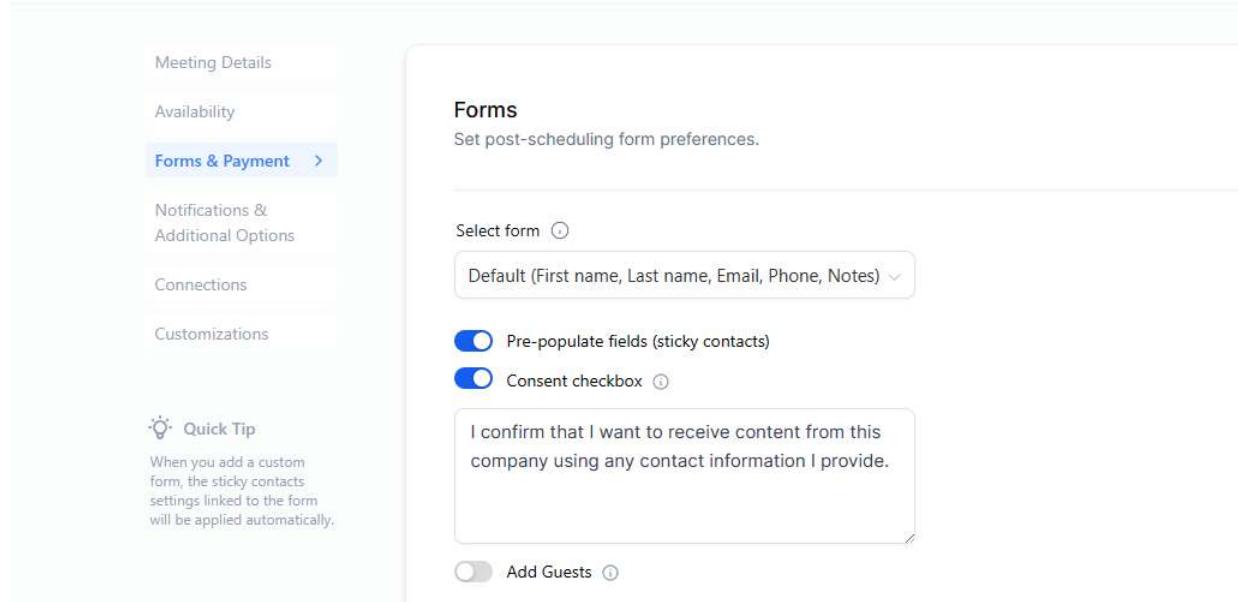
2. Payment mode (Test or Live)

Please Note:

Payments DOES NOT WORK for calendars with recurring appointments enabled.

Calendar Payments : CITK

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.



Meeting Details

Availability

Forms & Payment >

Notifications & Additional Options

Connections

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Quick Tip

When you add a custom form, the sticky contacts settings linked to the form will be applied automatically.

Forms
Set post-scheduling form preferences.

Select form ⓘ

Default (First name, Last name, Email, Phone, Notes) ▾

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 ⓘ