



How to create a Round Robin calendar



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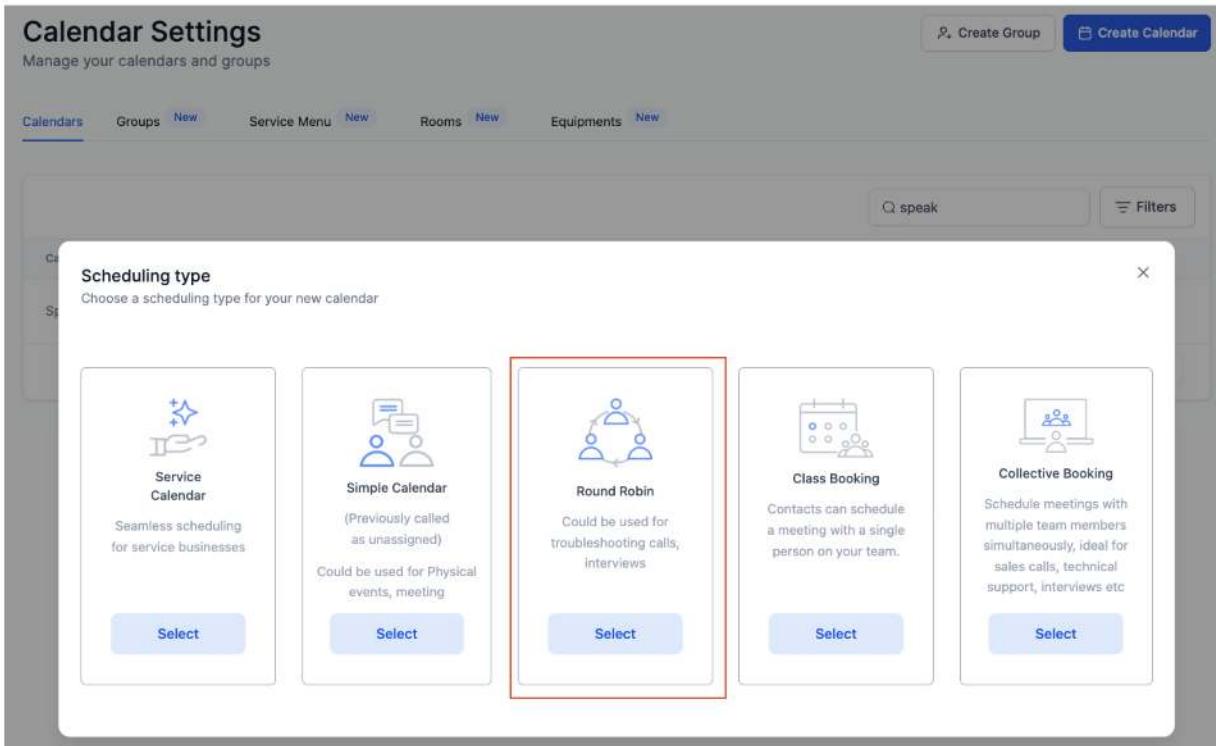
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Empower your team with Round Robin events, offering flexibility for invitees to choose a time with any available team member. Ideal for:

1. Linking leads with sales reps for intro calls and demos.
2. Pairing new customers with the client services team for onboarding and training.
3. Matching existing customers with a support team member.
4. Pairing candidates with recruiters for phone screenings.

Step 1: Setting up a Round Robin event:



To create a Round Robin event, click on the Create Calendar icon on the Calendar Settings page and select "Round Robin" option

Step 2: Adding Team Members

You can add multiple team members in the Round Robin calendars and distribute the appointments which would be scheduled amongst them using the distribution logic.

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Meeting Details >

Custom URL *

/widget/bookings/ roundrobin-sb

Meeting invite title ⓘ

{{contact.name}}

Quick Tip

To enable Gmeet functionality, make sure the team member's Google Calendar is set as their primary calendar in the settings.

Appointment Distribution

Optimize for availability Optimize for equal distribution

Select team members

Swadha Bhoj X Abhishek Chauhan X

SW Swadha Bhoj Google Meet

Abhishek Chauhan Zoom

Event color ⓘ

Event color palette: Red, Pink, Orange, Yellow, Green, Blue, Purple, Black

Step 3: Distribution Logic

- You can configure Round Robin automated meeting assignments in two ways:**

Optimize for availability
Optimize for equal distribution

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The screenshot shows the 'Meeting Details' configuration page for a meeting. On the left, a sidebar lists options: Availability, Forms & Payment, Notifications & Additional Options, and Customizations. A 'Quick Tip' section provides instructions for enabling Gmeet functionality. The main configuration area includes:

- Custom URL ***: /widget/bookings/ roundrobin-sb
- Meeting invite title**: {{contact.name}}
- Appointment Distribution**: A radio button group where 'Optimize for equal distribution' is selected (indicated by a red border).
- Select team members**: A dropdown menu showing 'Swadha Bhoj' and 'Abhishek Chauhan'.
- Event color**: A color palette with a checked green square.

Below the configuration area, there are two preview sections for 'Swadha Bhoj' and 'Abhishek Chauhan', each showing a dropdown menu with 'Google Meet' and 'Zoom' options.