

Accepting appointments for yourself using Event types

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When you accept appointments for yourself, people come to your Booking page and book appointments with you [automatically or with your approval](#).

If your [Booking page is associated with Event types](#), take the following steps to customize your Event type for personal appointment scheduling. Remember to click the **Save** button after each step.

1. Select the relevant Event type.
2. Click [Scheduling options](#). Select your preferred mode between [Automatic booking](#) or [Booking with approval](#).
3. Click [Time slot settings](#). Set your preferred duration, [Time slot display](#), [Workload rules](#), [Timeframe rules](#), and other settings related to time slots.
4. Click [Booking form and redirect](#). Select the Booking form that will be used to gather valuable information when your Customers book online.
5. Click [Customer notifications](#). Select which notifications your Customers will receive and by which delivery method (email or SMS).
6. Click [Payment and cancel/reschedule policy](#). Select a **Payment and pricing** option and choose your cancellation and reschedule policies.
7. Click [Public content](#) and update the event information.
8. Review the rest of the Booking page settings for final adjustments.

You can create a quick test booking by going to the Booking page associated with this Event type. In the [Overview section](#), use the public booking link in the **Share & Publish** section to make sure that everything is exactly as you want it.