

Accepting appointments for yourself without Event types

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Tip:

We recommend associating your [Booking page](#) with at least one [Event type](#). This enables better modeling of advanced scheduling scenarios (e.g. [multi-User scenarios](#) using [Pooled availability](#)) and provides a better scheduling experience for your Customers.

[Learn more about accepting appointments for yourself using Event types](#)

When accepting appointments for yourself, people come to your Booking page and book appointments with you [automatically or with your approval](#). When your Booking Page is [not associated with Event types](#), take the following steps to customize your Booking page for personal appointment scheduling.

1. Go to **Setup** and select the relevant Booking page.
2. In the **Scheduling options** section, and select which booking mode you prefer: [Automatic booking or Booking with approval](#).
3. Under **Time slot settings**, select the duration, **Time slot display**, **Workload rules**, **Timeframe rules**, and other settings related to time slots.
4. Under **Recurring availability** and **Date-specific availability**, adjust your availability using Weekly recurring only, Date-specific only, or Weekly recurring plus Date-specific exceptions.
5. Under **Associated calendars**, assign a calendar and adjust your settings. Make sure that bookings are created in the calendar that you want, and that busy time is also retrieved from the correct calendars.
6. Under **Conferencing / Location**, set the appropriate location for your booking, as well as the contact information either you or your Customer must provide.
7. Under **Booking form and redirect**, select the Booking form that will be used to gather valuable information when your Customers are booking online.
8. Under **Customer notifications**, decide which notifications your Customers will receive and by which delivery method (email or SMS).
9. Under **User notifications**, decide which notifications you and your stakeholders will receive and by which delivery method (email or SMS).
10. Under **Public content**, update your personal information.

Run through a quick test meeting by clicking on your Public link in the **Share & Publish** section of your [Booking page Overview](#) to make sure that everything is exactly as you want it.