Configuring Your First Booking Calendar [New]

Booking Calendars simplify scheduling by letting you manage and share your availability, making it easy for guests to book time with you. This guide covers how to create, edit, and share your **Booking Calendar**, including embedding it on your website for client access.

As part of the onboarding process, a **personal Booking Calendar** is automatically created for you on your Home page. You can:

- **Use the Personal Calendar:** Customize the existing calendar to match your preferences.
- **Create a New Calendar:** Create a fresh calendar from the Booking Calendar Lobby.

The Booking Calendar Lobby also allows you to rename, duplicate, or delete calendars as needed.

Configure Basic Settings

To configure your Booking Calendar:

1. Open the Booking Calendar Lobby from the left-hand menu.
2. Select your existing calendar or click **Create booking calendar** on the right to start a new one.

Begin by setting up essential details for your calendar:

- **Set the Subject:** Enter a descriptive name for your **Booking Calendar** that reflects the type of meeting you're offering, such as “Client Consultations” or “Team Sessions.”
- **Meeting Duration:** Choose the duration of the meeting (e.g., 15, 30, or 60 minutes).

The remaining settings in the **Booking Settings Tab** are configured automatically:

- **Hosts and Co-hosts:** You are automatically assigned as the host of the **Booking Calendar**.
- **Availability and location:** By default, your availability and location is pulled from your profile settings:
  - **Default Availability:** Initially, your calendar matches the availability set in your profile.
  - **Customizing Booking calendar-Specific Availability:** If the **Booking Calendar** requires unique availability, you can customize these settings directly within the calendar.
- **Time Slot Settings:** Define the spacing between available timeslots, choose how much advance notice you need, and how far in advance guests can book.

Default Booking Form Fields

Each Booking Calendar includes a customizable **Booking Form** with default fields to collect guest information. You can add additional fields in the **Booking Form Tab** as needed.

By default, the following fields are included in the **Booking Form**:

- **Full Name:** Collects the guest's name.
- **Email Address:** Used for sending booking confirmations and notifications.
- **Meeting Location:** If multiple meeting locations are set up in your account, guests will see options such as in-person, video, or phone during booking.
- **SMS Notifications:** If SMS notifications are enabled for the Booking Calendar, guests can opt in to receive booking-related messages during the scheduling process.

Default Guest Notifications

Each **Booking Calendar** comes with these standard guest notifications:

- **Meeting Confirmation**: Sent upon successful booking.
- **Meeting Reminder:** Reminds your guests of the upcoming meeting, sent by default 1 hour before the scheduled meeting.
- **Meeting Rescheduled:** Alerts guests of schedule changes.
- **Meeting Reassigned:** Notifies guests of a new host.
- **Meeting Cancellation:** Confirms meeting cancellations.

These notifications are configured automatically, but you can set up advanced notification workflows with additional options. For more on customizing customer notifications, see **Booking Calendar Guest Notifications**.

You can also configure the notifications you receive as a host or co-host in the **User Notifications** section of your profile.

Sharing Options

Make it easy for clients to schedule with you using these sharing options:

- **Share a Link:** Generate a direct link for clients or add it to your email signature.
- **Embed on Website:** Place the calendar on your website, allowing clients to book directly from your page.

For detailed instructions on how to share or embed your **Booking Calendar**, refer to the **Sharing and embedding your Booking calendar** help page.

