Booking Calendar Time Slot Settings [New]

Time slot settings control how your availability is presented to clients, including when bookings can be made, how often time slots appear, and how far in advance meetings can be scheduled. Properly configuring these settings helps you manage availability effectively and avoid overbooking.

Accessing Time Slot Settings

1. Click **Booking Calendars** in the left-hand menu.
2. Select the **Booking Calendar** you want to edit.
3. Scroll to the bottom and click **Time Slot Settings**.

Lead Time

Lead Time determines how much advance notice is required before a meeting can be booked. This setting ensures you have enough time to prepare before each meeting.

Example: If you set a lead time of 1 day, clients will only see available slots starting 24 hours from the current time.

Timeframe Window

Timeframe Window controls how far in the future clients can book appointments, restricting availability to a specific time range.

This setting is useful when you want to avoid long-term bookings that may require adjustments closer to the meeting date, such as in industries where demand fluctuates.

- You have the option to set the window as a sliding window. This can be configured based on either a specified number of calendar days or bookable days in the future.
- Or, you can set a specific date range for once off timeframe windows.

Example: If you set a 30-day limit, clients can only schedule meetings up to 30 days from the current date. Beyond this period, no time slots will be available.

Time Slot Display

Time Slot Display determines the minimum gap between available booking times, as well on which minute marks slots should appear. For example, available time slots can be set to appear every 15 minutes, 45 minutes, or 2 hours.

It is useful when you have a large amount of availability and want to space out how often slots appear in the calendar. Note that it does not account for existing calendar events (see **Buffer Time** below).

Example: If you set the increment to 15 minutes and the start times to HH:00 & HH:15, available slots will appear

at 9:00 AM, 9:15 AM, 10:00, 10:15 AM, and so on.

Buffer Time

Buffer Time adds a gap before and after each booked meeting to prevent back-to-back scheduling and allow preparation or travel between meetings.

Example: If you set a 30-minute buffer before and after each meeting, a 1-hour meeting scheduled at 10:00 AM will block availability from 9:30 AM to 11:30 AM.