

Booking Calendar Timeframe and Timeslot Preferences[New]

Timeframe and Timeslot Preferences 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 Timeframe and Timeslot Preferences

1. Click **Booking Calendars** in the left-hand menu.
2. Select the **Booking Calendar** you want to edit.
3. Scroll to the bottom and expand **Timeframe/Timeslot Preferences**.

Timeframe Preferences

Booking Window

Booking 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 booking 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.

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.

Timeslot Preferences

Adjusting your Timeslot Preferences helps you control how and when clients can book meetings with you, giving you flexibility for preparation and travel.

Starting Times

Starting Times determine the specific minute marks when booking slots become available. You can set them to appear at intervals like 15, 30, or 60 minutes.

- This is helpful if you have a lot of available time and want to control when appointments begin.
- **Example:** If you set a 15-minute interval, your available booking slots could appear at 9:00 AM, 9:15 AM, 9:30 AM, and so on.

Timeslot Spacing

Timeslot Spacing sets the minimum gap between available booking times.

- This feature is useful for spacing out when appointments appear on your calendar, especially when you have a large amount of availability.
- **Example:** If you set the spacing to 30 minutes, you might see available slots at 9:00 AM, 9:30 AM, 10:00 AM, etc.

Buffer Time

Buffer Time adds a gap before and after each meeting to prevent back-to-back scheduling.

- This ensures you have time to prepare for meetings or travel between them.
- **Example:** If a one-hour meeting is scheduled for 10:00 AM and you have a 30-minute buffer set, your calendar will be blocked from 9:30 AM to 11:30 AM.