Booking Calendar booking forms [New]

The **Booking Form** gathers essential guest information to streamline the scheduling process. By default, it includes fields for **Full Name** and **Email**, as well as conditional fields for **Meeting Location** and **Phone Number**. The form is also highly customizable, allowing you to collect additional information from guests.

Customizing Field Order and Labels

You can customize the **Booking Form** to better suit your needs by:

- **Editing Field Labels:** Change both the internal and guest-facing labels to clarify the type of information required.
- **Reordering Fields:** Drag and drop fields to rearrange their order.
- **Marking Required Fields:** Mark fields as required, which will display an asterisk (*) next to the field to indicate it must be completed.

Conditional Questions

Conditional Questions only appear on the Booking Form when specific settings are enabled in your account or Booking Calendar.

- **Location:** Appears when multiple meeting location options (e.g., physical address, phone call, virtual meeting) are configured for the host.
- **SMS Notifications:** Displays when **SMS notifications** are enabled, giving guests the option to opt in for text message updates.

Adding Additional Guests

You can allow guests to add up to 10 additional guests during the booking process. These additional guests will receive guest notification emails and be invited to the meeting.

To Enable Additional Guests:

1. Click **Booking Calendars** in the left-hand menu.
2. Select the **Booking Form Tab**.
3. Click the **Contact email** question.
4. In the right toolbar, scroll down and toggle **Allow additional guests**.
5. (Optional) Update the **Question text** to explain this feature to guests.

Adding Additional Questions

You can add extra fields to collect more information from your guests.

To Add a Question:

1. Click **Booking Calendars** in the left-hand menu.
2. Go to the **Booking Form Tab**.
3. Drag the desired question type from the toolbar on the right into the form section.
4. Alternatively, click on a question in the toolbar to automatically add it to the bottom of the form.
5. Configure the question's settings and click **Save**.

Additional Question Options

You can add as many questions as needed and customize each one using the following settings:

- **Internal Label:** Only visible to internal users for organizational purposes.
- **Question Text:** The visible text displayed to guests on the **Booking Calendar**.
- **Answer Storage:** Choose whether the response is stored only in the booking details or linked to a specific **Contact Field** for future use.
- **Answer Required:** Decide if the question must be answered before the booking can be completed.

Question Types and Customization

- **Text Question:**
  - **Character Limit:** Set the maximum number of characters allowed in the answer.
- **Single Select and Multi-Select:**
  - **Answer Options:** Provide a list of options for guests to choose from.
  - **Question Style:** Choose whether the options appear as a **Dropdown List** or **Buttons**.

Redirecting Guests to an External URL After Booking

You can redirect clients to an external URL after they complete their booking, which can be useful for:

- **Thank You Pages:** Redirect clients to a confirmation or thank you page.
- **Payment Pages:** Direct clients to complete payment after booking.
- **Survey Forms:** Collect feedback or additional details through a post-booking survey.

For steps on how to redirect to an external URL, please **click here**.
