How to Extend Your Availability for One-Time Events [New]

To accommodate periods of high demand, such as seasonal peaks, you might need to temporarily offer more meeting availability than your usual schedule allows.

Booking Calendars allows you to easily extend your availability as needed. The following steps will guide you through the process.

Step 1: Determine Your Availability Level

First, determine whether your Booking Calendar is using your profile availability or whether availability is set directly on the Booking Calendar.

Follow these steps to identify where your availability is configured:

1. Open **Booking Calendars** from the left-hand menu.
2. Select the specific **Booking Calendar** you want to modify.
3. Locate the **Availability and Location** section under the **Booking Settings** tab.
   (This will indicate whether the Booking Calendar retrieves availability from the user profile settings or its own customized availability.)

Step 2: Access Date-Specific Overrides and Add Availability

Once you've identified where your availability is retrieved from, you can add extra meeting slots for specific dates using the **Date-Specific Overrides** feature.

If your availability is set at the Booking Calendar level:

1. Click on the **Date-Specific Overrides** tab.
2. Click **Add date override**.
3. Adjust your additional availability using the popup window.
   (This allows you to set specific times outside your regular schedule for the chosen dates.)
4. Click **Apply** to save and close the popup.
5. Click **Save** at the bottom of the Booking Calendar to save your changes.

If your availability is retrieved from the user profile settings:

Open the **Date-Specific Overrides** feature by following these steps:

1. Click on your **profile picture** in the top-right corner of your screen.
2. Select **Scheduled Meeting Availability** from the dropdown menu.

From here, the process for creating additional availability is the same as when managing it at the Booking Calendar level.

For more detailed instructions for managing or changing availability settings, refer to our **Availability for Booking Calendars article**.