

Introduction to Booking Calendar Templates [New]

Booking Calendar Templates are **pre-configured blueprints** that allow organizations to standardize configurations and manage Booking Calendars at scale.

These templates serve as reusable collections of default settings that bundle booking rules, forms, notifications, and brand controls such as colors, logos, and footers into a single starting point.

Administrators create templates to help users **get started with Booking Calendars quickly**, maintain **centralized control** over branding and core settings, and **enforce template usage** by requiring that all new Booking Calendars to be created using templates only.

Use Cases

Templates simplify the management of your account as it scales by addressing three primary use cases:

- **Getting started quickly using templates:** Eliminate the need to configure Booking Calendars from scratch. This reduces setup time and helps users get started in seconds.
For example: a new team member can **fast-track their onboarding** by instantly using a pre-configured **Client Onboarding Call** template.
- **Centralized control with automatic updates:** Administrators can lock key settings to ensure a uniform brand image. Once centralized control is enabled, template changes are **automatically pushed** to all linked Booking Calendars without manual intervention.
For example: administrators can create a template to include their **mandatory legal disclosure** message. If the legal text changes, updating the template once will automatically sync the new disclosure across all linked Booking Calendars to ensure total compliance.
- **Enforced template usage:** Account Owners can enable a global toggle that mandates all new Booking Calendars to be created exclusively using templates.
For example: in regulated industries like finance, Administrators can enforce specific templates with mandatory fields to ensure every interaction remains policy-compliant.



NOTE: Centralizing Control and Enforcing Templates provide **total governance**. By mandating template usage and locking critical fields, such as legal disclosures and notification logic, Administrators can scale scheduling operations while eliminating manual errors and unauthorized changes..

Learn more about setting up and using templates:

- For Administrators: [How to Create and Manage Templates](#)
- For Members and Team Managers: [How to Use Templates with Booking Calendars](#)