

How To Create and Manage Templates [New]

Booking Calendar Templates allow Administrators to standardize settings across multiple Booking Calendars. Use them to centrally manage branding, booking forms and notifications to ensure brand consistency, faster onboarding, and account-wide standardization.

Navigating to the Booking Calendar Templates Lobby

The **Booking Calendar Templates Lobby** is your central hub for managing templates. It displays the **Template name**, the **Last updated date** and the **Number of Booking Calendars** currently linked to each template.

To access **Booking Calendars Templates Lobby**, follow the steps below:

1. Click the **gear icon** in the top right corner.
2. Select **Booking Calendar Templates** from the dropdown menu.

Create a Template

As an Administrator, you can **create templates** using the following steps:

1. In the **Booking Calendar Templates Lobby**, click the **Create template** button.
2. Enter a **Template Name** and click **Create**.
3. Configure settings across the available tabs: Booking Settings, Booking Form, Notifications, Page Designer, and Embed Designer.
4. Use the **Centralized control** toggle on each tab to **lock** settings or allow the users to customize the settings.

Edit a Template

Updating a template automatically syncs changes to all linked Booking Calendars. To update, follow the steps below:

1. Click the **three-dot menu** next to the template you wish to edit and select **Edit**.
2. Update the configurations and click **Save**.
 - **Locked Settings:** Enabling **Centralized control** will trigger a warning that this action will **override** any previous user updates in linked Booking Calendars.
 - **Unlocked Settings:** Updates to unlocked fields only apply to **new** Booking Calendars created after the change.

Duplicate a Template

Duplicating allows you to quickly create a new template based on an existing configuration without starting from scratch. To duplicate, follow the steps below:

1. Click the **three-dot menu** next to the template you wish to copy and select **Duplicate**.
2. In the **Duplicate Template** pop-up, enter a new **Template Name** and click **Duplicate**.

Delete a Template

Templates can be deleted from the **Booking Calendar Templates Lobby** using the following steps:

1. Click the **three-dot menu** next to the template you wish to delete and select **Delete**.
2. Confirm by clicking the **Delete template** in the pop-up.

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IMPORTANT: You cannot delete a template that is currently in use. To delete it, you must first **unlink** all associated Booking Calendars or reassign them to different templates.

Rename a Template

Rename a template using the following steps:

1. Click the **three-dot menu** next to the template you wish to rename and select **Rename**.
2. Enter the new name in the **Template Name** field and click **Save**.

To learn how users use these templates with Booking Calendars, read our [How To Use Templates With Booking Calendars article](#).
