

How To Use Templates With Booking Calendars [New]

Booking Calendar Templates streamline the process of setting up new Booking Calendars by applying pre-configured templates created by Administrators. This ensures a quicker onboarding process, brand consistency and enforces account wide standardization.

Create a New Booking Calendar using Templates

Follow these steps to create a new Booking Calendar using a pre-configured template:

1. Select **Booking Calendars** from the left-hand navigation sidebar.
2. From the **Booking Calendars Lobby**, click the **Create booking calendar** button in the top right.
3. In the **Create Booking Calendar** pop-up, select the **From Template** option.
4. Select a **Template** from the dropdown menu.
5. Enter a **Booking Calendar Name**.
6. **(Optional)** Edit the **Meeting Subject**.
7. Click **Create**.



NOTE: This field may be locked if your Administrator has enabled **Centralized Control** for this template.

Apply a Template to an Existing Booking Calendar

If you have an existing Booking Calendar created from scratch, you can apply any template to it by following these steps:

1. Locate the Booking Calendar in the **Booking Calendars Lobby**.
2. Click the **three-dot menu** next to the Booking Calendar you wish to apply the template to and select **Apply template**.
3. In the **Apply Template** pop-up, select a template from the dropdown menu.
4. Review the warning and click **Apply template**.

Change the Template of a Booking Calendar

Administrators can reassign a Booking Calendar to a different template to update its entire configuration using the following steps:

1. Locate the Booking Calendar with a template applied in the **Booking Calendars Lobby**.
2. Click the **three-dot menu** next to the Booking Calendar you wish to change the template for and select **Change template**.
3. In the **Change Template** pop-up, select the **New Template** from the dropdown menu.
4. Review the warning and click **Change template**.

Unlink a Template from a Booking Calendar

Unlinking a Booking Calendar from a template removes the control and allows the users to customize all settings. This option is only available if the [Enforce Booking Calendar Templates](#) setting is disabled under **Account Permissions**.

To unlink, follow the steps below:

1. Locate the Booking Calendar with a template applied in the **Booking Calendars Lobby**.
2. Click the **three-dot menu** next to the Booking Calendar you wish to unlink the template for and select **Unlink template**.
3. Review the warning and click the **Unlink template**.

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IMPORTANT: Unlinking only removes the connection to the template; all existing data within the Booking Calendar is retained.

To learn how administrators can create, edit or manage these templates, read [How To Create and Manage Templates article](#).
