

Getting Started Quickly Using Templates [New]

Booking Calendar Templates help you get up and running faster by using pre-configured blueprints. This approach allows Administrators to provide a professional starting point while still giving users the freedom to customize their own settings. It is the ideal solution for reducing setup friction and accelerating team onboarding.

Establishing a **Getting Started** template follows a simple, two-step process:

Step 1: Administrator Prepares the Template

The Administrator creates a template to act as a starting point for the team.

- **Defining Defaults:** The Administrator pre-configures common settings like booking questions, booking settings, brand colors, and notification emails.
- **Staying Flexible:** The **Centralized Control** toggle is kept **OFF**. This ensures all settings are provided as helpful suggestions rather than enforced rules.

Step 2: User Creates the Booking Calendar using a Template

Users skip the manual configuration and go live in seconds using templates.

- **Instant Setup:** When creating a Booking Calendar, the user selects **From Template** to instantly pre-fill all fields with the template settings.
- **Personal Adjustments:** Because settings are **unlocked**, the user can immediately tailor their duration, location, hosts, or availability to fit their specific workflow.

As long as the **Centralized Control** toggle is kept **OFF**, any modification to the templates will not update the existing Booking Calendar.
