How to Enforce Templates [New]

Enforce Booking Calendar Templates is an account-level setting that mandates the use of pre-configured templates for all new Booking Calendars.

By enabling this setting, you remove the option for users to create Booking Calendars from scratch, ensuring that every new Booking Calendar built in your account follows an approved organizational foundation.

How to Enforce Booking Calendar Templates

Follow these steps to mandate template usage across your entire account:

1. Click the **gear icon** in the top right corner and select **Account Permissions**.
2. Locate the **Enforce Booking Calendar Templates** section.
3. Turn the toggle **ON**.

When enabled, users will see a **Create Booking Calendar** pop-up with a mandatory **Template selection dropdown**. The option to create a Booking Calendar from scratch will no longer be visible.

Establishing **Template Enforcement** follows a simple, two-step process:

Step 1: Account Owner Enforces the use of Templates

The Account Owner establishes a global requirement for the entire organization. This ensures that all of the new Booking Calendars are created using templates only and remain compliant with company standards.

- **Activating Enforcement:** As the Account Owner, navigate to **Account Permissions** and turn the **Enforce Booking Calendar Templates** toggle **ON**.

Step 2: User Creates Booking Calendars using only Templates

Users are required to use a standardized template.

- **Standardized Creation:** When a user clicks to create a new Booking Calendar, they are presented with a mandatory template selection dropdown.
- **Required Foundation:** Users must choose from the library of templates created by the Administrators. They cannot bypass this step or create a Booking Calendar without a template.