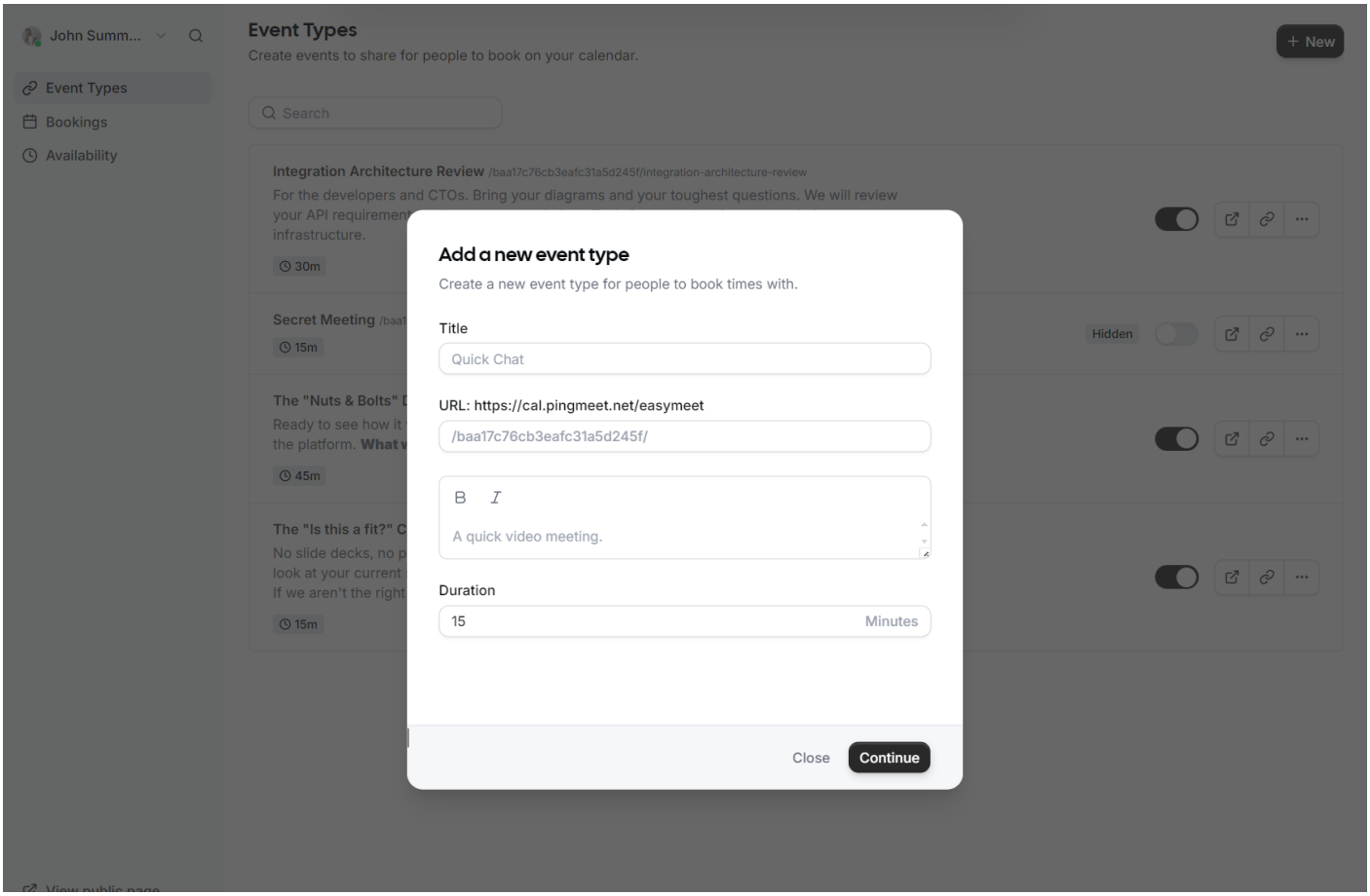
Event Advanced Setup

This guide details how to configure your **Event Types** to perfectly match your meeting requirements, from basic setup to advanced booking rules.

Creating a New Event Type

To start, navigate to the **Event Types** tab and click the **+ New** button. A modal will appear where you can define the core parameters of your meeting:

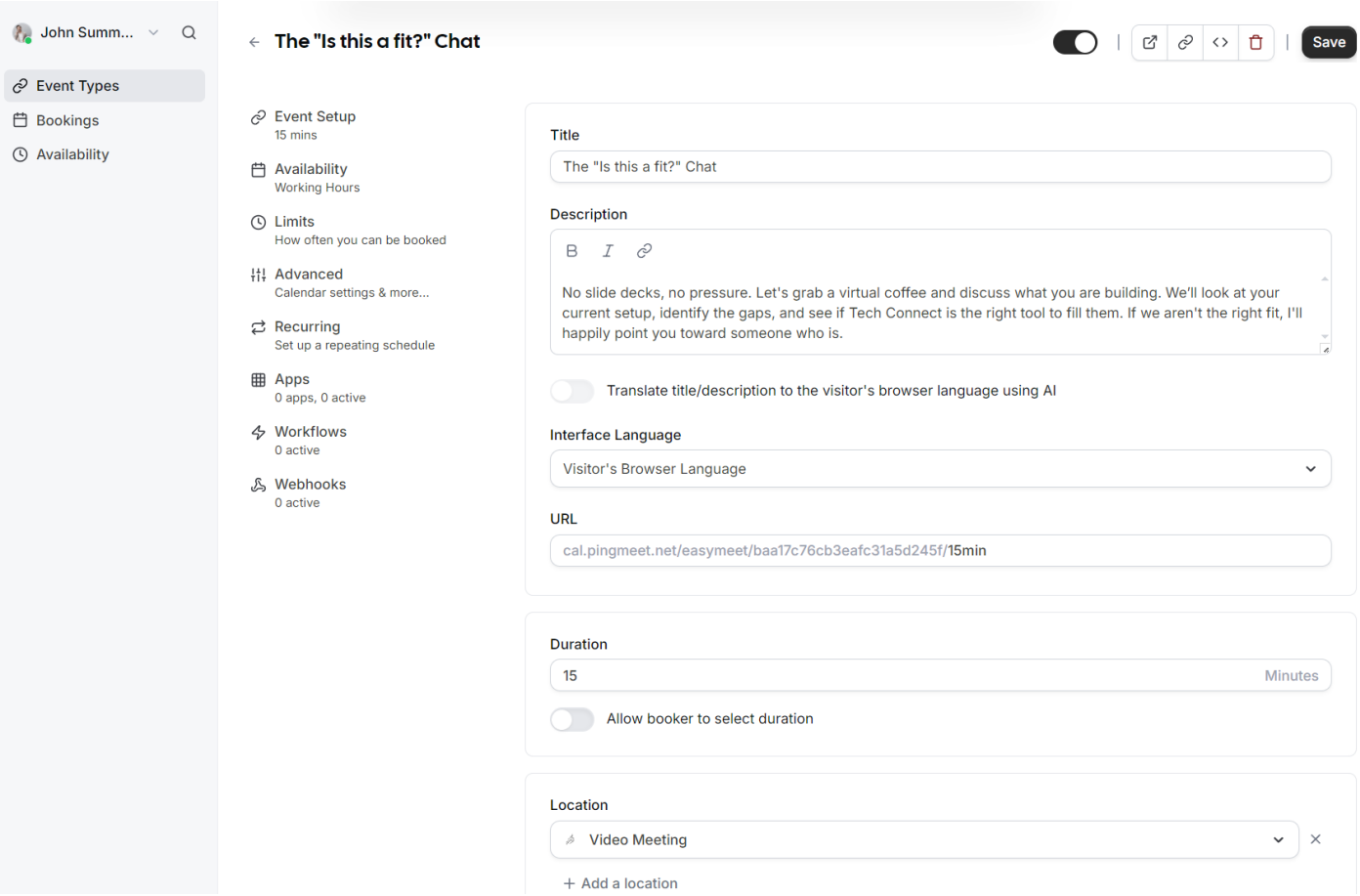
- **Title**: Give your event a clear name, such as "Consultation" or "Quick Chat".
- **URL**: Customize the specific link slug guests will use to book this event.
- **Description**: Briefly explain what the meeting is for so guests know what to expect.
- **Duration**: Select how long the meeting will last in minutes.



Event Setup

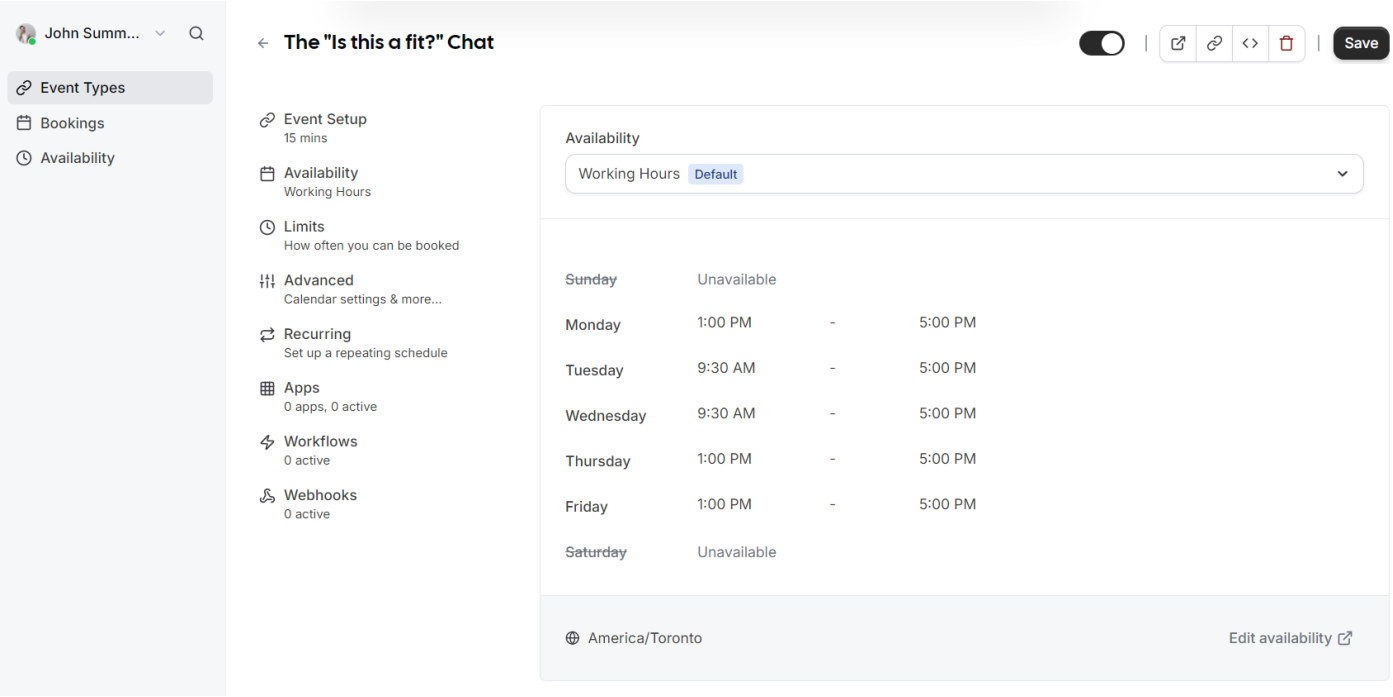
Once the event is created, you can access more granular settings in the **Event Setup** section:

- **AI Translation**: You can toggle an option to automatically translate your title and description to the visitor's browser language using AI.
- **Interface Language**: Set the default language for the booking interface or allow it to match the visitor's browser language.
- **Duration Flexibility**: In addition to a fixed duration, you can enable an option that allows the booker to select their preferred meeting length.
- **Location**: Define where the meeting takes place, such as a **Video Meeting**.



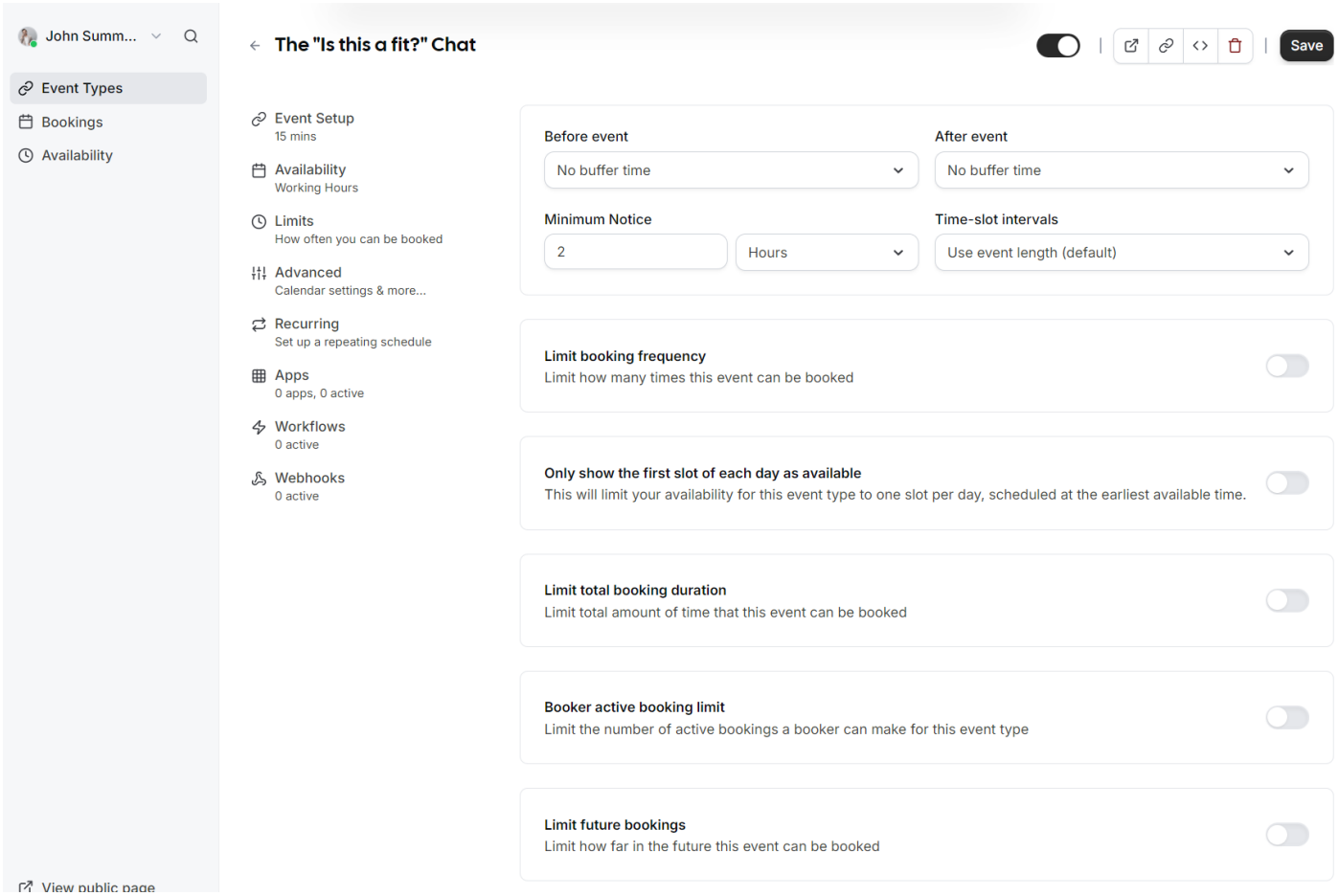
Availability

Assign which schedule this event type should follow. By default, this uses your standard **Working Hours**, but you can select different schedules if you have created them.

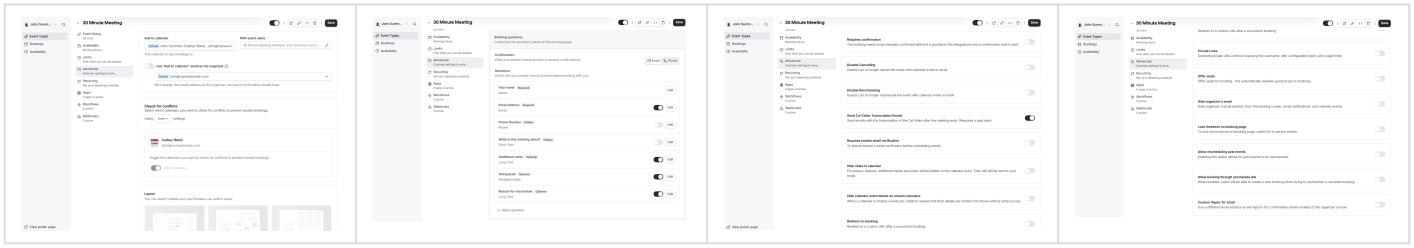


Limits

- **Buffers**: Add "No buffer time" or specific intervals before and after events to prevent back to back meetings.
- **Minimum Notice**: Prevent last minute surprises by requiring a minimum amount of notice (e.g., 2 hours) before someone can book.
- **Time-slot intervals**: Choose how frequently slots are displayed (e.g., every 15 minutes or based on event length).
- **Booking Frequency**: Limit how many times this specific event can be booked overall.
- **Future Bookings**: Set a limit on how far into the future guests are allowed to schedule a meeting.



Advanced Options



The **Advanced** tab provides granular control over your calendar integration, the booking process, and how your event appears to guests.

Calendar and Syncing

Manage how bookings interact with your existing calendar to prevent double bookings.

- **Add to calendar**: Select the specific calendar where new bookings should be recorded.
- **Event name**: Customize the format of the meeting name as it will appear in your calendar.
- **Check for conflicts**: Toggle which calendars the system should monitor to prevent overlapping appointments.
- **Organizer identity**: Choose whether to use the default calendar email as the meeting organizer.

Layout and Booking Questions

Customize what your guests see and what information they must provide.

- **Display Layout**: Enable different views like **Month**, **Weekly**, or **Column** to allow bookers to switch their preferred view.
- **Confirmation Method**: Choose whether bookers receive confirmations via **Email** or **Phone**.
- **Custom Questions**: While **Name** and **Email** are required by default, you can add or edit fields for **Phone Number**, **Additional notes**, or **Reason for reschedule**.
- **Guest Invitations**: Enable the **Add guests** option to allow bookers to invite additional attendees during the scheduling process.

Booking Rules and Workflow

Define the logic and restrictions for every appointment.

- **Requires confirmation**: Enable this if you want to manually approve each booking before it is finalized and added to your calendar.
- **Disable Cancel or Reschedule**: Prevent guests from changing or cancelling their appointments through the automated links.
- **Email Verification**: Require bookers to verify their email address before they can successfully schedule an event.
- **Redirect on booking**: Automatically send guests to a custom URL after they finish scheduling.
- **Offer seats**: Use this for group sessions where multiple guests can book the same time slot.

Privacy and Advanced Customization

Protect your sensitive data and tailor the communication style.

- **Private Links**: Generate unique URLs with configurable expiry and usage limits to avoid exposing your main username.
- **Hide Personal Details**: You can choose to hide your email address from the booking screen or hide event notes in the calendar entry for privacy reasons.

- **Lock Timezone**: Fix the timezone on the booking page, which is particularly helpful for coordinating in-person events.
- **Custom Reply-To**: Specify a different email address to receive replies to confirmation emails instead of the default organizer email.
- **Rescheduling Logic**: Toggle whether users can reschedule past events or create new bookings through a reschedule link.

Administrative Settings

- **Offer Seats**: Enable this for group sessions where multiple guests can book the same time slot.
- **Custom Reply-To**: Use a specific email address for confirmation replies instead of the default organizer email.
- **Event Type Color**: Assign a color to the event type to help differentiate bookings within your internal dashboard.

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