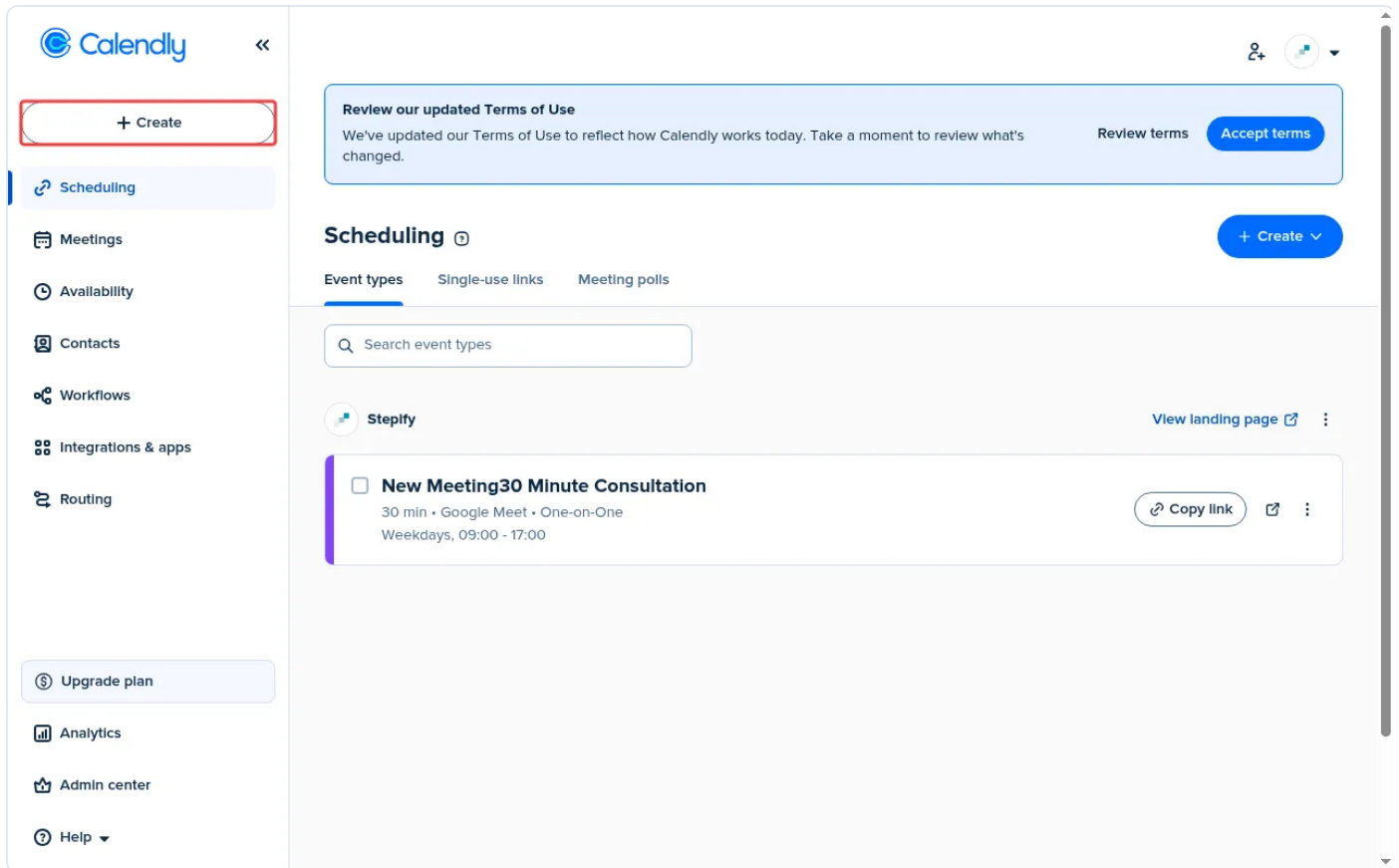


# Create a new 30-minute event type called Quick Chat

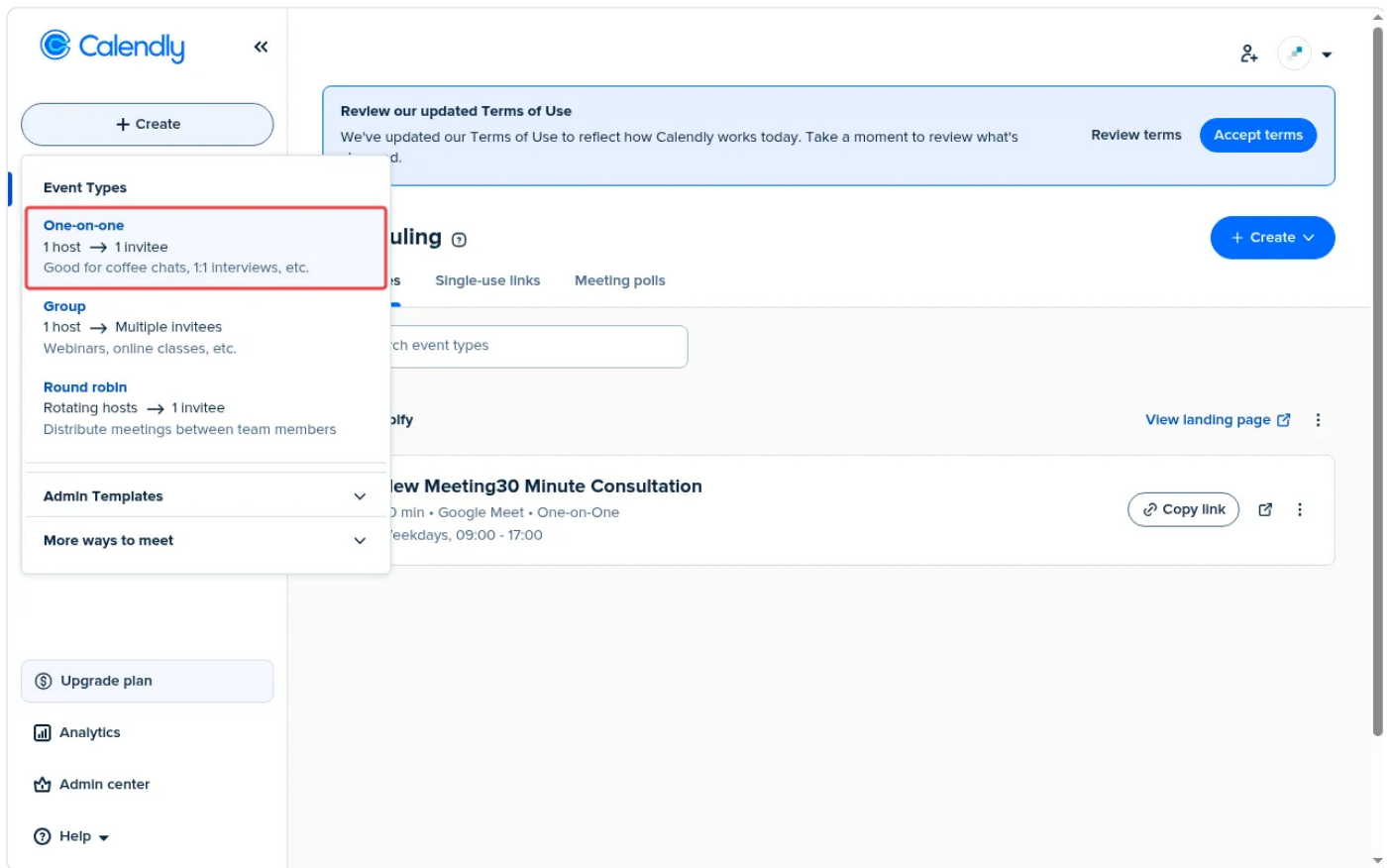
Calendly 6 steps · 18s

## 1 Click the + Create button to start creating a new event type

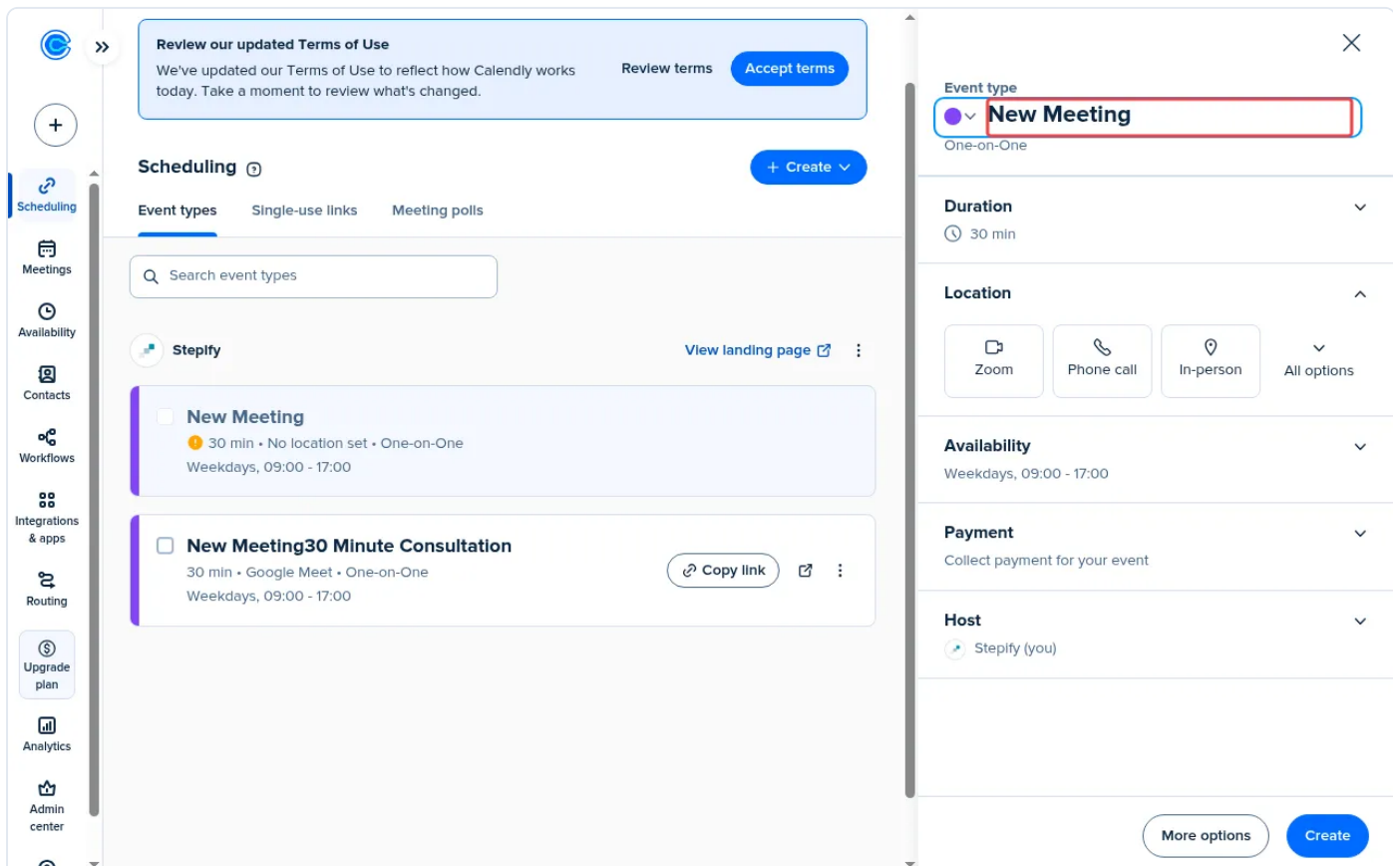


The screenshot displays the Calendly web application interface. On the left is a sidebar with navigation links: 'Scheduling' (highlighted), 'Meetings', 'Availability', 'Contacts', 'Workflows', 'Integrations & apps', 'Routing', 'Upgrade plan', 'Analytics', 'Admin center', and 'Help'. The main content area is titled 'Scheduling' and includes a sub-header 'Event types' with tabs for 'Event types', 'Single-use links', and 'Meeting polls'. A search bar labeled 'Search event types' is present. Below this, a card for 'Stepify' is shown with a checkbox and the text 'New Meeting30 Minute Consultation', '30 min • Google Meet • One-on-One', and 'Weekdays, 09:00 - 17:00'. To the right of this card is a 'Copy link' button. At the top right of the main area is a '+ Create' button. A blue banner at the top of the main area contains the text 'Review our updated Terms of Use' and buttons for 'Review terms' and 'Accept terms'.

## 2 Select the One-on-One event type to create a new meeting



## 3 Type Quick Chat in the event name field



#### 4 Click the Duration field to confirm the 30-minute event

The screenshot shows the Calendly 'Scheduling' interface. At the top, there's a 'Review our updated Terms of Use' banner. Below it, the 'Scheduling' section is active, showing a list of event types: 'Quick Chat' and 'New Meeting30 Minute Consultation'. The 'Quick Chat' event type is selected, and its configuration panel is open on the right. The 'Duration' field is highlighted with a red box, showing '30 min'. Other fields include 'Location' (Zoom, Phone call, In-person), 'Availability' (Weekdays, 09:00 - 17:00), 'Payment' (Collect payment for your event), and 'Host' (Stepify (you)). A 'Create' button is visible at the bottom right of the configuration panel.

#### 5 Click Create to save the Quick Chat event type

This screenshot is identical to the previous one, showing the 'Quick Chat' event type configuration. The 'Create' button at the bottom right of the configuration panel is now highlighted with a red box, indicating the next step in the process.

6

Preview of Quick Chat

 Copy link

This is a preview. To book an event, share the link with your invitees.

Stepify  
**Quick Chat**

 30 min  Add a location for it to show here

Select a Date & Time

< July 2026 >

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   | 8   | 9   | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |

Event type

Quick Chat

One-on-One

Duration

 30 min

Location

 Zoom

 Phone call

 In-person

 All options

 Add a location to help invitees know how to attend

Availability

Weekdays, 09:00 - 17:00

Payment

Collect payment for your event

Host

 Stepify (you)

 Preview

More options

Save changes