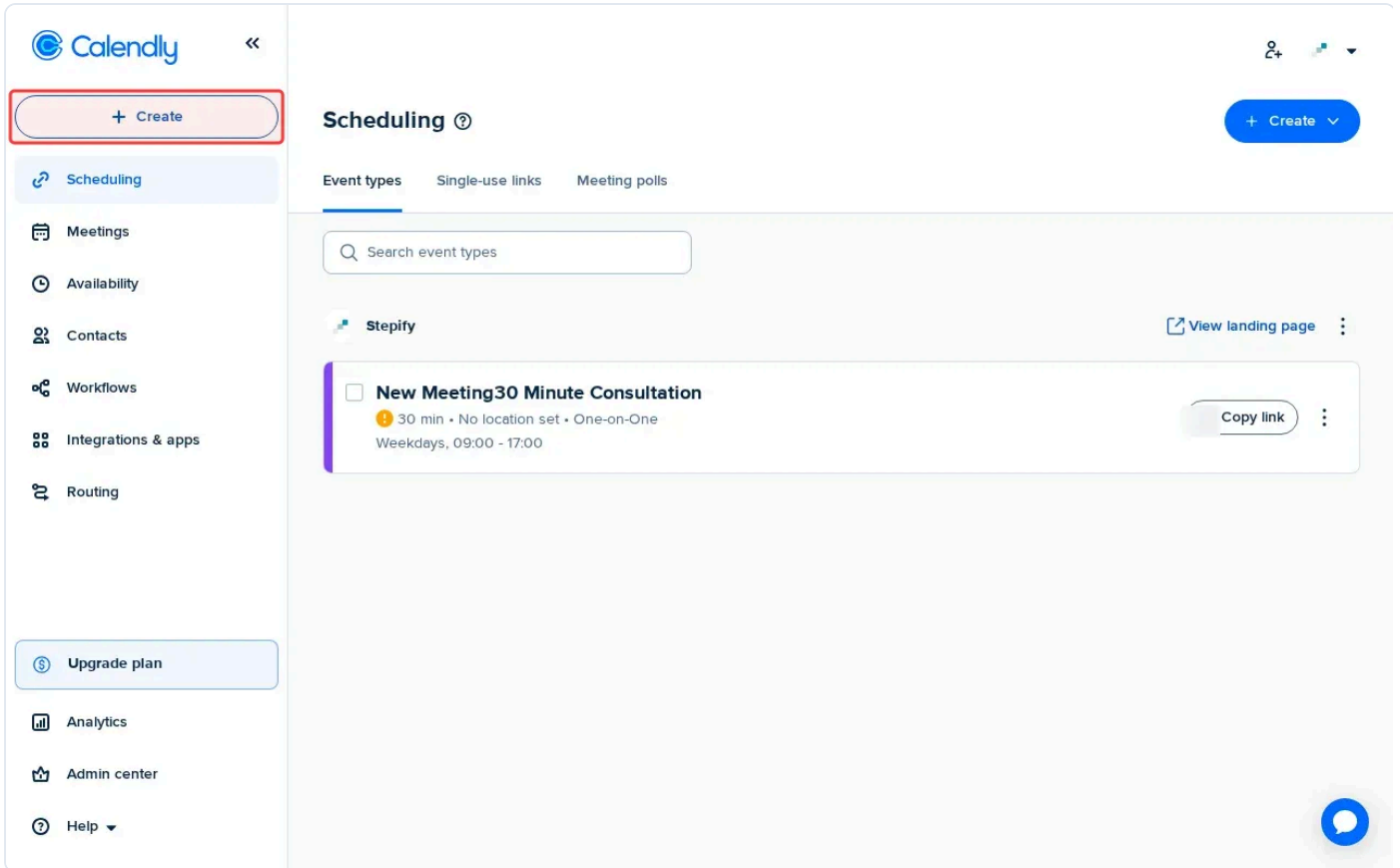


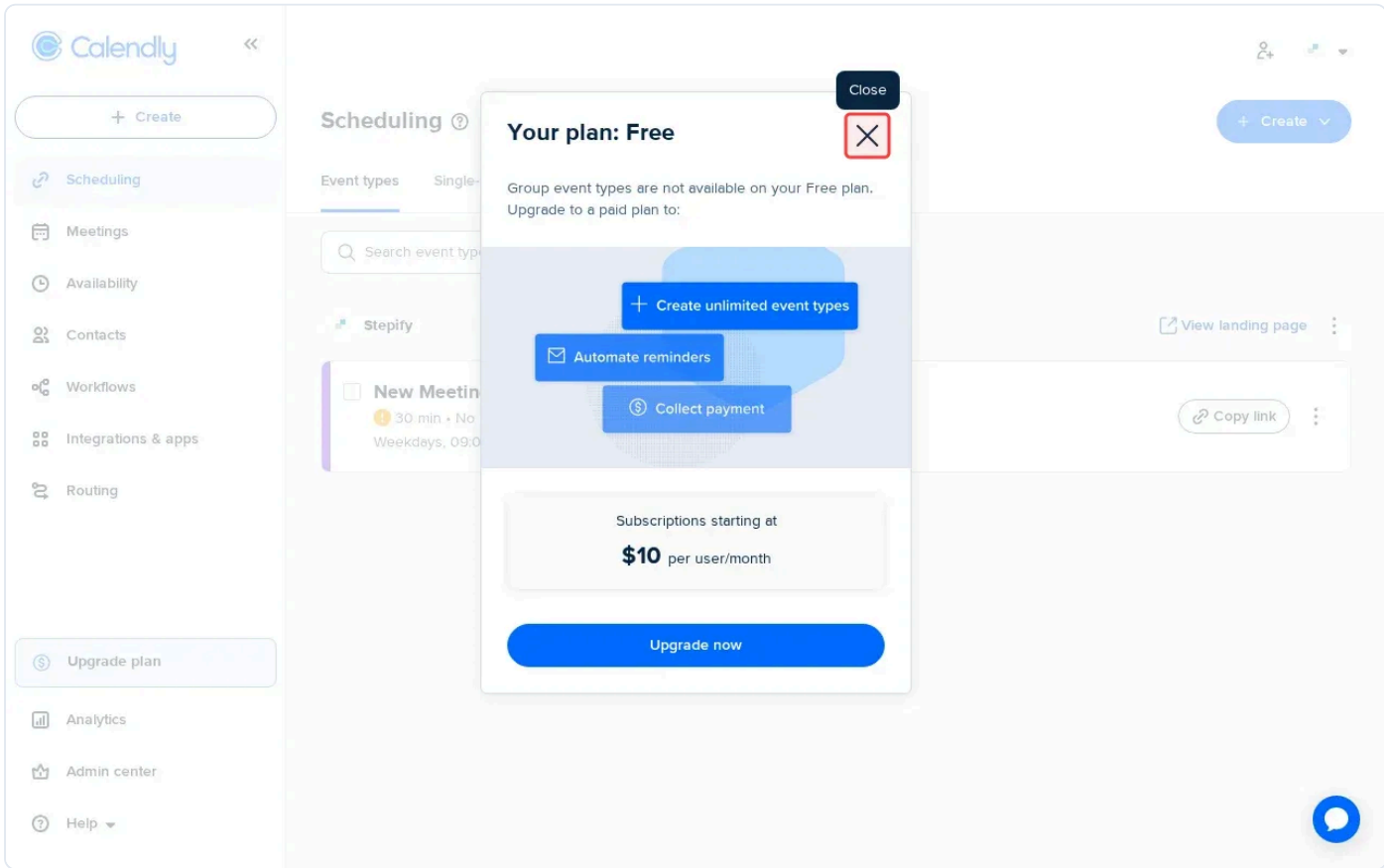
How to create a group event in Calendly

Calendly 4 steps · 25s

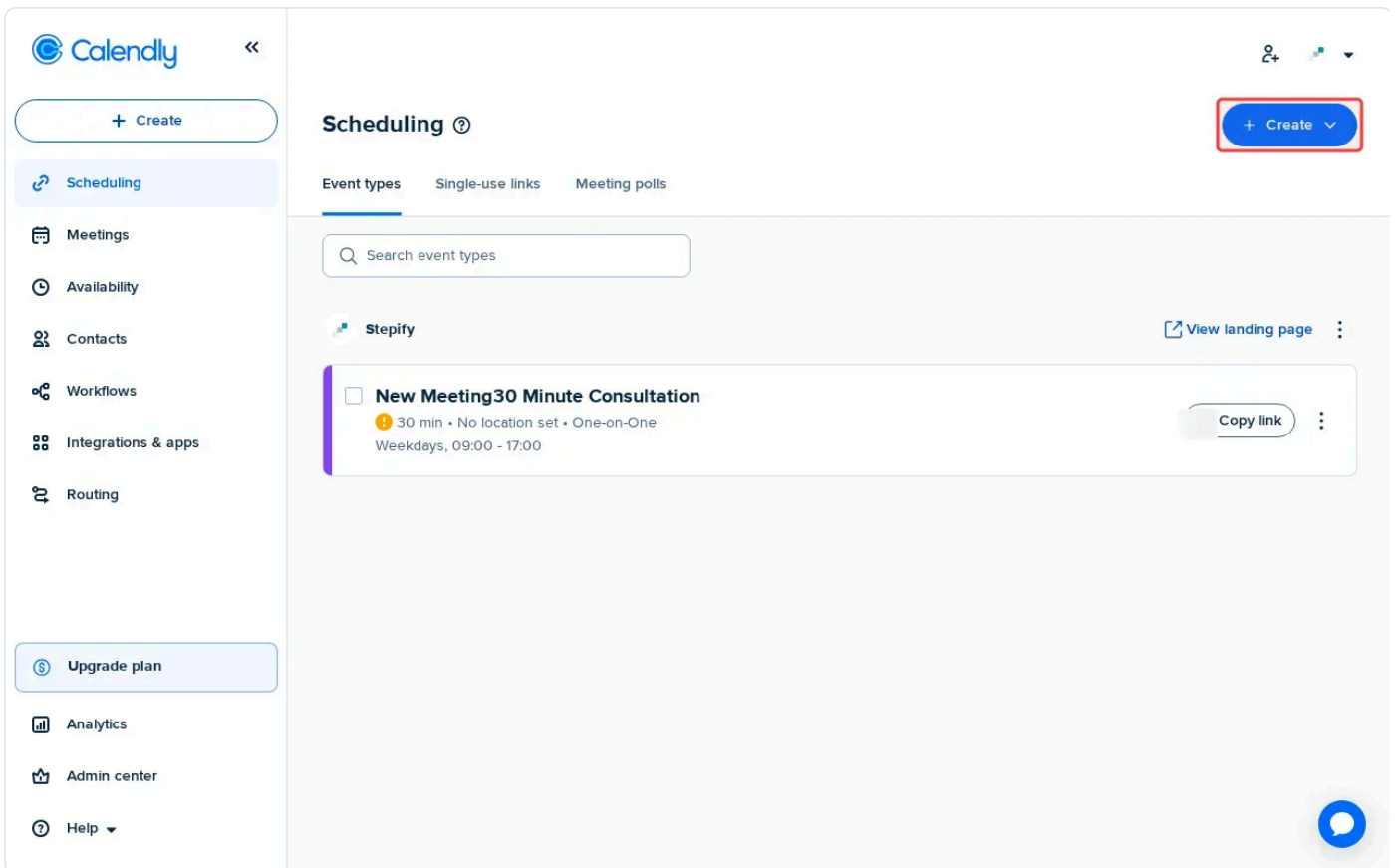
1 Click 'Create new event type' in sidebar to start.



2 Close the upgrade modal to continue.



3 Click 'Create' in header to open event creation options.



4 Click 'Group' to select group event type option.

The screenshot displays the Calendly Scheduling interface. On the left is a navigation sidebar with options: + Create, Scheduling (selected), Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, Admin center, and Help. The main content area is titled 'Scheduling' and includes tabs for Event types, Single-use links, and Meeting polls. A search bar for event types is present. A 'Stepify' logo is visible. A card for a 'New Meeting 30 Minute Consultation' is shown with details: 30 min, No location set, One-on-One, Weekdays, 09:00 - 17:00. A dropdown menu is open, listing event types: One-on-one (1 host → 1 invitee), Group (1 host → Multiple invitees), Round robin (Rotating hosts → 1 invitee), and Collective (Multiple hosts → 1 invitee). The 'Group' option is highlighted with a red box. Below the dropdown are sections for 'More ways to meet' including One-off meeting and Meeting poll. A '+ Create' button is in the top right.