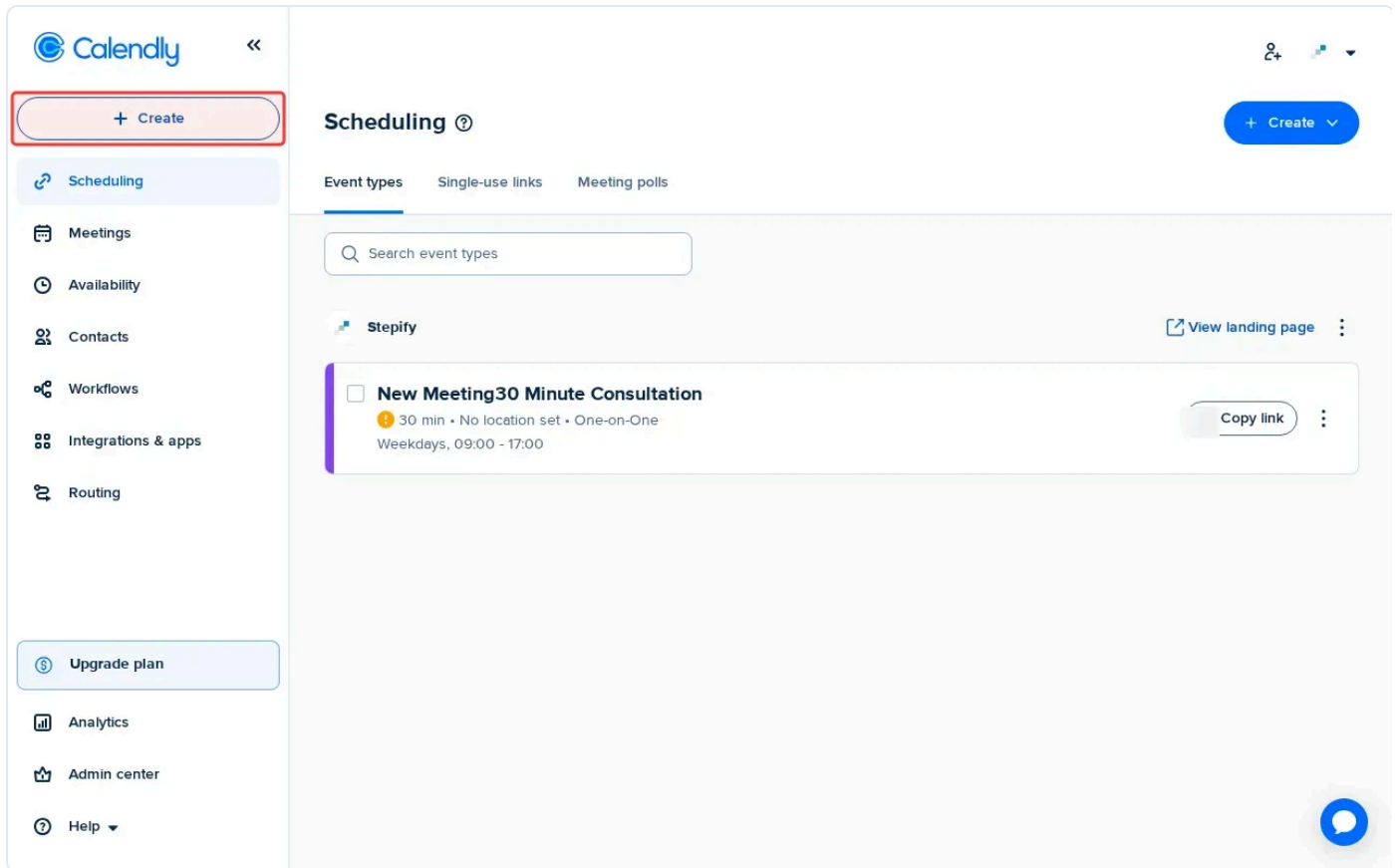


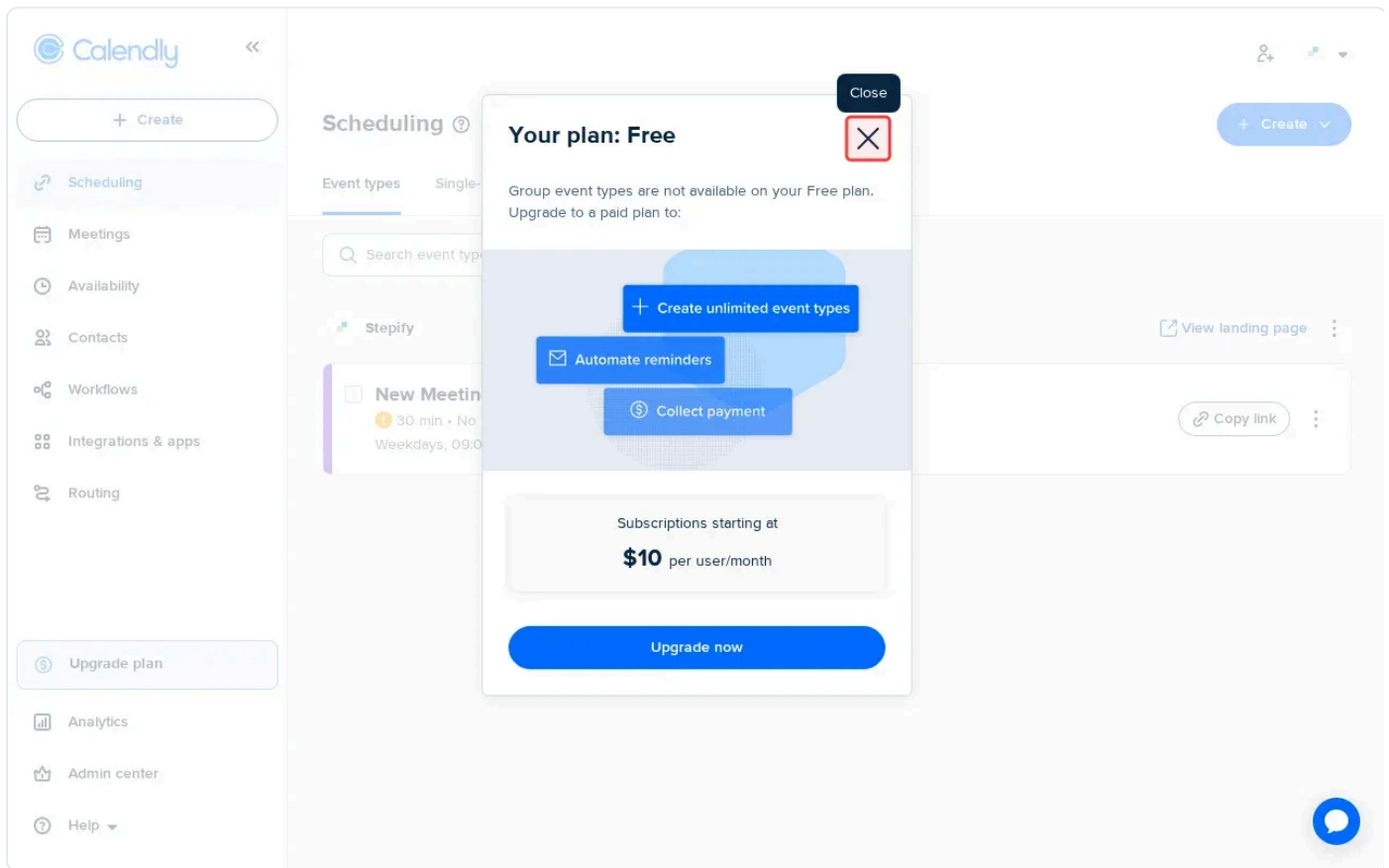
How to create a group event in Calendly

Calendly 4 steps · 25s

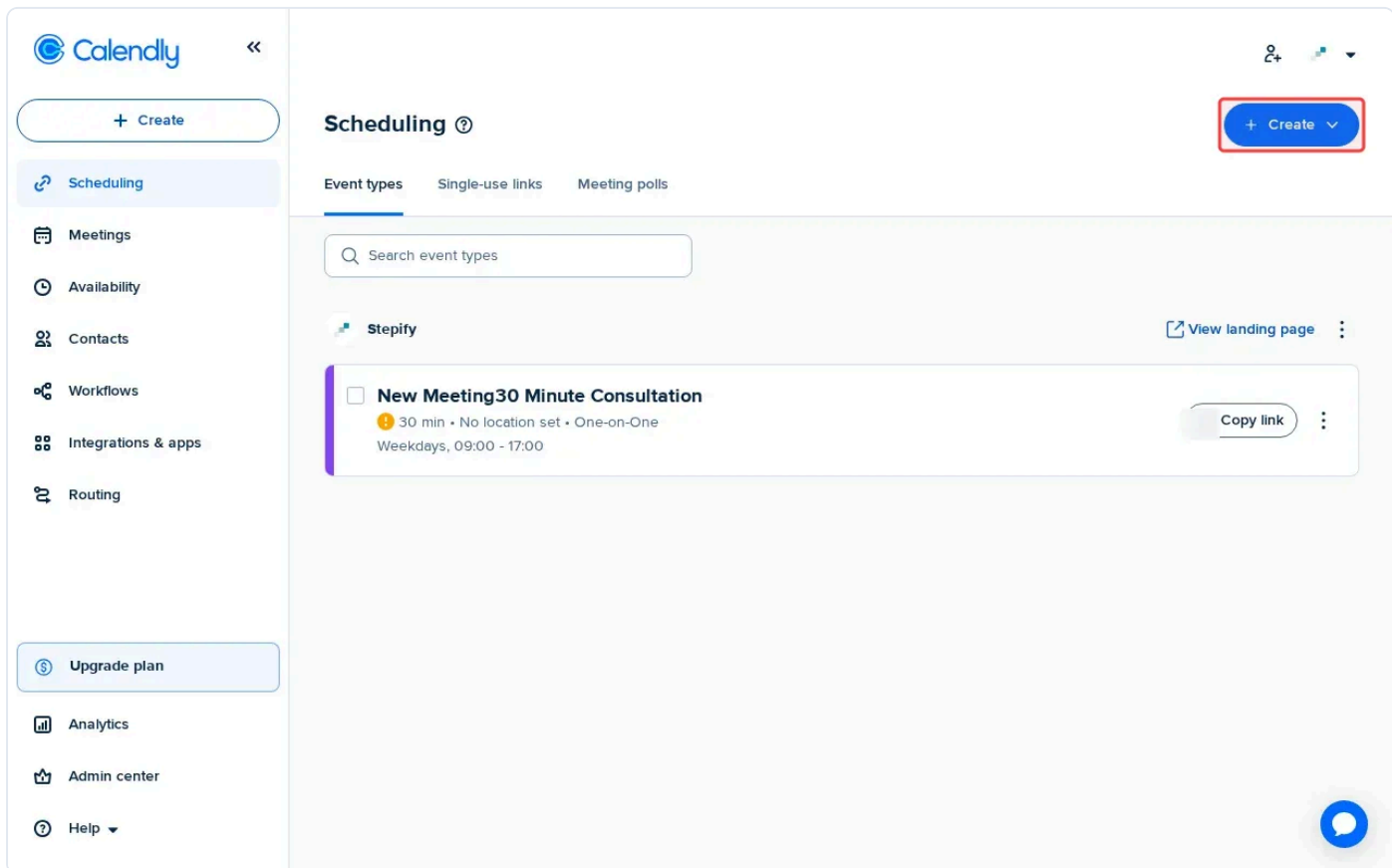
- 1 Click 'Create new event type' in sidebar to start.



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 sidebar with navigation links: 'Scheduling' (active), '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 'Search event types' is present. Below it, a 'Stepify' section shows a 'New Meeting' card for a '30 Minute Consultation' (30 min, No location set, One-on-One, Weekdays, 09:00 - 17:00). An 'Event type' dropdown menu is open on the right, listing options: 'One-on-one' (1 host → 1 invitee, Good for coffee chats, 1:1 interviews, etc.), 'Group' (1 host → Multiple invitees, Webinars, online classes, etc.), 'Round robin' (Rotating hosts → 1 invitee, Distribute meetings between team members), 'Collective' (Multiple hosts → 1 invitee, Panel interviews, group sales calls, etc.), 'More ways to meet', 'One-off meeting' (Offer time outside your normal schedule), and 'Meeting poll' (Let invitees vote on a time to meet). The 'Group' option is highlighted with a red border. A 'Copy link' button is visible on the right side of the interface.