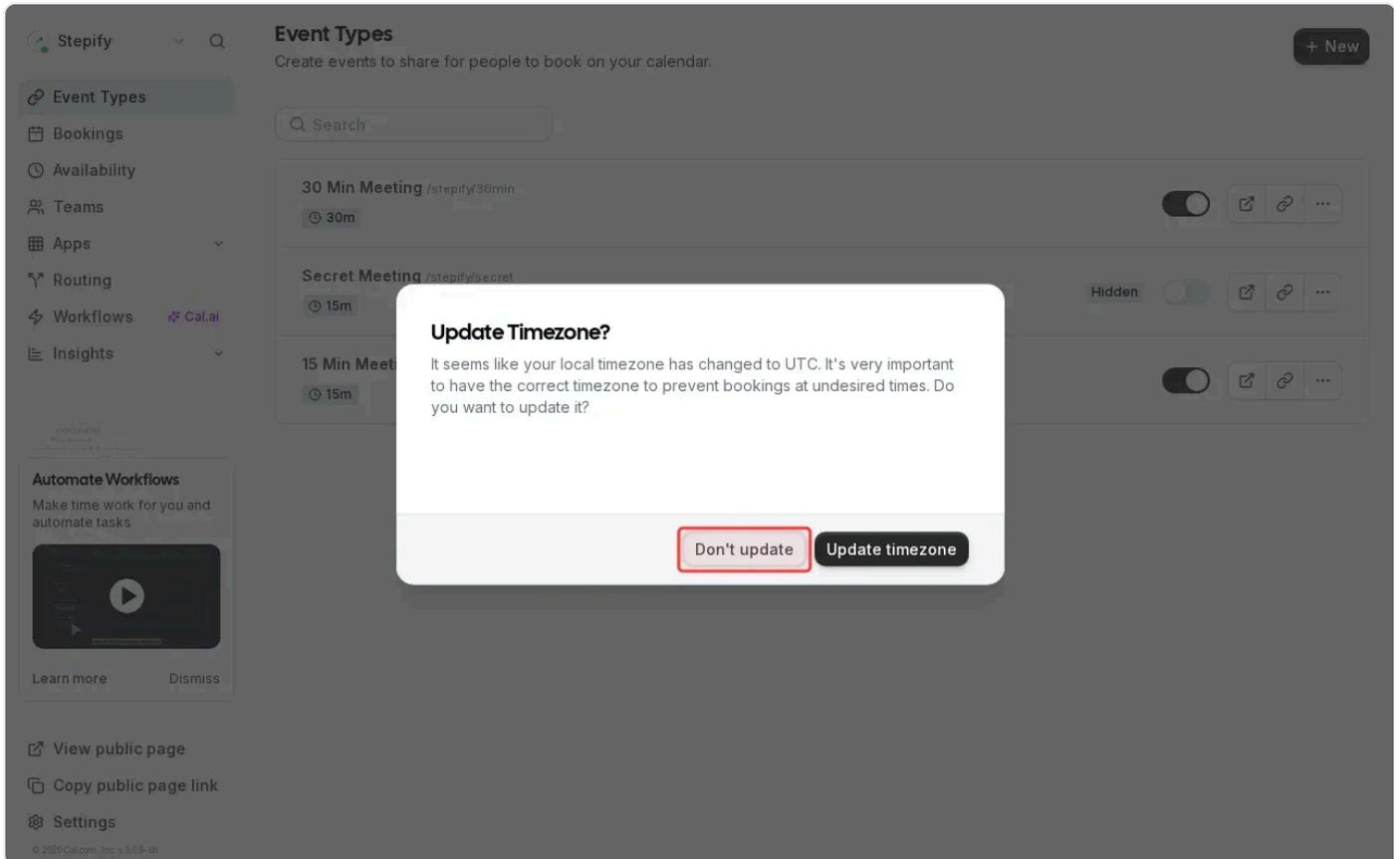


How to create a new event type in Cal.com

calcom 4 steps · 21s

1 Click 'Don't update' to dismiss timezone modal.



2 Click 'New' to create a new event type.

Stepify

Event Types

Create events to share for people to book on your calendar.

+ New

Search

- 30 Min Meeting /stepify/30min
30m
- Secret Meeting /stepify/secret
15m
Hidden
- 15 Min Meeting /stepify/15min
15m

No more results

Automate Workflows
Make time work for you and automate tasks

Learn more Dismiss

View public page
Copy public page link
Settings

© 2020 Calcom, Inc. v.0.0.8-sh

3 Type event title in the title field.

Add a new event type

Set up event types to offer different types of meetings.

Title

Quick Chat

URL: <https://book.landingpad.digital>

/stepify/

Description

Please fill out this field.

A quick video meeting.

Duration

15 minutes

Close Continue

© 2020 Calcom, Inc. v.0.0.8-sh

4 Click 'Save' to complete the event type creation.

The screenshot displays the 'Quick Consultation' configuration page in the Stepify interface. The left sidebar contains navigation options: Event Types, Bookings, Availability, Teams, Apps, Routing, Workflows (with a Cal.ai integration), and Insights. Below the sidebar is a 'Cal.ai' widget for an AI scheduling assistant. The main content area is divided into two columns. The left column lists configuration categories: Basics (15 mins), Availability (Working Hours), Limits (How often you can be booked), Advanced (Calendar settings & more...), Recurring (Set up a repeating schedule), Apps (0 apps, 0 active), Workflows (0 active), and Webhooks (0 active). The right column contains the configuration fields: Title (Quick Consultation), Description (A quick video meeting, with a red box highlighting the bold 'B' icon), URL (book.landingpad.digital/stepi... quick-consultation), Duration (15 Minutes, with an 'Allow multiple durations' toggle), and Location (Google Meet, with an 'Add a location' button and a link to the App Store).