

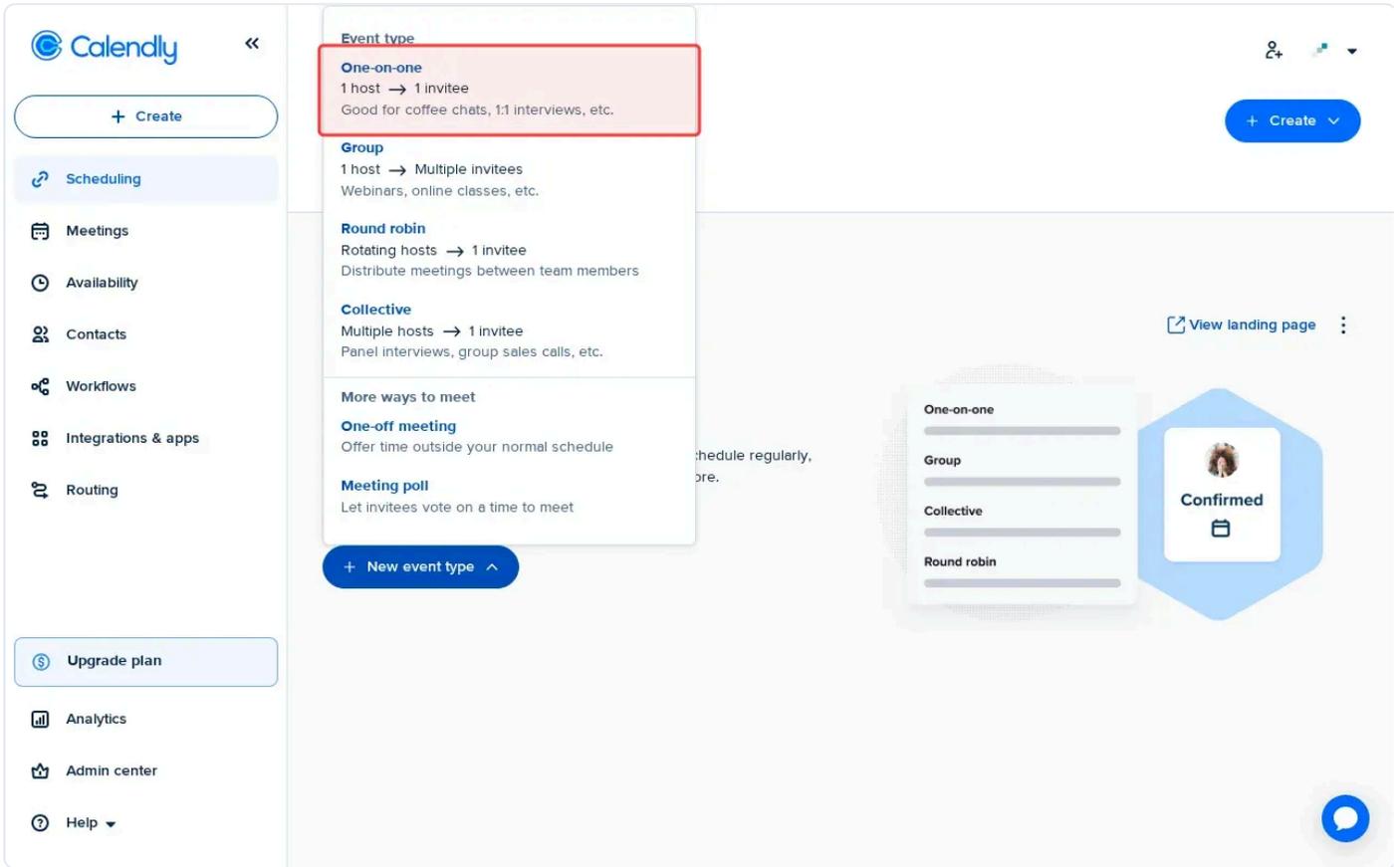
How to create a new event type in Calendly

Calendly 6 steps · 39s

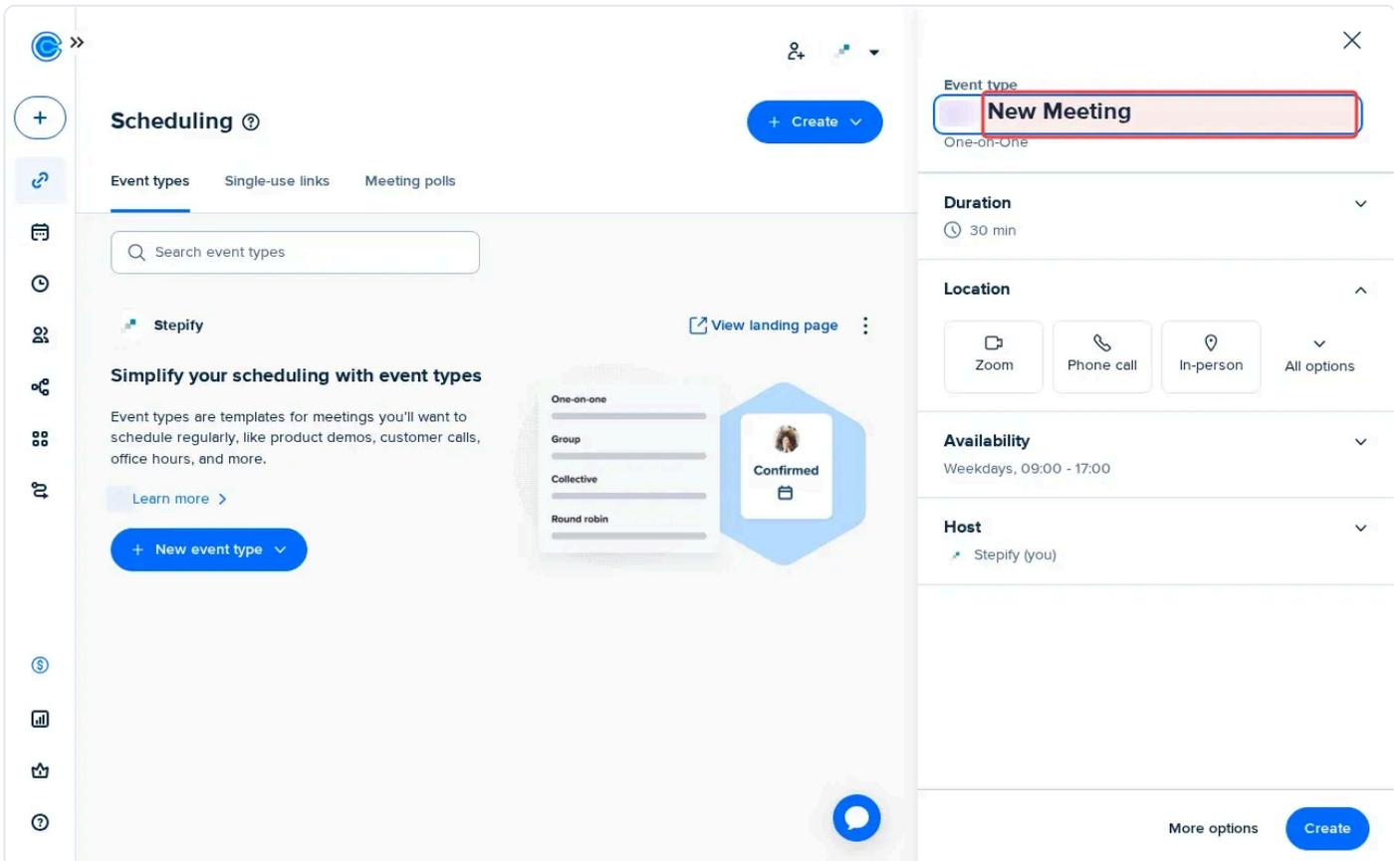
1 Click 'New event type' to start creation.

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 'Search event types' is present. Below this, the 'Stepify' logo is shown with a 'View landing page' link. A section titled 'Simplify your scheduling with event types' explains that event types are templates for regular meetings. A 'Learn more' link is provided. A blue button labeled '+ New event type' is highlighted with a red rectangular box. To the right, a preview of event type options is shown, including 'One-on-one', 'Group', 'Collective', and 'Round robin', with a 'Confirmed' status indicator.

2 Select 'One-on-One' event type for single host meetings.



3 Type event name in the name field.



4 Click Duration selector to set meeting length.

The screenshot shows the Stepify Scheduling interface. On the left is a navigation sidebar with icons for home, add, share, calendar, clock, people, settings, and help. The main content area is titled 'Scheduling' and includes a search bar for event types, a 'New event type' button, and a 'View landing page' link. A central graphic displays various event type options: One-on-one, Group, Collective, and Round robin, with a 'Confirmed' status indicator. On the right, a settings panel for a 'New Meeting' is open, showing options for Event type (One-on-One), Duration (30 min), Location (Zoom, Phone call, In-person), Availability (Weekdays, 09:00 - 17:00), and Host (Stepify (you)). The 'Duration' dropdown menu is highlighted with a red border.

5 Select duration from the dropdown menu.

This screenshot is similar to the previous one, but the 'Duration' dropdown menu is now open, showing '30 min' as the selected option. The dropdown menu is highlighted with a red border. Below the dropdown, there is a '+ Add duration option' link. The rest of the interface, including the navigation sidebar, main content area, and other settings in the right panel, remains the same.

6 Click 'Create' to save the event type.

The screenshot displays the Stepify Scheduling interface. On the left is a navigation sidebar with icons for home, add, share, calendar, clock, people, settings, and help. The main content area is titled 'Scheduling' and includes a search bar for event types, a 'View landing page' link, and a 'New event type' button. A central graphic shows event type options: One-on-one, Group, Collective, and Round robin, with a 'Confirmed' status icon. On the right, a configuration panel for 'New MeetingNew Meeting' (One-on-One) is visible, showing a 'Duration' dropdown menu with '30 min' selected, and a 'Host' dropdown menu with 'Stepify (you)' selected. At the bottom right of the configuration panel, a 'Create' button is highlighted with a red border.