Stepify

How to create a a new event type in Calendly

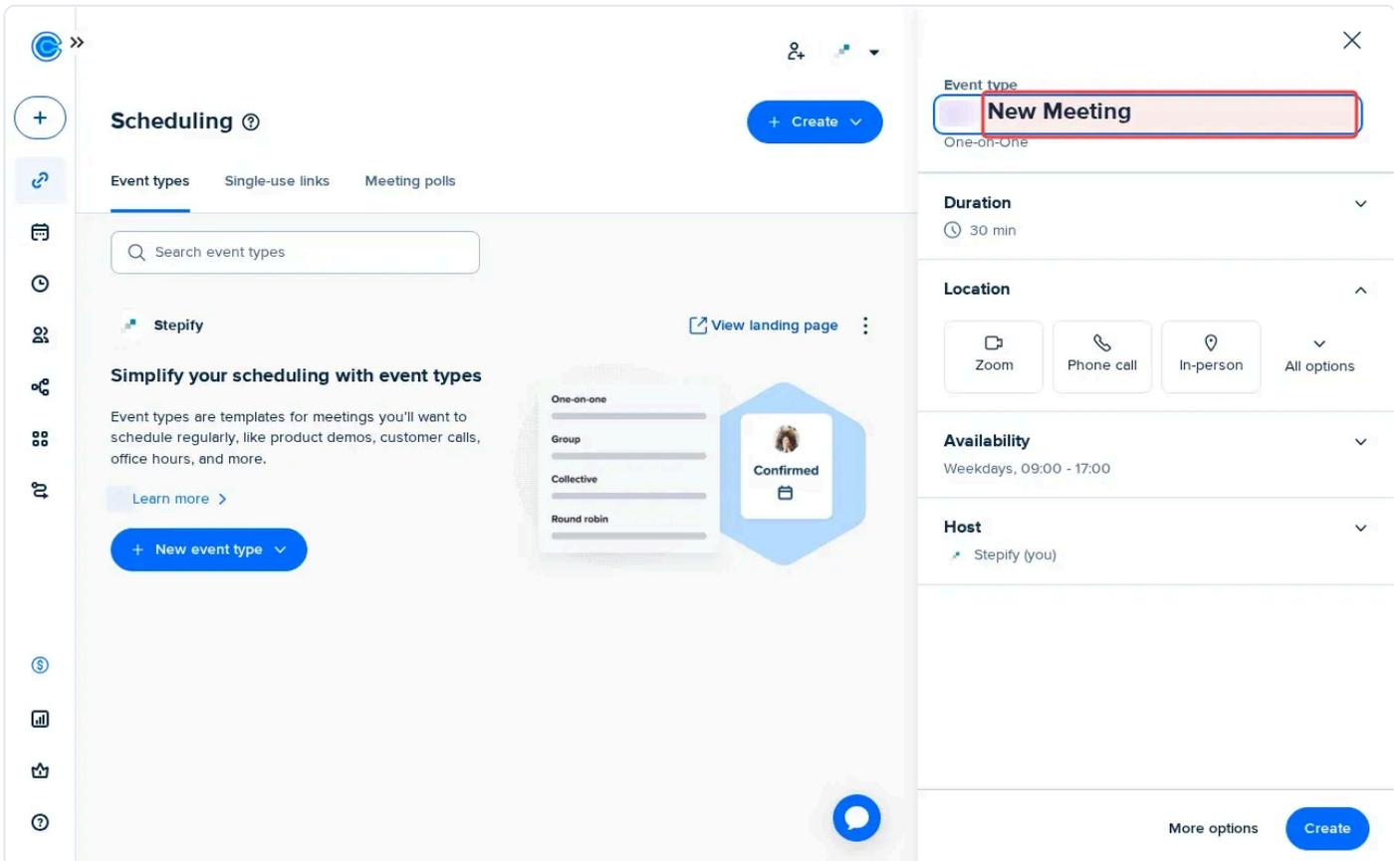Calendly   6 steps · 39s

1   **Click 'New event type' to start creation.**

2 **Select 'One-on-One' event type for single host meetings.**
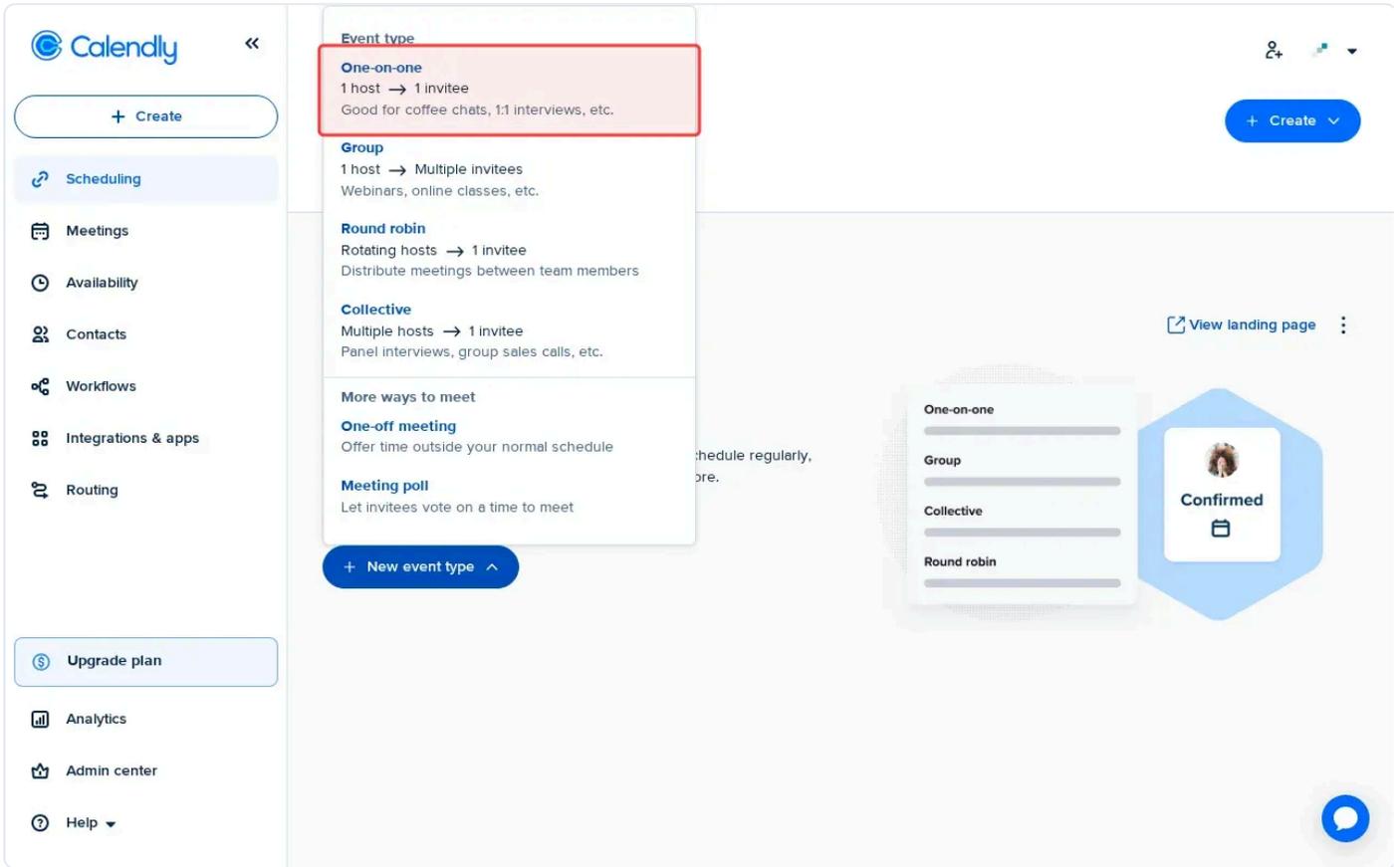
3 **Type event name in the name field.**

4 **Click Duration selector to set meeting length.**

5 **Select duration from the dropdown menu.**

6 **Click 'Create' to save the event type.**

Scheduling ⓘ

+ Create ⌄

Event types   Single-use links   Meeting polls

🔍 Search event types

📄 Stepify   ⧉ View landing page   ⋮

Simplify your scheduling with event types

Event types are templates for meetings you'll want to schedule regularly, like product demos, customer calls, office hours, and more.

ⓘ Learn more ❯

+ New event type ⌄

One-on-one
Group
Collective
Round robin

Confirmed
📅

Event type
🟣 **New MeetingNew Meeting**
One-on-One

Duration   ⌃

| 30 min   ⌃ |

15 min

30 min   ✓

45 min

1 hr

Custom

Weekdays, 09:00 - 17:00

Host   ⌄

📄 Stepify (you)

More options   **Create**