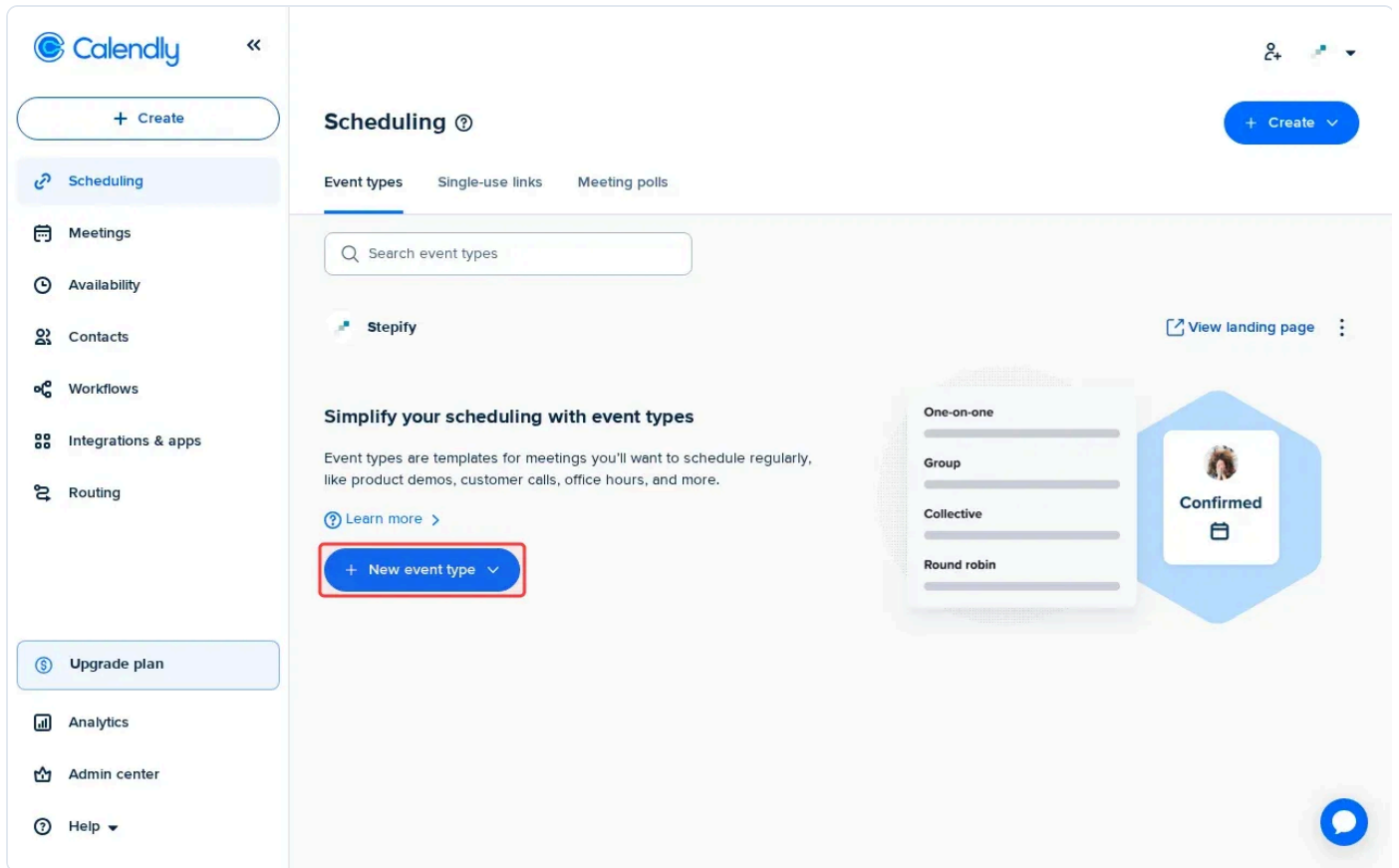


How to create a new event type in Calendly

Calendly 6 steps · 39s

1 Click 'New event type' to start creation.



Calendly

+ Create

Scheduling

Meetings

Availability

Contacts

Workflows

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Upgrade plan

Analytics

Admin center

Help

Scheduling

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

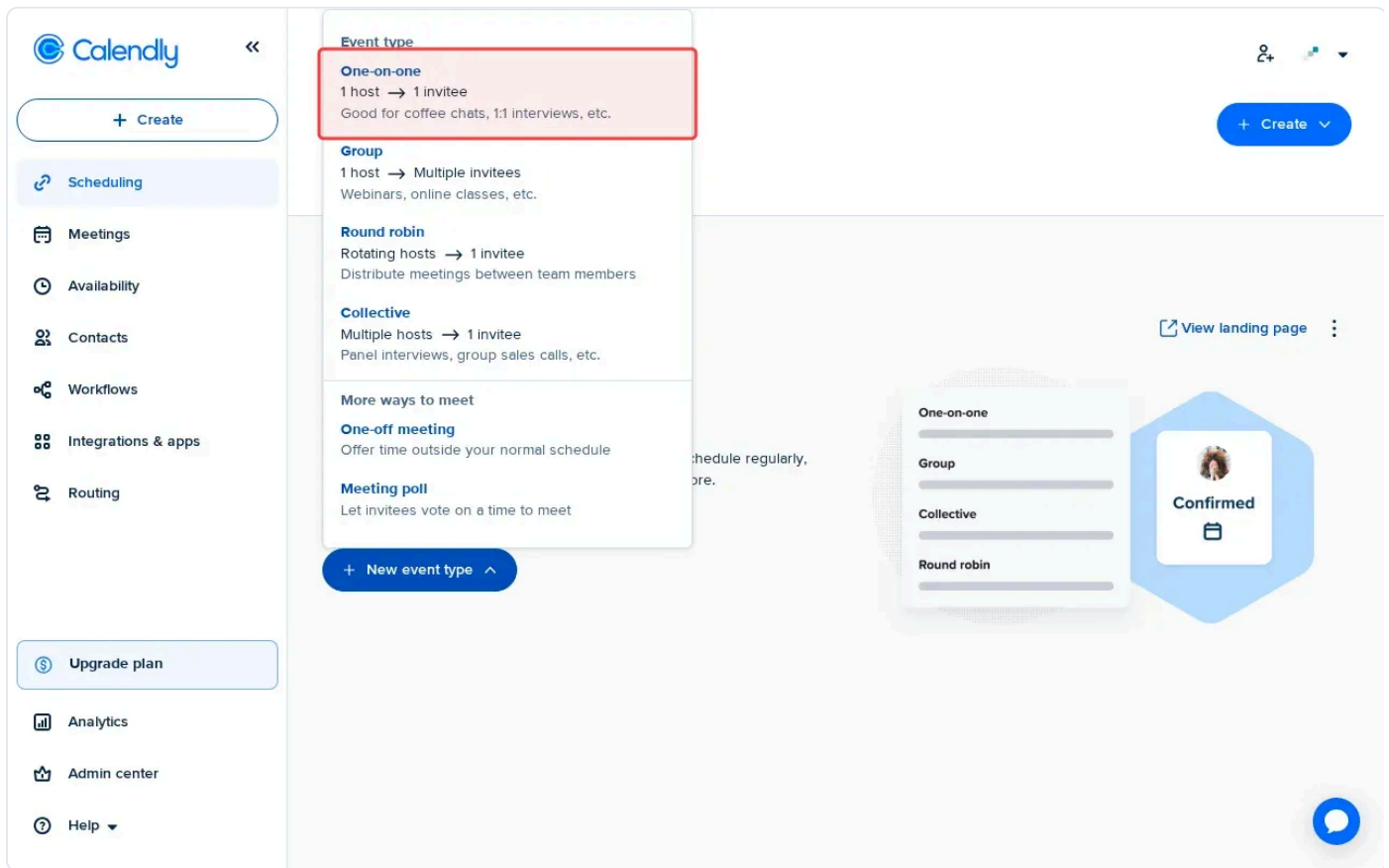
Group

Collective

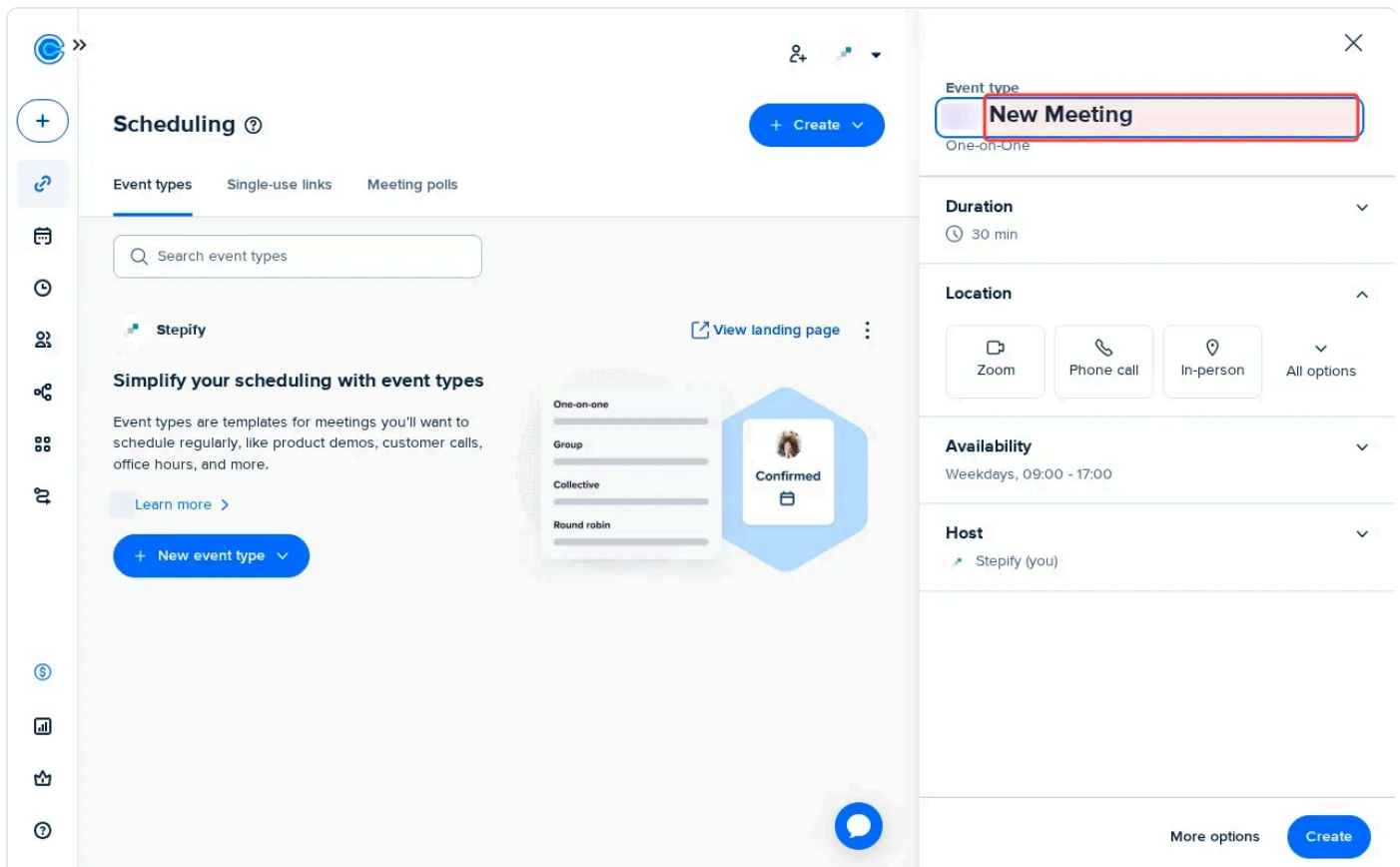
Round robin

Confirmed

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 sidebar with navigation icons. The main area is titled 'Scheduling' and contains a search bar, a 'New event type' button, and a list of event types: One-on-one, Group, Collective, and Round robin. A 'Confirmed' status badge is visible. On the right is a configuration panel for a 'New Meeting'. The 'Duration' dropdown menu is highlighted with a red border and shows '30 min' as the selected option. Other settings include 'Location' (Zoom, Phone call, In-person), 'Availability' (Weekdays, 09:00 - 17:00), and 'Host' (Stepify (you)). A 'Create' button is at the bottom right.

Scheduling

Event types | Single-use links | Meeting polls

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Learn more

+ New event type

View landing page

One-on-one

Group

Collective

Round robin

Confirmed

Event type

New MeetingNew Meeting

One-on-One

Duration

30 min

Location

Zoom | Phone call | In-person | All options

Availability

Weekdays, 09:00 - 17:00

Host

Stepify (you)

More options | Create

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 red border highlights the dropdown menu. The 'Add duration option' link is visible below the dropdown. The rest of the interface remains the same.

Scheduling

Event types | Single-use links | Meeting polls

Search event types

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Learn more

+ New event type

View landing page

One-on-one

Group

Collective

Round robin

Confirmed

Event type

New MeetingNew Meeting

One-on-One

Duration

30 min

+ Add duration option

Location

No location set

Availability

Weekdays, 09:00 - 17:00

Host

Stepify (you)

More options | Create

6 Click 'Create' to save the event type.

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Scheduling ?

+ Create v

Event typesSingle-use linksMeeting polls

Search event types

Stepify

Simplify your scheduling with event types

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? Learn more >

+ New event type v

View landing page

One-on-oneGroupCollectiveRound robin

Confirmed

Event type

New MeetingNew Meeting

One-on-One

Duration

30 min

15 min30 min ✓45 min1 hrCustom

Weekdays, 09:00 - 17:00

Host

Stepify (you)

More optionsCreate