Stepify

How to create an event

Calendly   5 steps · 2m 16s

1 **Click 'Create' button to start creating new event type.**

2 **Select 'One-on-One' event type option from dropdown.**

3 **Type event name in the name field.**

4 **Click 'Create' button to save the event type.**

5 **Click 'Save changes' to complete event creation.**