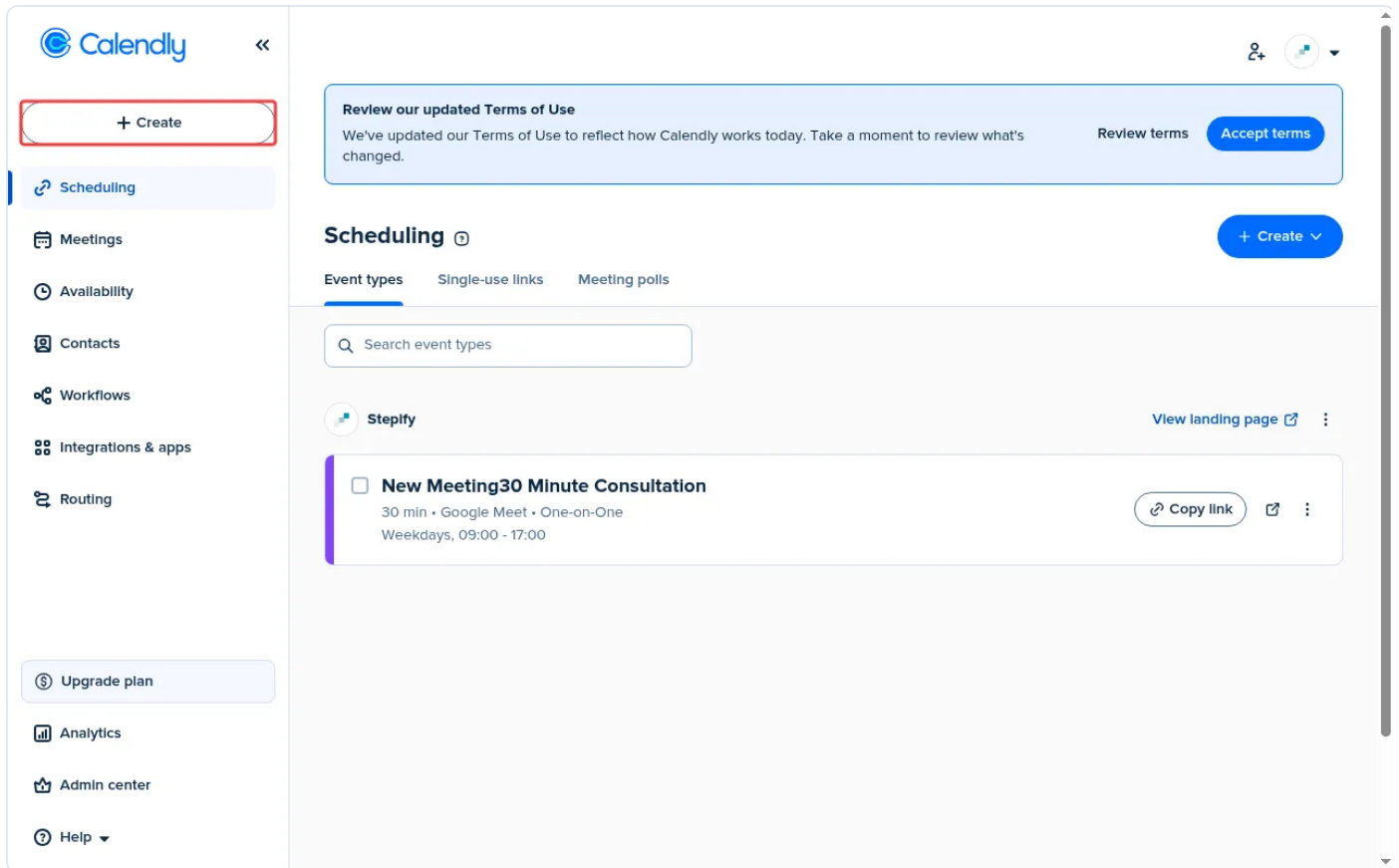


How to create a new event type

Calendly 11 steps · 33s

1 Click the + Create button to start creating a new event type



The screenshot displays the Calendly web application interface. On the left is a sidebar with the Calendly logo and a list of navigation items: Scheduling, Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, Admin center, and Help. The 'Scheduling' item is selected and highlighted. The main content area is titled 'Scheduling' and contains a 'Review our updated Terms of Use' banner at the top with 'Review terms' and 'Accept terms' buttons. Below the banner are tabs for 'Event types', 'Single-use links', and 'Meeting polls', with 'Event types' being the active tab. A search bar for 'Search event types' is present. Under the 'Stepify' heading, there is a list of event types, with 'New Meeting30 Minute Consultation' selected. This event type is described as '30 min • Google Meet • One-on-One' and 'Weekdays, 09:00 - 17:00'. To the right of the event type list are buttons for 'Copy link', a share icon, and a menu icon. A '+ Create' button is visible in the top right corner of the main content area.

2 Select the One-on-one 1 host 1 invitee event type

The screenshot shows the Calendly interface with the 'Event Types' dropdown menu open. The menu lists several event types: 'One-on-one' (1 host → 1 invitee, Good for coffee chats, 1:1 interviews, etc.), 'Group' (1 host → Multiple invitees, Webinars, online classes, etc.), 'Round robin' (Rotating hosts → 1 invitee, Distribute meetings between team members), 'Admin Templates', and 'More ways to meet'. The 'One-on-one' option is highlighted with a red box. In the background, a 'Review our updated Terms of Use' banner is visible, along with a 'Scheduling' section showing a 'New Meeting' event type.

3 Edit the event type name

The screenshot shows the 'Event type' configuration modal in Calendly. The modal is titled 'Event type' and has a dropdown menu for 'Event type' set to 'One-on-One'. The 'Duration' is set to '30 min'. The 'Location' is set to 'Zoom'. The 'Availability' is set to 'Weekdays, 09:00 - 17:00'. The 'Payment' is set to 'Collect payment for your event'. The 'Host' is set to 'Stepify (you)'. The modal also includes a 'More options' button and a 'Create' button. In the background, the 'Scheduling' section shows a list of event types, including 'New Meeting' and 'New Meeting30 Minute Consultation'.

4 Type '30 Minute Consultation' in the Event type name field

Review our updated Terms of Use
We've updated our Terms of Use to reflect how Calendly works today. Take a moment to review what's changed.
[Review terms](#) [Accept terms](#)

Scheduling [+ Create](#)

Event types Single-use links Meeting polls

Search event types

Stepify [View landing page](#)

☐ **New Meeting**
30 min • No location set • One-on-One
Weekdays, 09:00 - 17:00

☐ **New Meeting30 Minute Consultation**
30 min • Google Meet • One-on-One
Weekdays, 09:00 - 17:00 [Copy link](#)

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

Duration
30 min

Location
Zoom Phone call In-person All options

Availability
Weekdays, 09:00 - 17:00

Payment
Collect payment for your event

Host
Stepify (you)

[More options](#) [Create](#)

5 Select the event duration from the dropdown

Review our updated Terms of Use
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Scheduling [+ Create](#)

Event types Single-use links Meeting polls

Search event types

Stepify [View landing page](#)

☐ **30 Minute Consultation**
30 min • No location set • One-on-One
Weekdays, 09:00 - 17:00

☐ **New Meeting30 Minute Consultation**
30 min • Google Meet • One-on-One
Weekdays, 09:00 - 17:00 [Copy link](#)

Event type
One-on-One **30 Minute Consultation**

Duration
30 min

Location
Zoom Phone call In-person All options

Availability
Weekdays, 09:00 - 17:00

Payment
Collect payment for your event

Host
Stepify (you)

[More options](#) [Create](#)

6 Select the event duration from the dropdown

The screenshot shows the Calendly 'Scheduling' interface. On the left is a sidebar with navigation icons for Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, and Admin center. The main content area has a 'Review our updated Terms of Use' banner at the top. Below it, the 'Scheduling' section is active, showing a list of event types. The first event type, '30 Minute Consultation', is selected and highlighted. It has a duration of 30 min, no location set, and is available on weekdays from 09:00 to 17:00. The second event type, 'New Meeting30 Minute Consultation', is also listed. On the right, a modal window is open for editing the '30 Minute Consultation' event type. It shows the event type name, duration (30 min), location (No location set), availability (Weekdays, 09:00 - 17:00), payment (Collect payment for your event), and host (Stepify (you)). The 'Duration' dropdown is highlighted with a red box, showing '30 min'.

7 Select a duration from the dropdown menu

This screenshot is identical to the one above, showing the Calendly 'Scheduling' interface. The '30 Minute Consultation' event type is selected, and the 'Duration' dropdown in the modal is highlighted with a red box, showing '30 min'.

8 Select a duration from the dropdown menu

The screenshot shows the Calendly interface. On the left is a sidebar with navigation icons for Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, and Admin center. The main content area is titled 'Scheduling' and includes a 'Review our updated Terms of Use' banner, a search bar for event types, and a list of event types. The '30 Minute Consultation' event type is selected, showing details: 30 min, No location set, One-on-One, Weekdays, 09:00 - 17:00. A 'New Meeting30 Minute Consultation' option is also visible. On the right, a modal window displays the event configuration for '30 Minute Consultation'. The 'Duration' dropdown menu is open, showing '30 min' as the selected option. Other configuration options include Location (No location set), Availability (Weekdays, 09:00 - 17:00), Payment (Collect payment for your event), and Host (Stepify (you)). At the bottom of the modal are 'More options' and 'Create' buttons.

9 Select a duration from the dropdown menu

This screenshot is identical to the one above, showing the Calendly interface with the '30 Minute Consultation' event type selected in the dropdown menu. The interface includes the same sidebar, main content area with event type list, and the configuration modal on the right. The 'Duration' dropdown menu is open, showing '30 min' as the selected option. The modal also displays configuration options for Location, Availability, Payment, and Host, with 'More options' and 'Create' buttons at the bottom.

10 Select a duration from the dropdown menu

The screenshot shows the Calendly interface. On the left is a sidebar with navigation icons for Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, and Admin center. The main content area is titled 'Scheduling' and includes a 'Review our updated Terms of Use' banner, a search bar for event types, and a list of event types. The '30 Minute Consultation' event type is selected, showing details: 30 min, No location set, One-on-One, Weekdays, 09:00 - 17:00. A 'New Meeting30 Minute Consultation' option is also visible. On the right, a modal window displays the event configuration for '30 Minute Consultation'. The 'Duration' dropdown menu is open, showing '30 min' as the selected option. Other configuration options include Location (No location set), Availability (Weekdays, 09:00 - 17:00), Payment (Collect payment for your event), and Host (Stepify (you)). At the bottom of the modal are 'More options' and 'Create' buttons.

11 Select a duration from the dropdown menu

This screenshot is identical to the one above, showing the Calendly interface with the '30 Minute Consultation' event type selected in the dropdown menu. The interface includes the same sidebar, main content area with event type list, and the configuration modal on the right. The 'Duration' dropdown menu is open, showing '30 min' as the selected option. The modal also displays configuration options for Location, Availability, Payment, and Host, with 'More options' and 'Create' buttons at the bottom.

