HOW TO CREATE A *NEW EVENT* TYPE IN CALENDLY

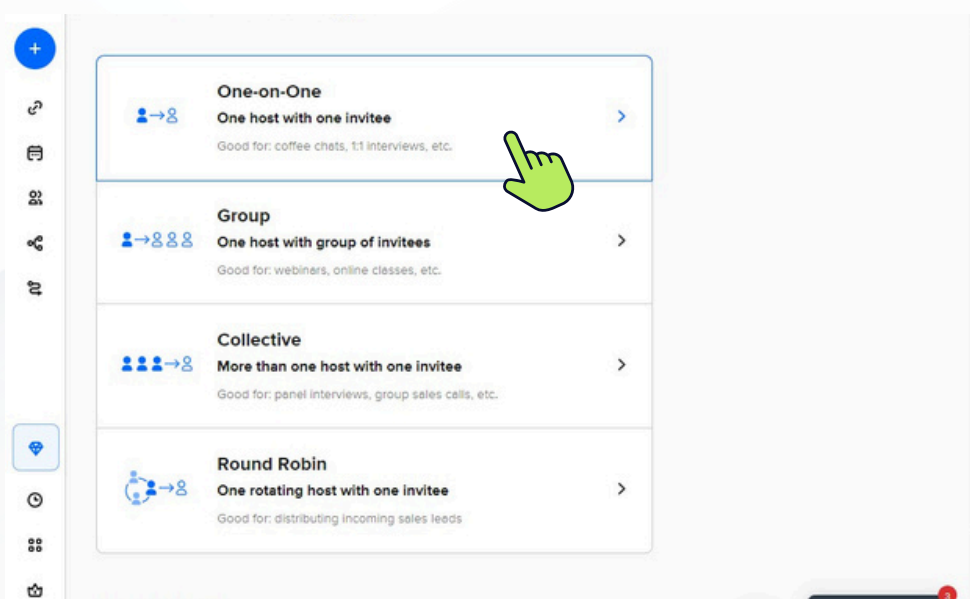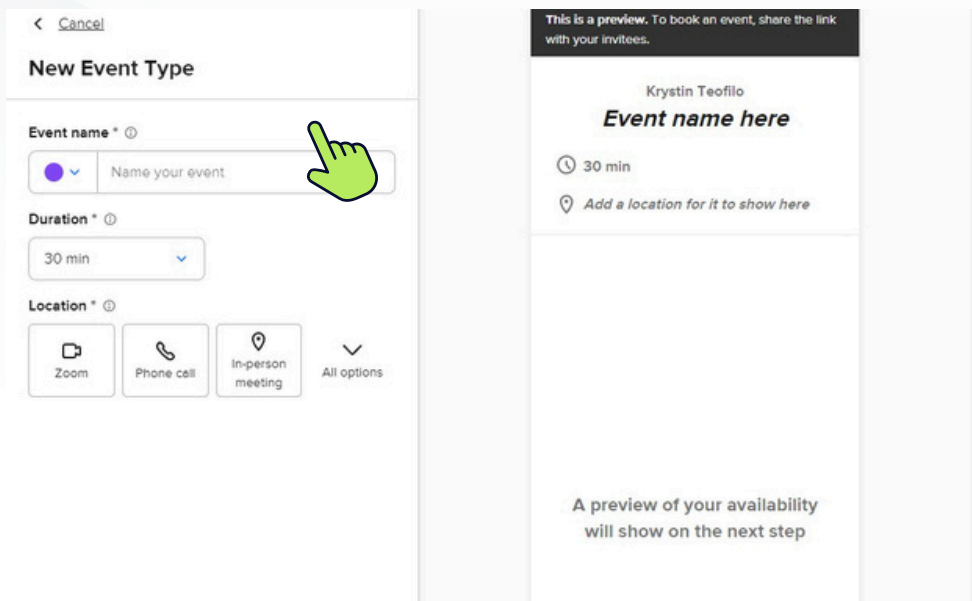**1** Navigate to https://calendly.com/event_types_user/me
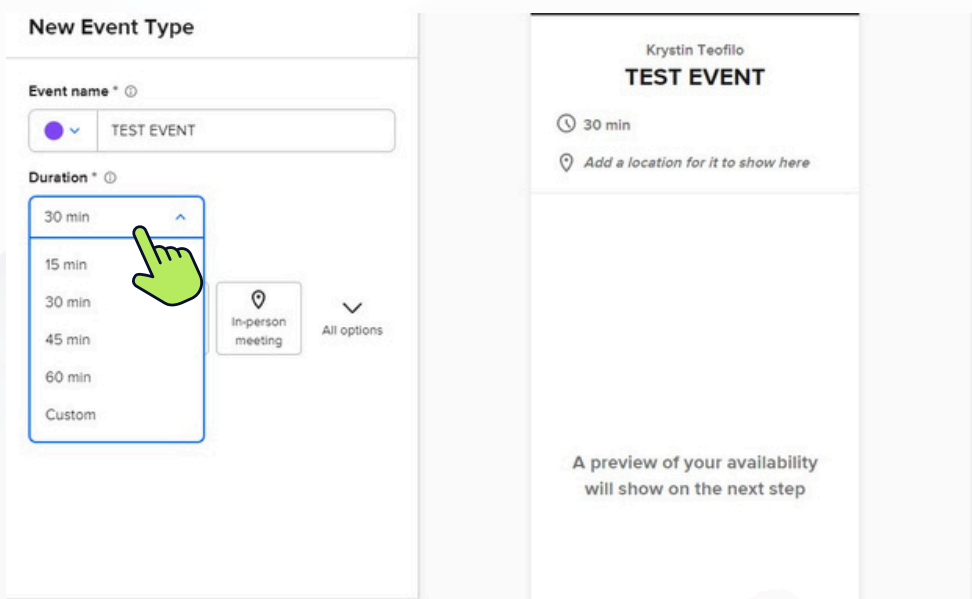
2 Click "New Event Type"
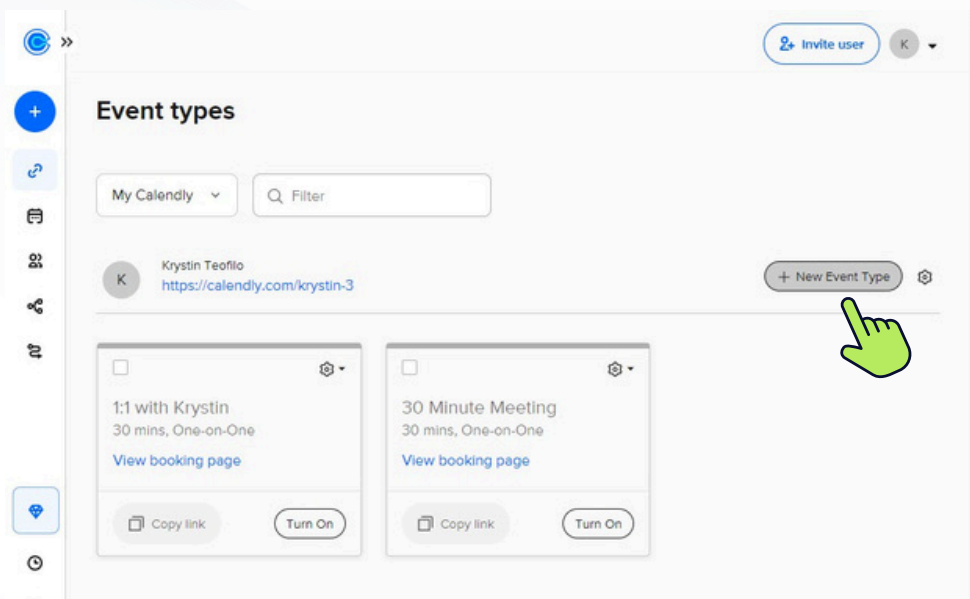
3 Select on a type of event you'd like.
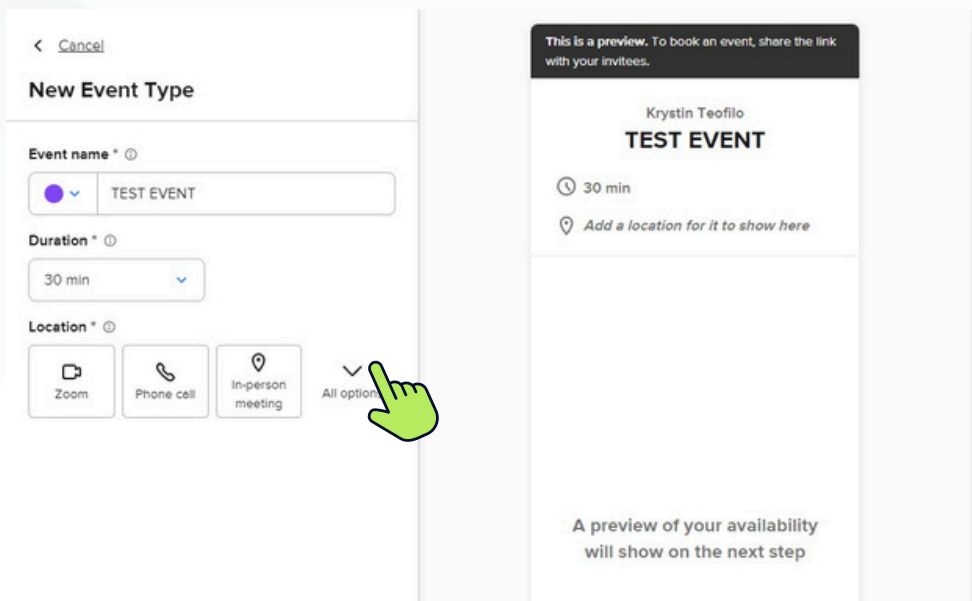
4 Name your event.

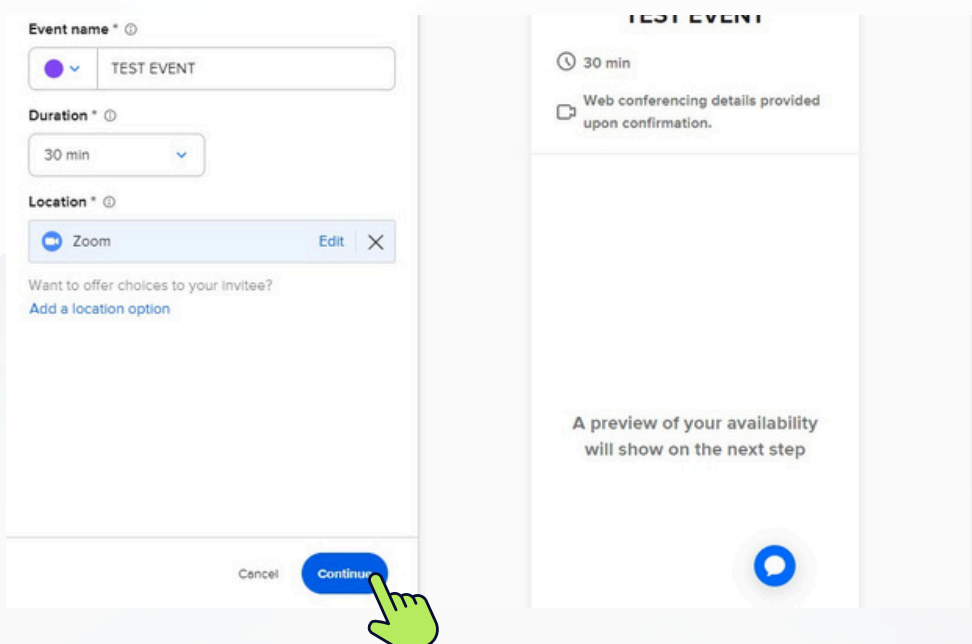**5** Click here to set the call duration.

6 Click here to select the location of the call.

7 Click "Continue"

8 Modify your event and finalize the details.
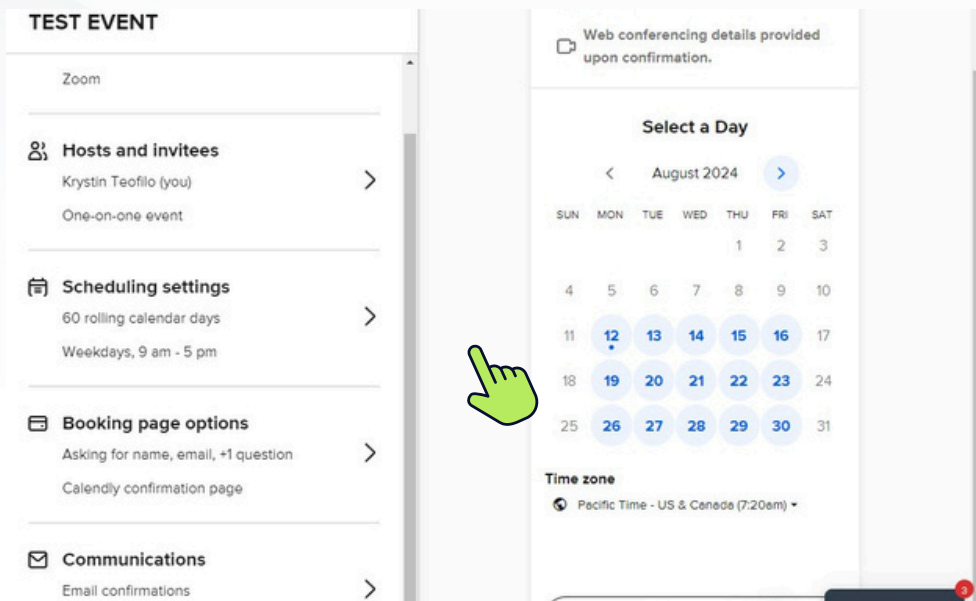
SCAN
CALENDAR

BOOK A STRATEGY CALL

Jeff J Hunter
Founder VA Staffer
Pre-Trained, Pre-Vetted Executive Assistants

VA STAFFER