

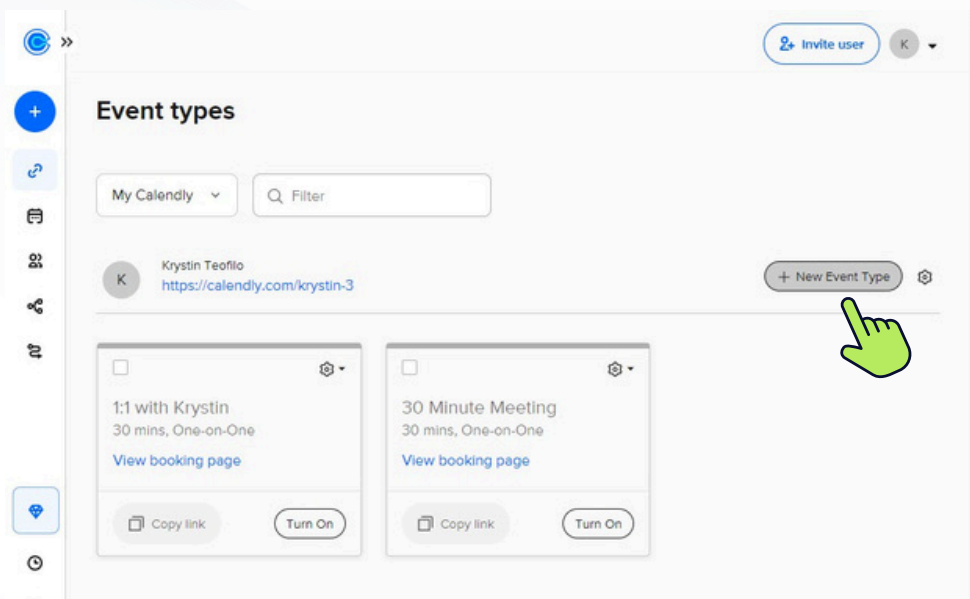


# **HOW TO CREATE A NEW EVENT TYPE IN CALENDLY**

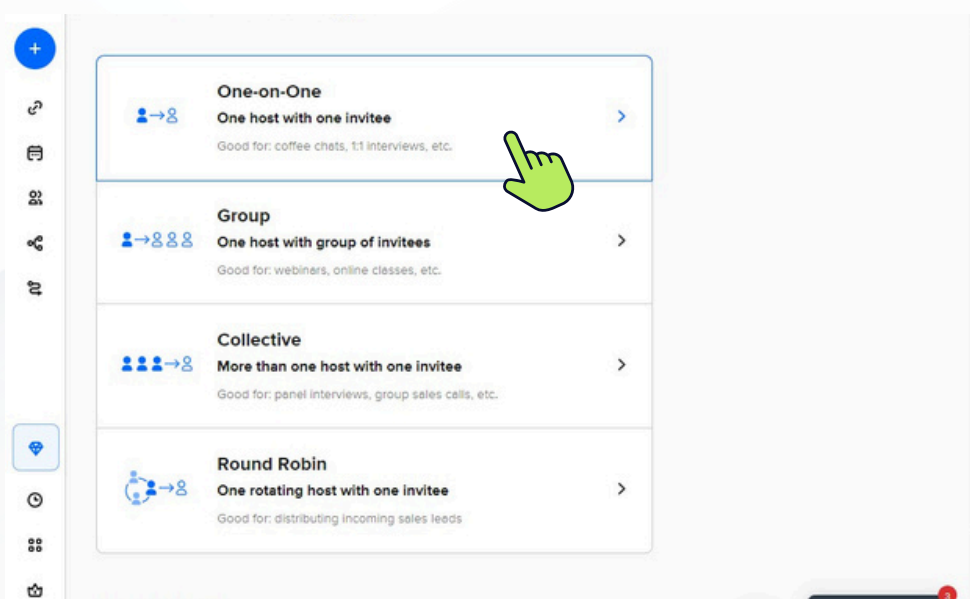


1 Navigate to [https://calendly.com/event\\_types\\_user/me](https://calendly.com/event_types_user/me)

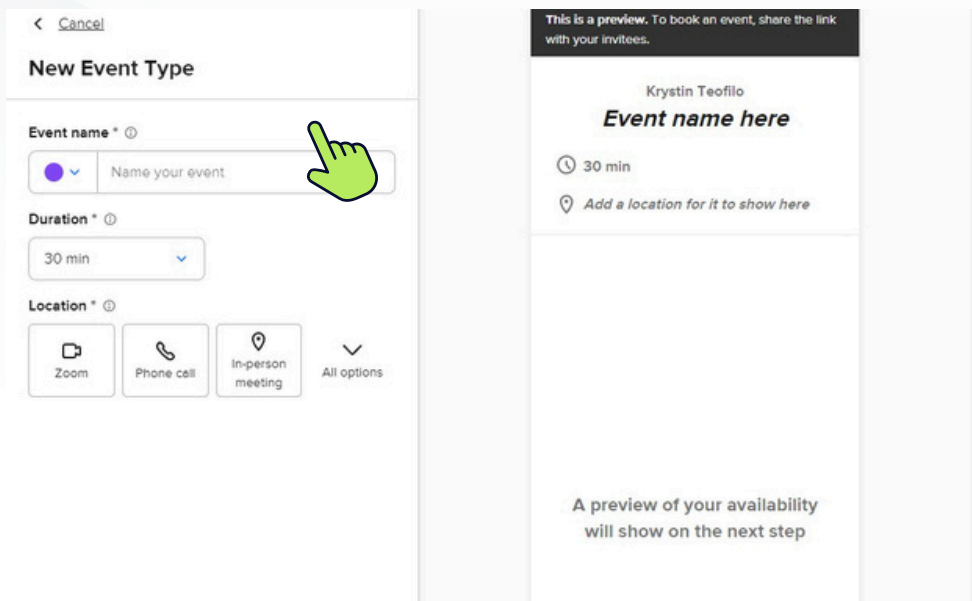
2 Click "New Event Type"



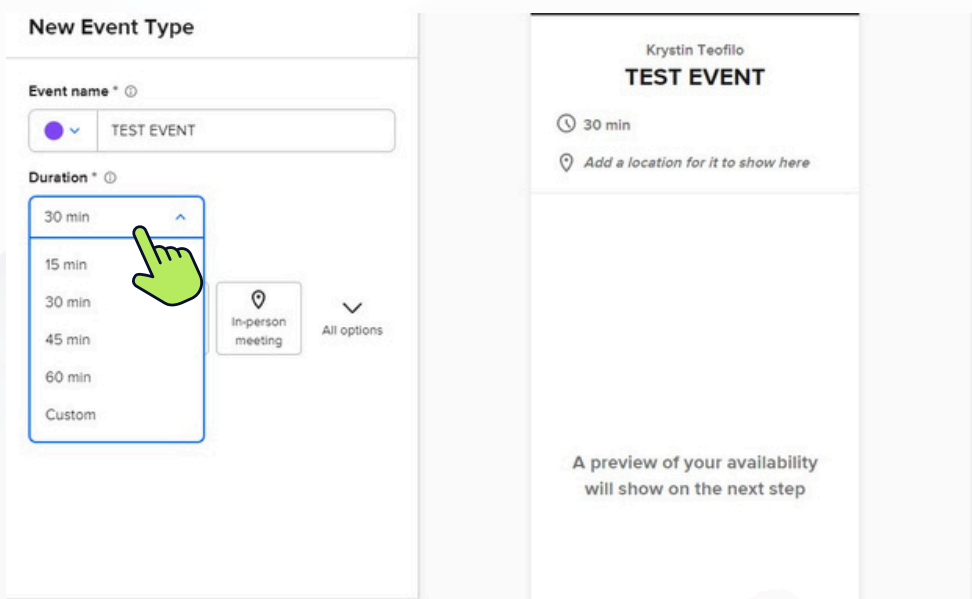
3 Select on a type of event you'd like.



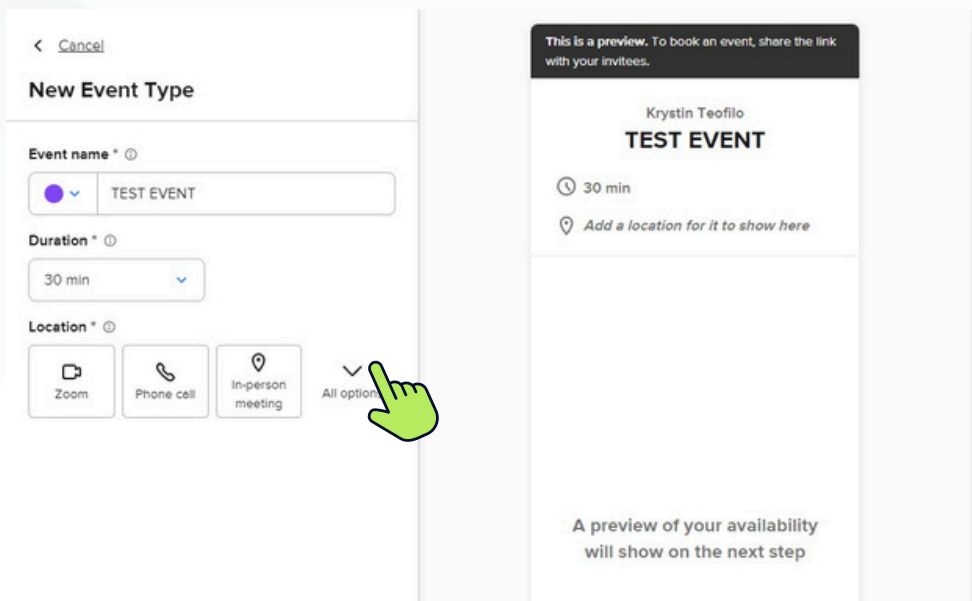
4 Name your event.



5 Click here to set the call duration.

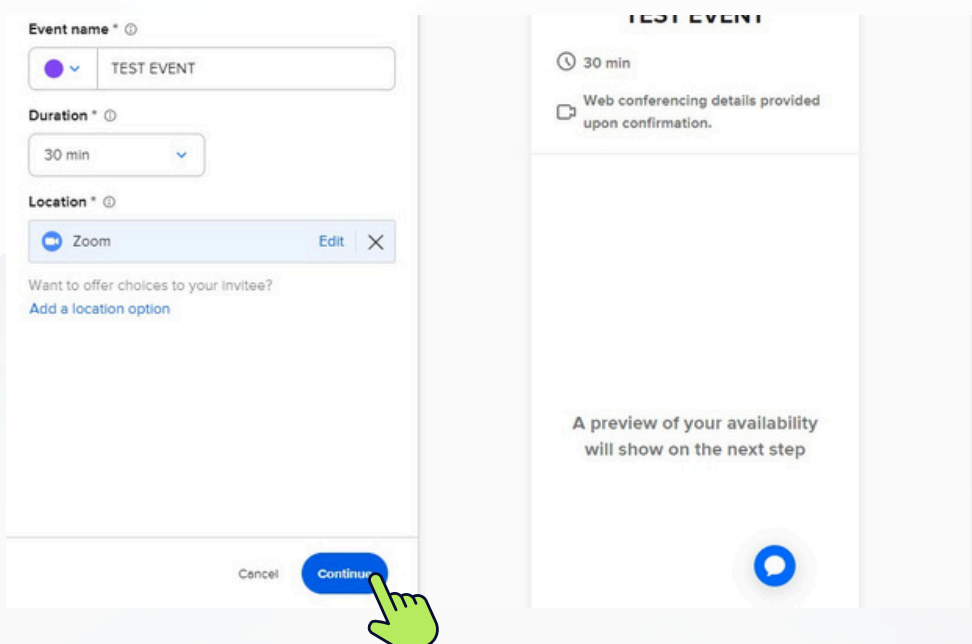


6 Click here to select the location of the call.



The screenshot shows two parts of the interface. On the left is the 'New Event Type' form with the following fields: 'Event name' (TEST EVENT), 'Duration' (30 min), and 'Location' (Zoom, Phone call, In-person meeting, All options). A green hand icon points to the 'All options' link. On the right is a preview card for 'Krystin Teofilo TEST EVENT' with a 30 min duration and a location placeholder 'Add a location for it to show here'. Below the preview card, it says 'A preview of your availability will show on the next step'.

7 Click "Continue"

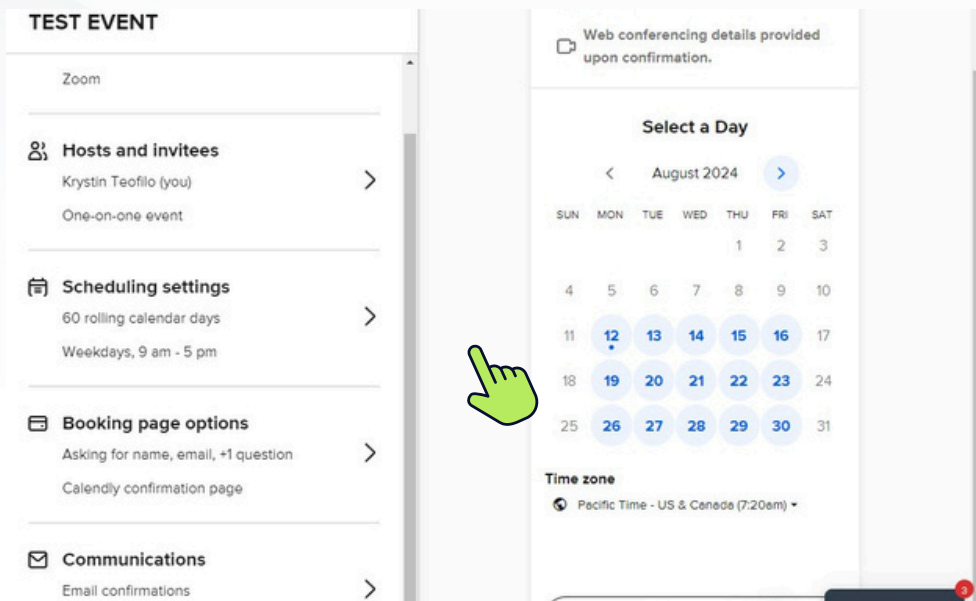


The screenshot shows the 'New Event Type' form with 'Zoom' selected in the 'Location' field. Below the location field, there is a question 'Want to offer choices to your invitee?' and a link 'Add a location option'. At the bottom of the form, there are 'Cancel' and 'Continue' buttons. A green hand icon points to the 'Continue' button. The preview card on the right now shows 'Web conferencing details provided upon confirmation.' and the same 'A preview of your availability will show on the next step' message.



**8**

Modify your event and finalize the details.



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**Jeff J Hunter**

*Founder VA Staffer  
Pre-Trained, Pre-Vetted Executive  
Assistants*

