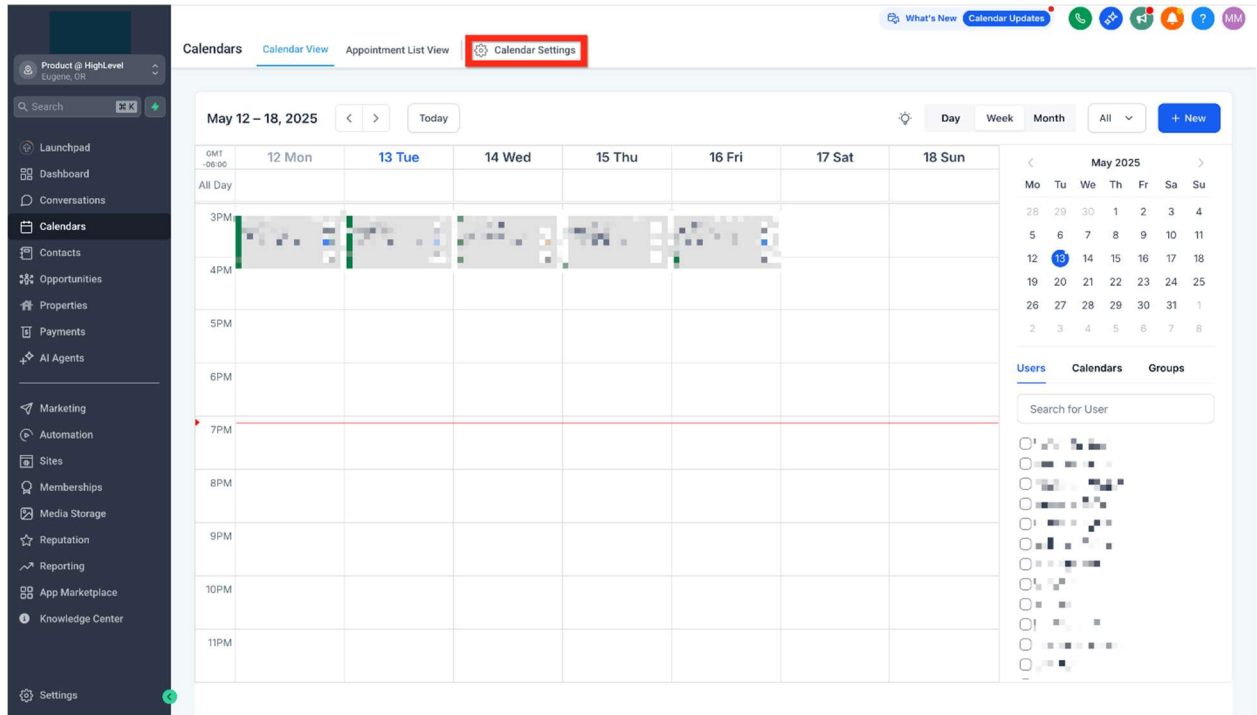


GOBOOSTIFY – CALENDER SETUP GUIDELINE

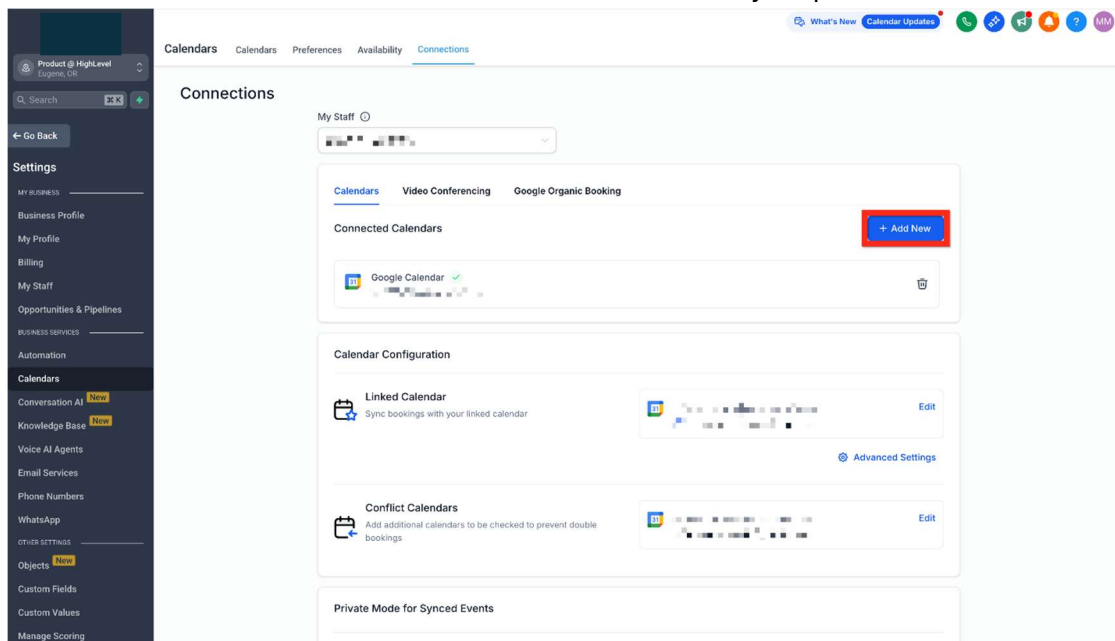
Integrate Personal Calendar

Connecting your booking system with your personal calendar keeps everything in sync. No more double-booking or missed meetings, just effortless organization.

1. Navigate to **Calendars > Calendar Settings**.

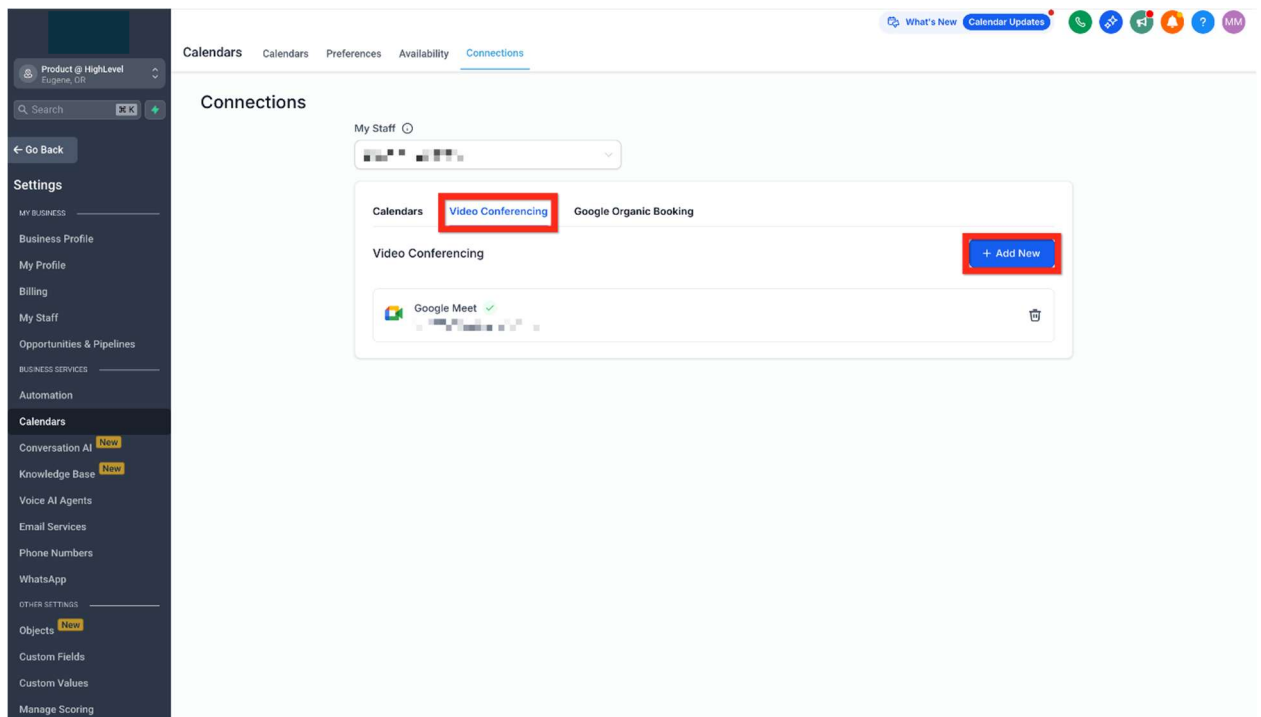


2. Select the **Connections** tab and click **Add New** to connect your personal calendar.



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3. Then select the **Video Conferencing** tab and click **Add New** to link your preferred conferencing tool.



Next, double-check that your integrations are syncing properly to enjoy seamless scheduling!

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Share from the Calendar Header

Sharing directly from the calendar you're editing saves time and prevents copy-paste errors.

Use the Share button

Open **Settings → Calendars → [Your Calendar]** and click **Share** in the **top-right header** to:

- **Copy** your booking link
- Create a **One-Time Link**
- Get the **Embed code**
- **Preview** the calendar as visitors see it

← Back to Calendars List

Edit - test round robin
Calendar id: 0GIUksITFGJA9JHOLY7

Share One-Time Link Save

Meeting Details >

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Quick Tip
To ensure uninterrupted access, add a custom meeting URL as a backup option in case there are any issues with Zoom or Gmeet integrations.

Calendar logo

Widget shape:
☒ Square ☐ Circle

Remove logo

Calendar name
test round robin

Description
Write description

Group

Custom URL

