

GOBOOSTIFY – CALENDER SETUP GUIDELINE

Add Yourself As A Team Member

Even if you're working solo, adding yourself as a team member ensures everything runs smoothly. Think of it as giving yourself VIP access to your own scheduling system.

1. Navigate to **Settings > My Staff**.
2. Click **Add User**.
3. Add yourself and save the details.

Next, you can set specific permissions for yourself or additional team members, streamlining your workflow.

Setup Automated Reminders

Automated reminders mean fewer missed appointments and happier clients. They're like your calendar gently tapping clients on the shoulder to remind them you're meeting soon.

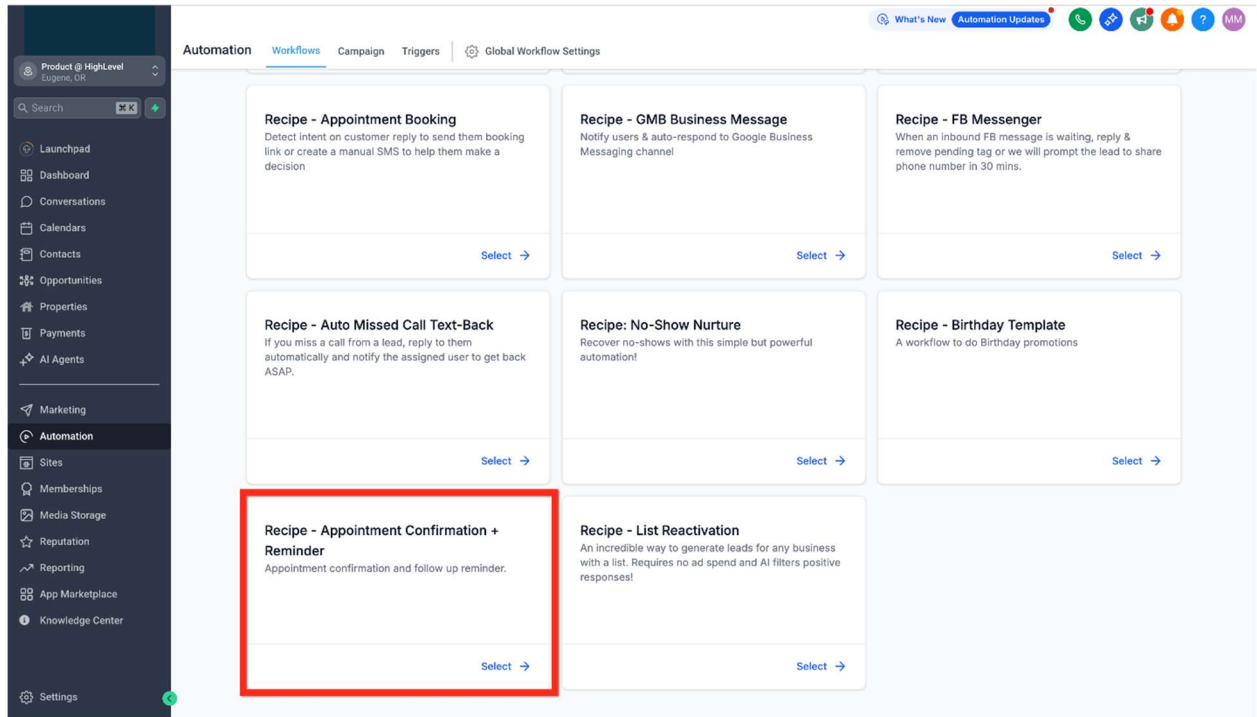
1. Navigate to **Automation**.
2. Click **Create Workflow** and select **Recipe**.

The screenshot displays the 'Automation' section of the GoBoostify interface, specifically the 'Workflows' tab. The 'Workflow List' table contains the following data:

Name	Status	Total Enrolled	Active Enrolled	Last Updated	Created On	Stats
[Icon]				Apr 16 2025, 6:03 PM	Apr 16 2025, 6:03 PM	⋮
[Icon]				Apr 28 2025, 12:22 PM	Apr 28 2025, 12:22 PM	⋮
[Icon]				May 15 2024, 7:10 PM	May 15 2024, 7:10 PM	⋮
[Icon]				Jul 19 2023, 9:47 PM	Jul 19 2023, 9:47 PM	⋮
[Icon]				Aug 20 2022, 10:21 AM	Aug 20 2022, 10:21 AM	⋮
[Icon]				Apr 01 2022, 7:15 PM	Apr 01 2022, 7:15 PM	⋮
[Icon]				Jun 21 2022, 12:14 PM	Jun 21 2022, 12:14 PM	⋮
[Icon]				Feb 13 2025, 7:14 PM	Sep 27 2024, 5:22 PM	⋮

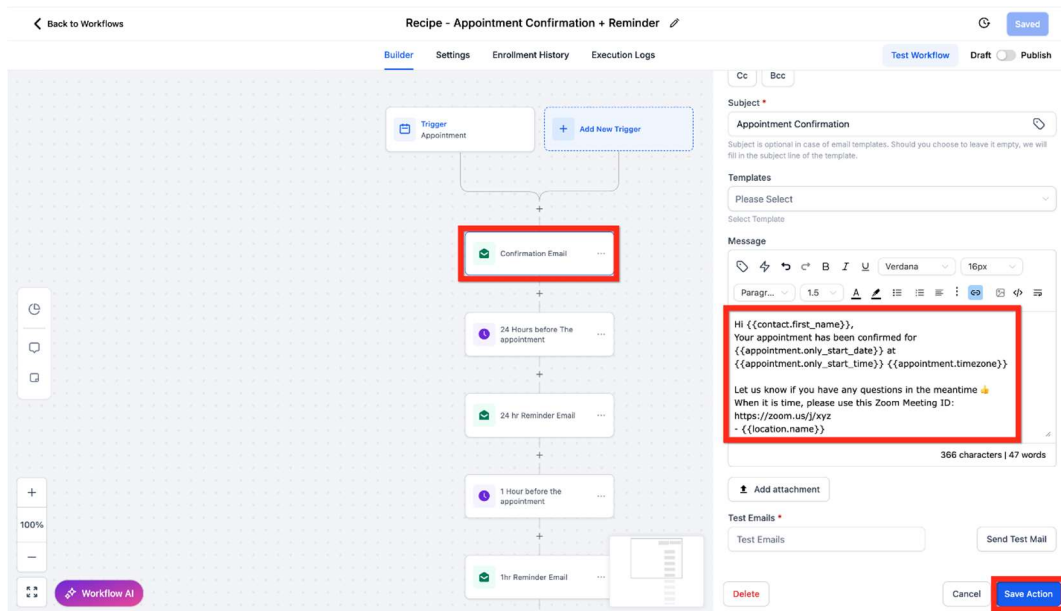
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3. Choose the recipe **Appointment Confirmation + Reminder**.



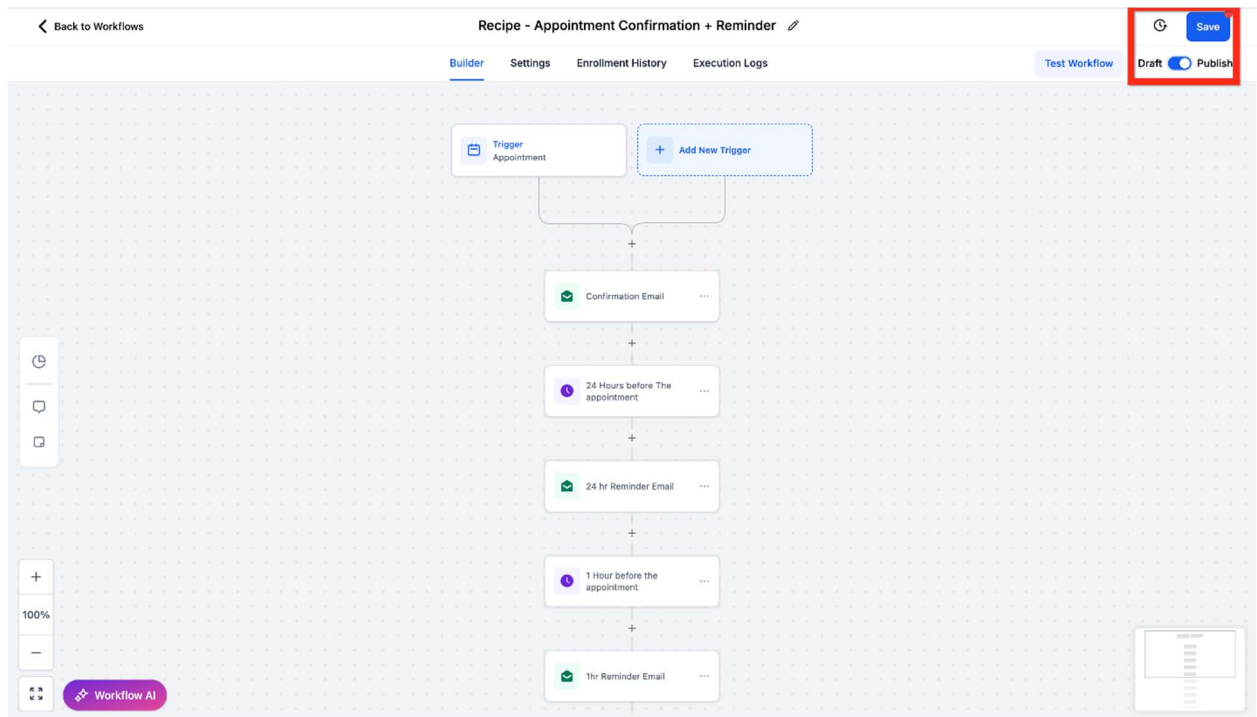
4. Edit the **Confirmation Email** action.

5. Update your meeting link (Zoom, Google Meet, etc.) and click **Save Action**.



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6. Review all actions.
7. Click **Publish**.
8. Click **Save**.



Next, consider customizing your reminders with personalized messages to build stronger client relationships.

