

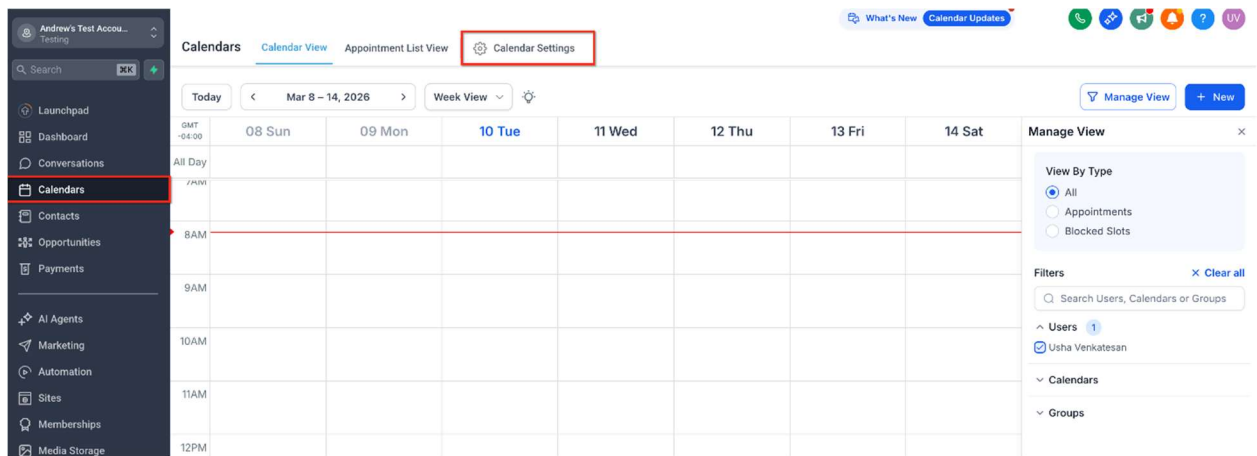
# GOBOOSTIFY – CALENDER SETUP GUIDELINE

## Setup Personal Booking Calendar

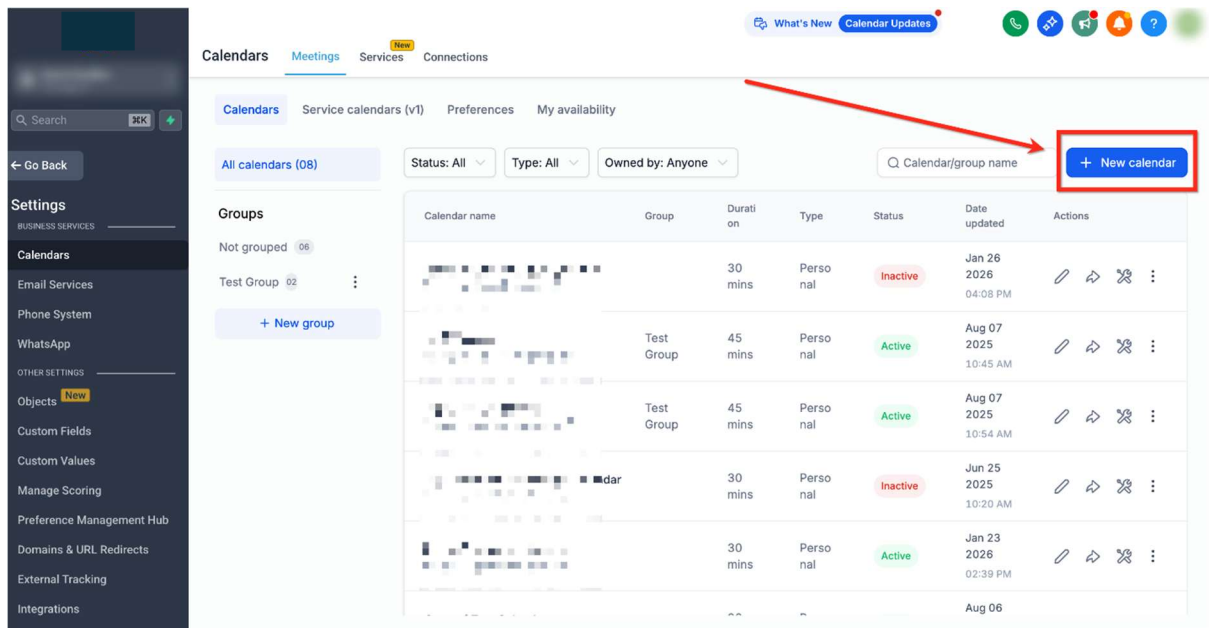
Your personal booking calendar is your best friend when it comes to managing appointments. Once it's up, you'll wonder how you ever managed without it.

To use Google Calendar for scheduling appointments, it's essential to first create a GoBoostify Personal Booking Calendar. This booking calendar serves as the foundation for your scheduling rules—allowing you to configure availability, buffer times, meeting durations, and reminders. Even if you use Google Calendar daily, this calendar is required to manage how bookings are accepted and displayed within GoBoostify.

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

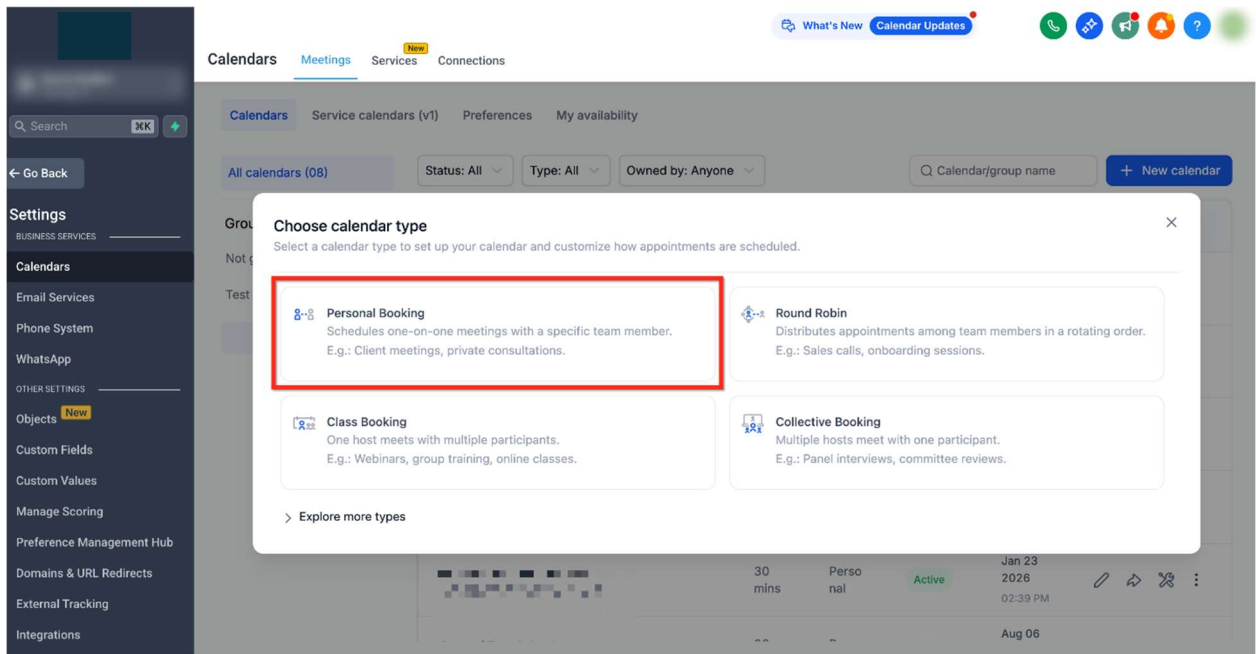


2. Click **+ New Calendar**.

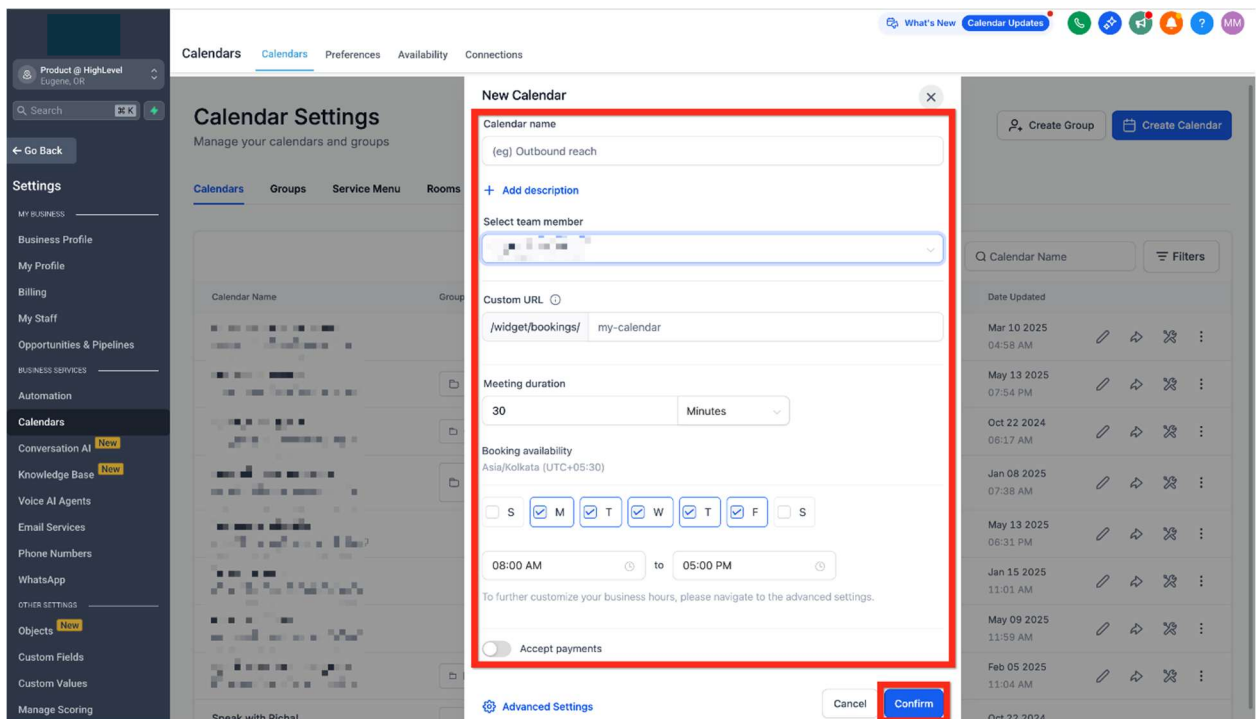


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3. Select calendar type (for 1-on-1 meetings, choose **Personal Booking**).



4. Fill in your calendar details (give it a friendly name, select yourself as the host, review your custom URL, specify appointment duration, and set your available hours). Then Click **Confirm**.



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5. Calendar Settings are now grouped into sections to help you move faster: **Basic details**, **Staff & location**, **Availability**, **Booking rules**, and **Advanced settings**.

← Back to calendars list

Create

Save changes

**Basic details**

Basic information used to identify this calendar.

Calendar logo

Click to upload or drag and drop  
PNG, JPEG, JPG or GIF (max. dimensions 180x180px)

Calendar name

(eg) Outbound reach

Description

Write description

Custom URL

/widget/bookings/ my-calendar

Group

Meeting invite title

{{contact.name}}

6. Copy the calendar **link** or embed **code**.

What's New Calendar Updates

Calendars Meetings Services Connections

Calendars Service calendars (v1) Preferences My availability

All calendars (09)

Groups

Not grouped 07

Test Group 02

+ New group

Success

You have successfully configured your personal/team calendar

Here's the link:

<https://api.leadconnectorhq.com/widget/booking/4x...> Copy

Here's the embed code:

`<iframe src="https://api.leadconnectorhq.com/widget...` Copy

Close Preview booking widget

## GOBOOSTIFY – CALENDER SETUP GUIDELINE

7. **Share** the calendar link to start booking appointments!

**Next**, you can customize your calendar appearance to match your branding, making it even more inviting.

