

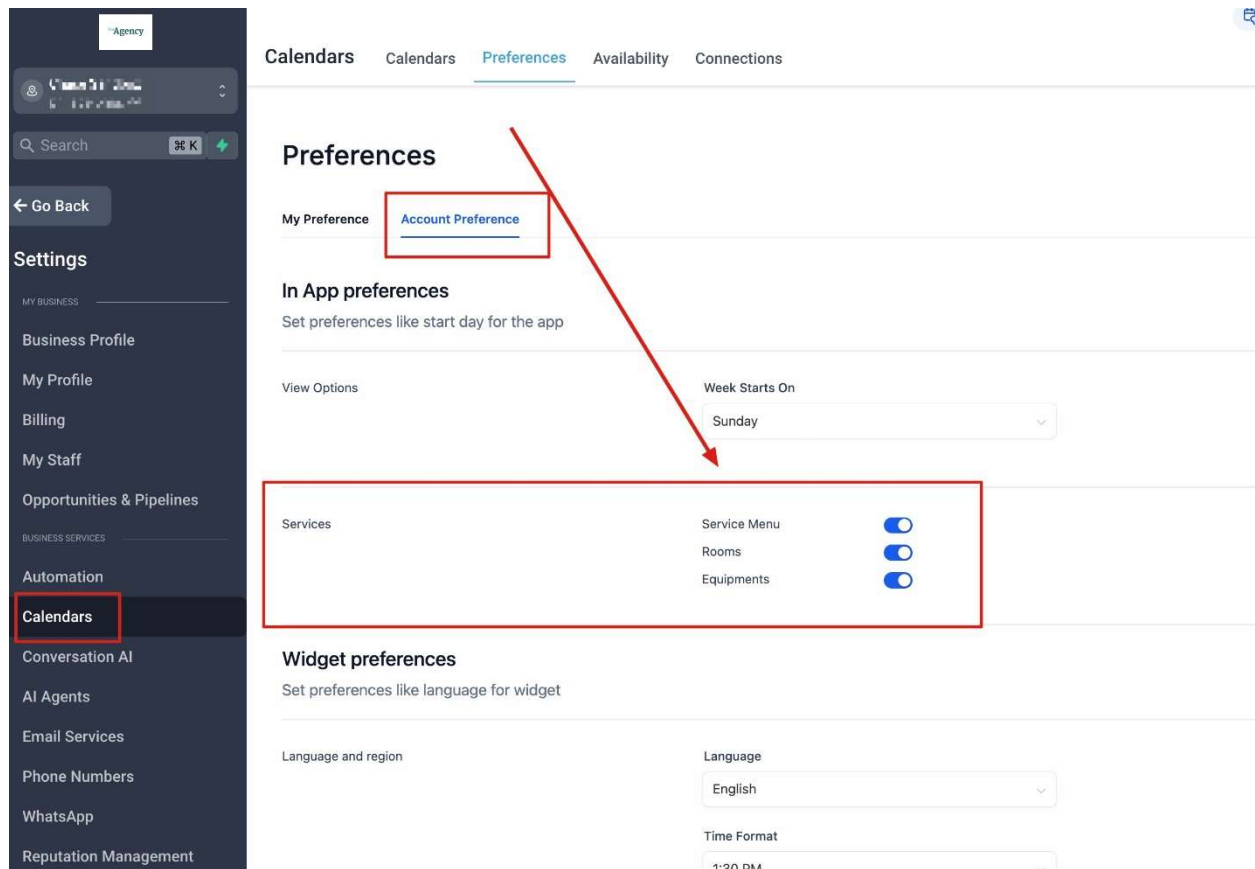
GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

A Service Calendar is a tailored calendar type created to simplify the scheduling process of **service-based businesses**. In this calendar type, users can create different services they offer, group them together by categories, and display all of them in one single scheduling link - the **Service Menu**.

These calendars seamlessly integrate with your **staff's availability**, allowing you to configure your team members, assign services to specific groups, set the **service duration** and **accept payments** from customers during the booking process.

How to Enable Service Calendars?

1. Go to Calendar Settings.
2. Click on "Preferences."
3. Under "In-App Preferences," toggle the "Service Menu" option to turn it on.
4. You will now see "Service Calendar" under "Create New Calendar"



Note: Only agency admins can access this setting

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How to create Service Calendars?

Step 1: Navigate to Calendar Settings and Input the Essentials

- Start by logging in to your sub-account > Go to Calendars > Calendar Settings
- Within the Calendars Tab, click "Create Calendar," then choose the "Service Calendar" option.

Availability Connections

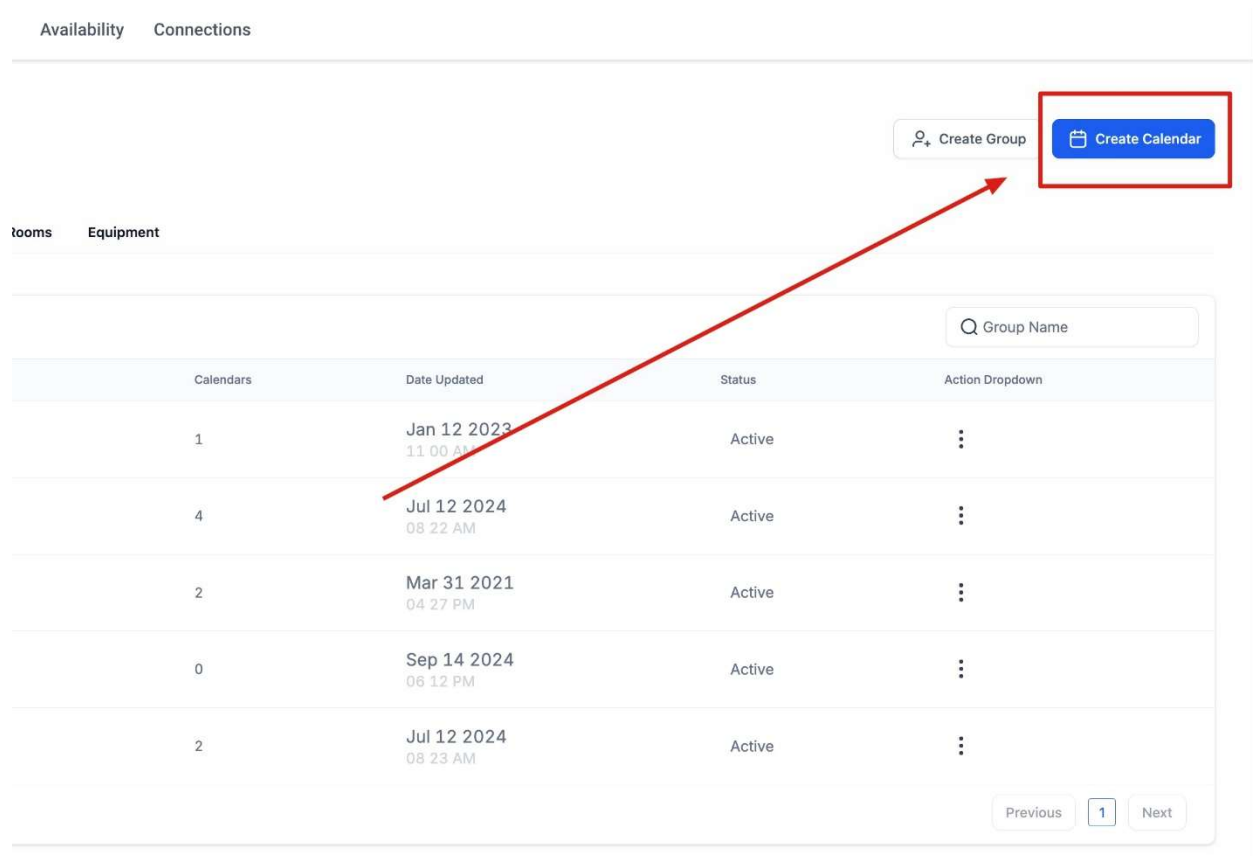
tooms Equipment

Create Group **Create Calendar**

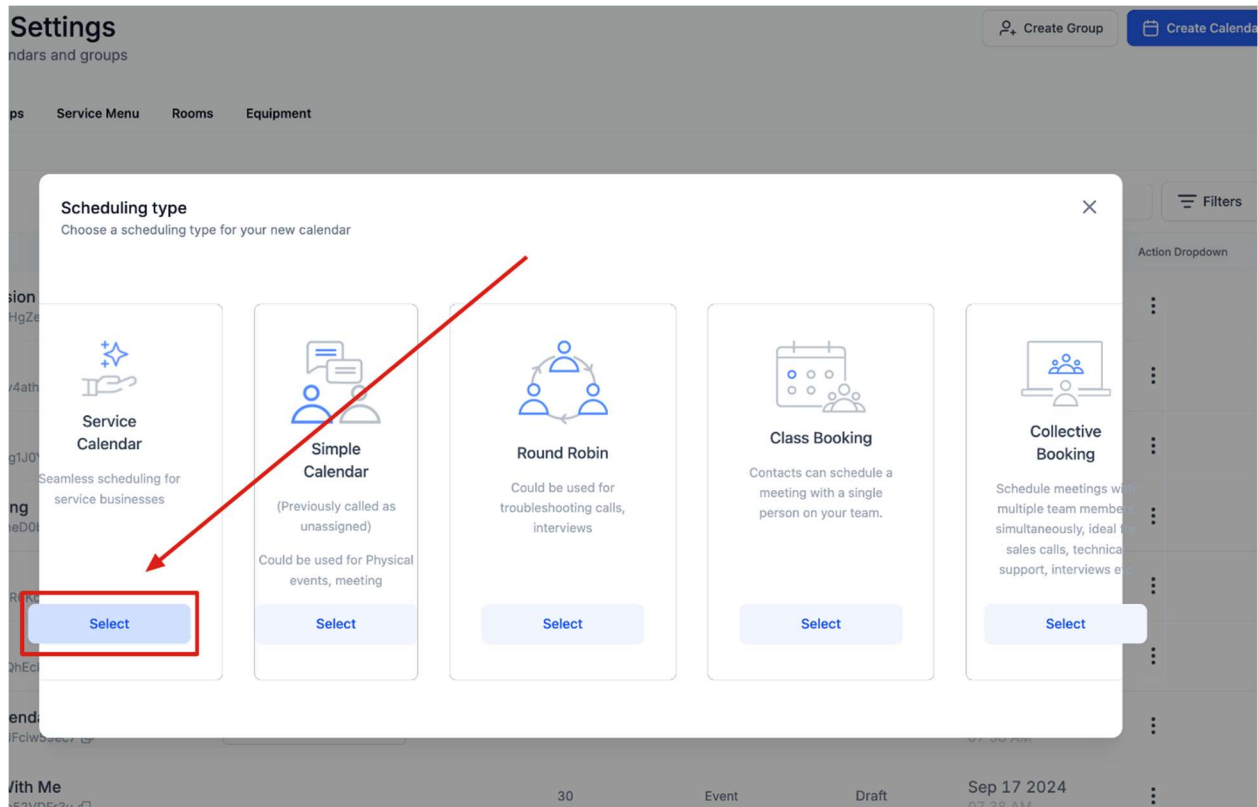
Q Group Name

Calendars	Date Updated	Status	Action Dropdown
1	Jan 12 2023 11 00 AM	Active	⋮
4	Jul 12 2024 08 22 AM	Active	⋮
2	Mar 31 2021 04 27 PM	Active	⋮
0	Sep 14 2024 06 12 PM	Active	⋮
2	Jul 12 2024 08 23 AM	Active	⋮

Previous 1 Next



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- **Input the Essentials:** Provide the necessary information for your service calendar such as:
- **Service Name:** Give your calendar a descriptive name.
- **Service Description:** Add a brief description to help users understand the purpose of the calendar.
- **Staff Assignment and Location:** Select the staff members who will be assigned to the service you're creating the calendar for. Once staff members are selected for a service calendar, you can configure their preferred meeting location from the advanced settings. Available Meeting Locations:
 - **Phone:** The default value populated will be the subaccount's phone number, but you can edit it to any phone number of your choice.
 - **Address:** The default value populated will be the subaccount's business address, but you can edit it to any address if needed.
 - **Custom:** Use this to enter any custom value, such as your store address, a message for clients, or a static Zoom link.

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- **Zoom:** Dynamic, unique Zoom links will be generated if Zoom is successfully integrated. Ensure Zoom is integrated in 'My Profile' > Calendar Settings > Video Conferencing.
- **Google Meet:** Dynamic, unique Google Meet links will be generated if Google is successfully integrated and Google Calendar is selected as the linked calendar in the 'My Profile > Calendar Settings' section.

Calendar

CloseSave

Service Details

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Rooms & Equipment

Quick Tip

To include both the contact's name and the appointment user's name in the meeting title, use the following format:
{{(contact.name)} X {{(appointment.user.name)}}

Lawn Care Services

Custom URL

Appointment invite title

Select Team member

Custom

Meeting Location

Custom

Meeting Location

Custom

Meeting Location

- **URL / Slug:** Define a calendar slug or URL that will determine the link to your calendar.
- **Duration:** Specify the duration of your service
- **Availability:** Set your calendar's availability

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Calendar Settings

our calendars and groups

Groups Service Menu Rooms Equi

ime

Calendar

are Services

Calendar

Improvement Services

Create Group Create Calendar

Q Group Name

Action Dropdown

Previous 1 Next

New Calendar

Service name
(eg) Outbound reach

+ Add description

Select Staff Member
Please Select

Custom URL ⓘ
/widget/bookings/ my-calendar

Service duration
15 Minutes

Booking availability
America/Chicago (UTC-05:00)

☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

08:00 AM ⓘ to 05:00 PM ⓘ

To further customize your business hours, please navigate to the advanced settings.

Advanced Settings Cancel Confirm

- You can customize your service calendar further with Advanced Options. Simply click on Advanced Settings Button

Step 2: Service Details

- Upload your **Service Logo** - This is the image that will appear on the Appointment Booking Widget for your Service Calendar

Note: Service Logo will be visible only for the appointment widget of a single service calendar. For Service Menu / Groups, Service Cover Image should be used.

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Edit - Weeding

Calendar id:                                                                

Close Save

Service Details

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Rooms & Equipment

 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.

Service Details

These are the details which will be shown in the calendar list page.

Service logo



Widget shape:

☒ Square ☐ Circle

 Remove logo

Service name

Weeding

Description

B *I* U       Paragraph

Write description

Group

Lawn Care Services

Custom URL

/widget/bookings/                                              

Appointment invite title

{{contact.name}}

- **Link to Service Menu:** If you intend to add this Service Calendar to your Service Menu (where all your services are showcased on one page), ensure you select a group for the calendar. Think of a group as a way to categorize similar services together. For example, you could create a group named "HAIR" and assign service calendars like "Hair Cut," "Hair Spa," and "Hair Coloring" to it.

Note: Service Calendars can be used in a Service Menu as well as in a Group

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Edit - Weeding

Calendar Id: 7f7e7d7c7b7a7978777675747372717069686766656463626160595857565554535251504948474645444342414039383736353433323130292827262524232221201918171615141312111009080706050403020100

Close

Save

Service Details >

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Rooms & Equipment

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.

Remove logo

Service name

Weeding

Description

B I U ↺ ↻ 🗑️ A ✎ Paragraph ⋮ ≡ ☰

Write description

Group

Lawn Care Services

Custom URL *

/widget/bookings/📅⌚🔍🔄🏠👤

Appointment invite title ⓘ

{{contact.name}}

Select Team member

👤📅🕒🔍🔄🏠👤

- You can also customize your **Appointment Invite Title**. This is the title for the Calendar event that shows in Google Calendar, Outlook, Apple Calendar, etc
- **Event Color** - Choose the event color that you would like to assign to this calendar. Remember, colors get synced to events in Google Calendars.

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Edit - Weeding

Calendar ID: 31f3kxwufy1z

CloseSave

Service Details >

Availability

Forms & Payment

Notifications & Additional Options

Customizations

Rooms & Equipment

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.

Lawn Care Services

Custom URL *
/widget/bookings/

Appointment invite title ⓘ
{{contact.name}}

Select Team member

Custom

Meeting Location

Custom

Meeting Location

Event color ⓘ

Service Calendars are primarily meant to cater to physical services; hence, **we do not support** the addition of any Meeting Location including **Zoom / Google Meet** in a service calendar.

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Step 3: Availability

- **Weekly Working Hours:** Set your regular, weekly working hours. This is useful for setting up your default schedule that repeats week after week.
- **Date Specific Hours:** Set Date specific hours that allow you to customize your availability or unavailability for specific dates. You can add specific dates and define hours applicable only to those dates.

Service Details

Availability >

Forms & Payment

Notifications & Additional Options

Customizations

Rooms & Equipment

Quick Tip

Set your Service Calendar availability, with a default 15-minute slot interval between appointments.

My availability

Set your availability for the calendar here.

☐ Sun Unavailable

☒ Mon 08:00 AM To 05:00 PM +

☒ Tue 08:00 AM To 05:00 PM +

☒ Wed 08:00 AM To 05:00 PM +

☒ Thu 08:00 AM To 05:00 PM +

☒ Fri 08:00 AM To 05:00 PM +

☐ Sat Unavailable

Date Specific Hours

[Add date specific hours](#)

No date specific time added
You can add/remove specific date and time to your availability

☐ Look Busy

0 %

Hide the number of available slots by x%

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- **Service Duration:** Set the length of each appointment.
- **Service Interval:** Specify your service interval.
- **Post Buffer time:** Add extra time after appointments for preparation or transition.
- **Minimum Scheduling Notice:** Set the required advance notice for appointment bookings, specifying how many hours or days before an appointment should the booking be closed.
- **Date Range:** Define how many days into the future appointments can be booked.

Service Details

Availability

Forms & Payment

Notifications & Additional Options

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Rooms & Equipment

Quick Tip
Set your Service Calendar availability, with a default 15-minute slot interval between appointments.

☒ Tue 08:00 AM To 05:00 PM + -

☒ Wed 08:00 AM To 05:00 PM + -

☒ Thu 08:00 AM To 05:00 PM + -

☒ Fri 08:00 AM To 05:00 PM + -

☐ Sat Unavailable

☐ Look Busy 0 %
Hide the number of available slots by x%

No date specific time added
You can add/remove specific date and time to your availability

Service interval 15 Minutes

Service duration 30 Minutes

Minimum scheduling notice Days

Date range Days

Post buffer time 0 mins

Note: The slot interval in the Service Calendar is set to 15 minutes by default and cannot be altered

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Step 4: Forms & Payments

- **Forms** - You have the flexibility to choose how you gather client information. You can either opt for the default form, which collects standard details like Name, Email, and Phone number, or create a custom form tailored to your specific needs. To use a custom form, create it in Sites > Forms > Builder, and then select it from the dropdown menu on the calendar. You can also:
 - Toggle the consent checkbox on/off.
 - Customize the consent message.

Note: Custom forms will only apply to bookings made directly on a Service Calendar. For bookings made through the Service Menu, default forms will be used.

The screenshot displays the 'Edit - Weeding' service calendar interface. On the left, a sidebar contains navigation links: 'Service Details', 'Availability', 'Forms & Payment' (highlighted with a red box and a red arrow), 'Notifications & Additional Options', 'Customizations', and 'Rooms & Equipment'. Below these links is a 'Quick Tip' section. The main content area is titled 'Forms' and includes the following sections:

- Forms**: Set post-scheduling form preferences.
 - Select form**: A dropdown menu showing 'Default (First name, Last name, Email, Phone, Notes)'.
 - Widget order**: A list of widgets for 'Step 1' (Date & Time Selector) and 'Step 2' (Form).
 - Pre-populate fields (sticky contacts)**: A toggle switch currently turned off.
 - Consent checkbox**: A toggle switch currently turned on, with a link icon.
 - Consent message**: A text box containing 'I confirm that I want to receive content from this company using any contact information I provide.'
- Confirmation page**: A section with a link icon and two radio buttons: 'Default' (selected) and 'Redirect URL'.
- Thank you message**: A text box containing 'Thank you for your appointment request. We will contact you shortly to confirm your request. Please call our office at {{contactMethod}} if you have any questions.'
- Facebook pixel ID (optional)**: A text box labeled 'Pixel ID'.

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- **Confirmation Page** - After an appointment is booked, you can decide how you'd like to present the confirmation to the user. You can choose between displaying a thank you message on the same page or redirecting the user to a specific URL of your choice.

Edit - Weeding Calendar ID: 1234567890 Close Save

Service Details

Availability

Forms & Payment

Notifications & Additional Options

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Rooms & Equipment

Quick Tip
You have the option to include custom values and fields of contacts in both the form message and the form URL.

Widget order

Step 1: Date & Time Selector

Step 2: Form

☐ Pre-populate fields (sticky contacts)

☒ Consent checkbox

I confirm that I want to receive content from this company using any contact information I provide.

Confirmation page

☒ Default ☐ Redirect URL

Thank you message

Thank you for your appointment request. We will contact you shortly to confirm your request. Please call our office at {{contactMethod}} if you have any questions.

Facebook pixel ID (optional)

Pixel ID

☒ Auto-confirm new appointments

Payment

Configure payments options

☐ Accept payments

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- **Payments** - If you want to accept payments for bookings, ensure that your payment gateway is integrated. Once set up, you can specify the payment amount and start collecting payments. It's important to note that payments are only applicable to the main attendee and not for guests.

Edit - Weeding

Calendar id:

CloseSave

Service Details

Availability

Forms & Payment

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Quick Tip

You have the option to include custom values and fields of contacts in both the form message and the form URL..

Widget order

Step 1

Date & Time Selector

Step 2

Form

Pre-populate fields (sticky contacts)

Consent checkbox

I confirm that I want to receive content from this company using any contact information I provide.

Confirmation page

DefaultRedirect URL

Thank you message

Thank you for your appointment request. We will contact you shortly to confirm your request. Please call our office at {{contactMethod}} if you have any questions.

Facebook pixel ID (optional)

Pixel ID

Auto-confirm new appointments

Payment

Configure payments options

Accept payments

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Step 5: Notifications, Additional Options & Customizations

- **Notifications:** You can select who should receive appointment notifications, and whether to allow google to send invitation or update emails to attendees. You can also determine whether contacts should be assigned to their respective staff member each time an appointment is booked.

Edit - Weeding

Calendar ID: 4d9e4c4f-4d9e4c4f-4d9e4c4f-4d9e4c4f

Close

Save

Service Details

Availability

Forms & Payment

Notifications &
Additional Options

>

Customizations

Rooms & Equipment

💡 Quick Tip

For advanced notifications,
use Workflows/Appointment
Booked Triggers.

Notifications & Additional Options

Configure notification and additional options

Select the type of notification

Acknowledgement email

Who should receive this notification?

Contact

Assigned staff

Additional emails

Allow Google / Outlook Calendar to send invitation & update emails to attendees.

Assign contacts to their respective service staff members each time an appointment is booked

Cancellation and Reschedule Policy:

Allow reschedule appointment ⓘ

Rescheduling link will expire

Minutes

 before the meeting

Allow cancelling appointment ⓘ

Cancellation link will expire

Minutes

 before the meeting

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- **Additional Notes:** Anything entered here will be included in the Google invitation. Please ensure that "Allow Google Calendar to Send Invitations" is enabled from 'Notifications' settings for this feature to work.

Forms & Payment

Notifications & Additional Options >

Customizations

Rooms & Equipment

Quick Tip

For advanced notifications, use Workflows/Appointment Booked Triggers.

☐ Contact

☐ Assigned staff

☐ Additional emails

☐ Allow Google / Outlook Calendar to send invitation & update emails to attendees

☐ Assign contacts to their respective service staff members each time an appointment is booked

Cancellation and Reschedule Policy:

☒ Allow reschedule appointment ⓘ

Rescheduling link will expire Minutes before the meeting

☒ Allow cancelling appointment ⓘ

Cancellation link will expire Minutes before the meeting

Additional notes

Phone:- {{contact.phone}}

Email:- {{contact.email}}

Need to make a change to this event?

Reschedule:-

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- **Customizations - Service Cover Image:** In this section, upload a service cover image that will be displayed in the service menu. This image will be visible in the Neo Group Widget.

Edit - Weeding

Calendar Id:                                                               

Close

Service Details

Availability

Forms & Payment

Notifications & Additional Options

Customizations >

Rooms & Equipment

 Quick Tip

To change the language settings of widget follow these steps Settings >> Calendars >> Preferences >> Account Preferences

Customizations

Configure Additional Preferences

Service Cover Image

Select an image which would be shown on the services menu for this service

Click to upload or drag and drop PNG, JPEG, JPG or GIF (max. dimensions 180x180px | max. size 2.5mb)

Enhance your visuals with "Unsplash"



Customize calendar widget

Only works with Neo widget

Customize widget appearance: primary color, background color, and button text. [Learn More](#)

Primary settings

Configure the primary color, background color, and other widget preferences to tailor your calendar widget

Primary color

Define the color for buttons, dates, time slots, and actions

#178af6ff

Background color

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- **Staff Selection** - Enable / Disable bookers to choose a staff member directly from the calendar widget during appointment booking.

Service Details

Availability

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Notifications & Additional Options

Customizations >

Rooms & Equipment

Quick Tip

To change the language settings of widget follow these steps Settings >> Calendars >> Preferences >> Account Preferences

Background color
Set the background color that serves as the backdrop for both date-time selector and form.

Button Text
Customize the text displayed on the button when booking an appointment

☒ **Calendar Title**
The name of your calendar

☒ **Calendar Description**
The entered description

☒ **Calendar Details**
Includes information such as duration, date & time, recurring details and timezone

[Reset to default](#) [Preview Widget](#)

Insert custom code
Please input custom code here

Staff Selection
Enable bookers to choose a staff member directly from the calendar widget during appointment booking.

☒ **Allow staff selection during booking**

GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

Step 6: Rooms & Equipments

- You can select from a list of rooms and equipments that have been created. This will associate the selected rooms / equipments with the service calendar and will be booked along with this calendar.

Edit - Weeding

Calendar Id:                                               

Service Details

Availability

Forms & Payment

Notifications & Additional Options

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Rooms & Equipment >

Quick Tip

A 'room' can represent any location where services are provided. This could be physical rooms and/or dedicated stations. Eg: Pedicure Station

Select Rooms and Equipment

Select from a list of rooms and equipment what will be booked along with this calendar

Rooms

Equipment



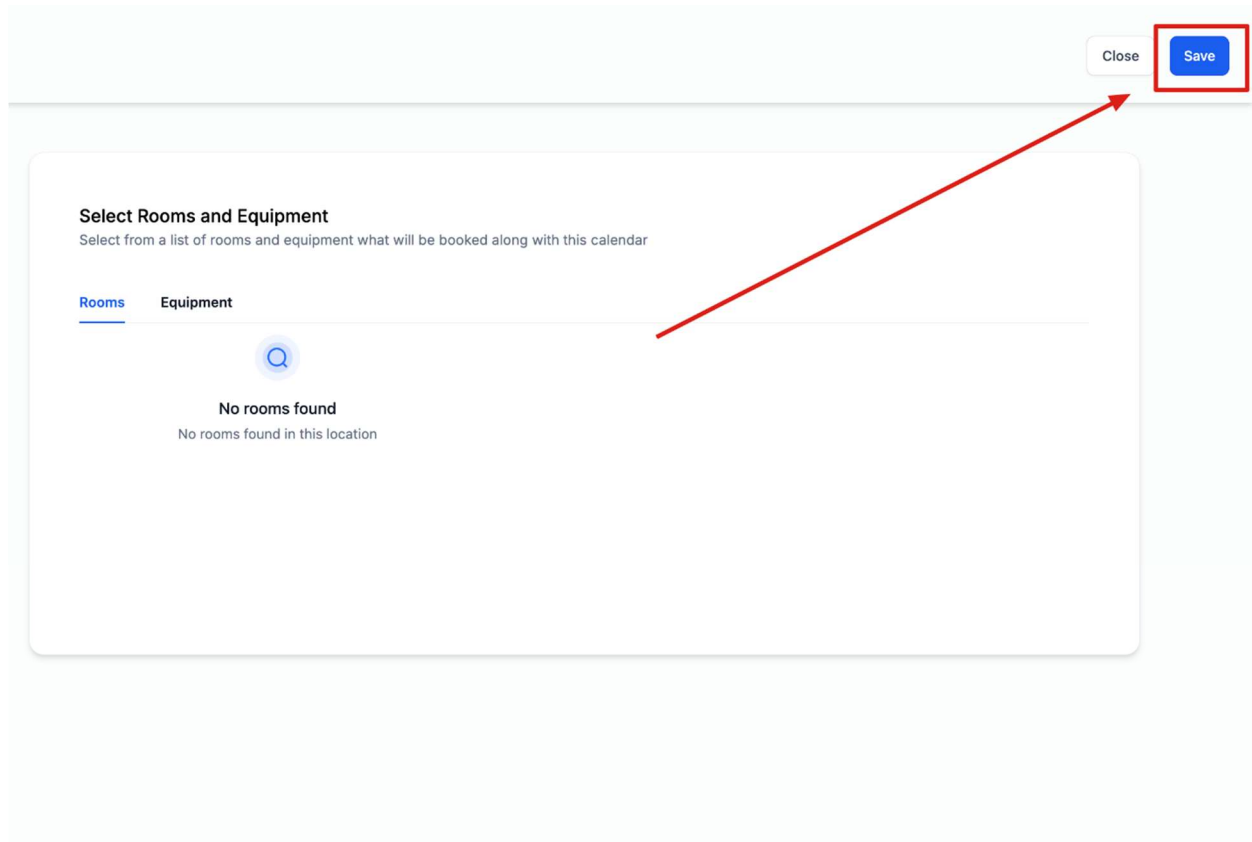
No rooms found

No rooms found in this location

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GOBOOSTIFY – SERVICE BASED CALENDAR GUIDELINE

- Finally, click on save and Voila, your Service Calendar is ready to be booked!



The screenshot shows a web interface for selecting rooms and equipment. At the top right, there are two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with a red rectangle, and a red arrow points from the search area towards it. The main content area is titled 'Select Rooms and Equipment' and includes a sub-header 'Select from a list of rooms and equipment what will be booked along with this calendar'. Below this, there are two tabs: 'Rooms' (which is active) and 'Equipment'. A search icon is visible below the tabs. The search results area displays the message 'No rooms found' and 'No rooms found in this location'.

