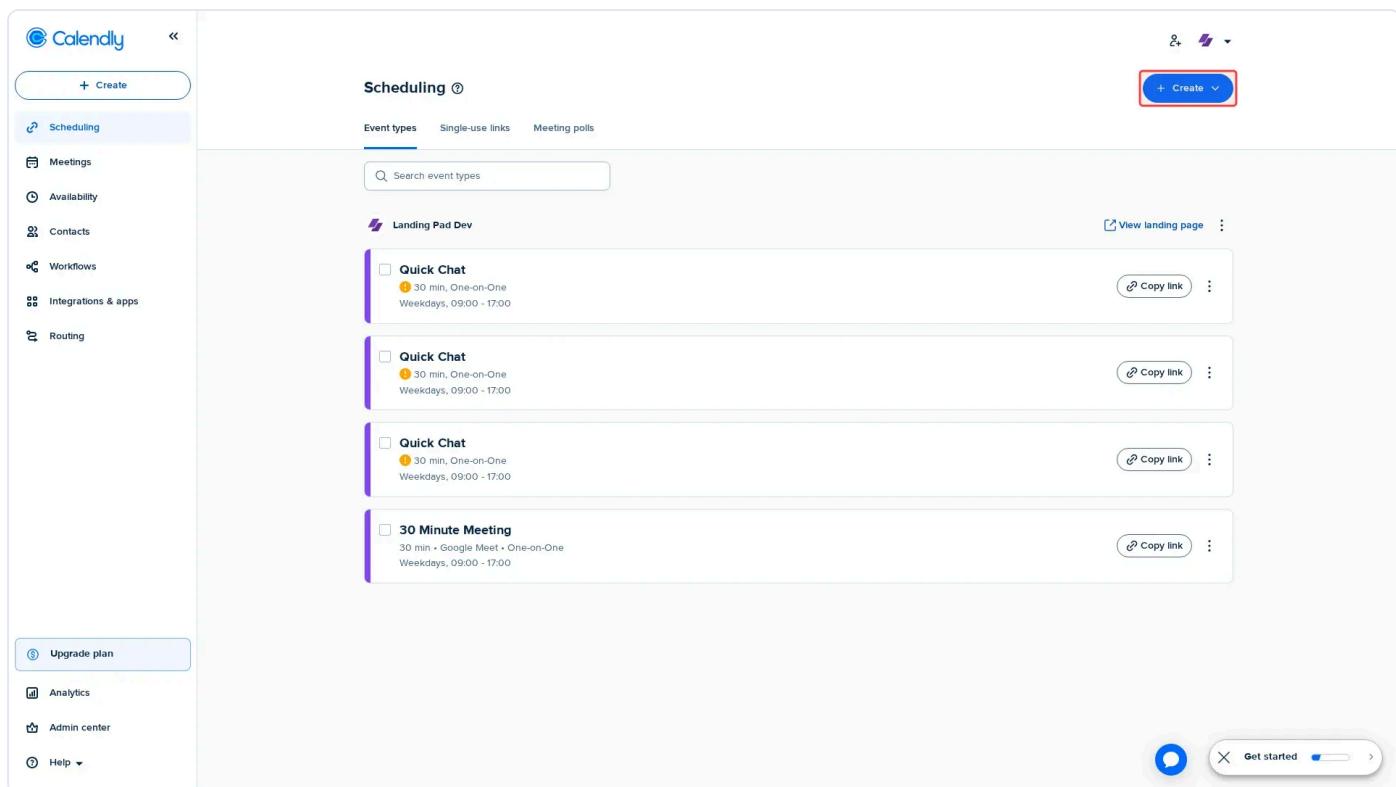


Create a new 30-minute event type called Quick Chat

Calendly 7 steps · 6m 11s

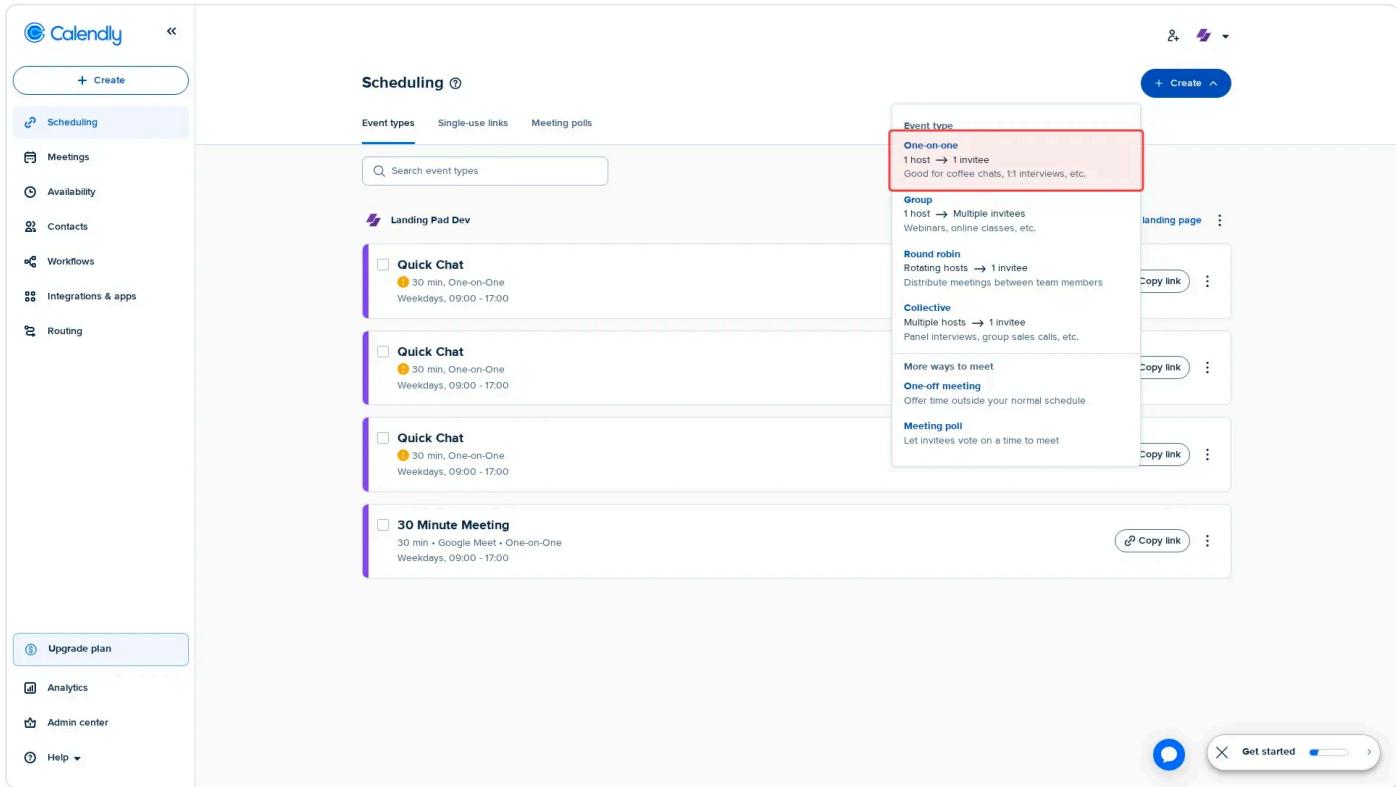
1 Click 'Create' button to start creating new event type.



The screenshot shows the Calendly Scheduling interface. On the left, a sidebar lists various features: Meetings, Availability, Contacts, Workflows, Integrations & apps, and Routing. The 'Scheduling' tab is selected. The main area is titled 'Scheduling' and shows the 'Event types' tab is selected. A search bar at the top says 'Search event types'. Below it, there is a section for 'Landing Pad Dev' with three 'Quick Chat' entries and one '30 Minute Meeting' entry. Each entry includes a checkbox, a name, a duration (30 min, One-on-One), a time range (Weekdays, 09:00 - 17:00), a 'Copy link' button, and a more options menu. A red box highlights the 'Create' button in the top right corner of the main area. The bottom right corner of the interface has a 'Get started' button.

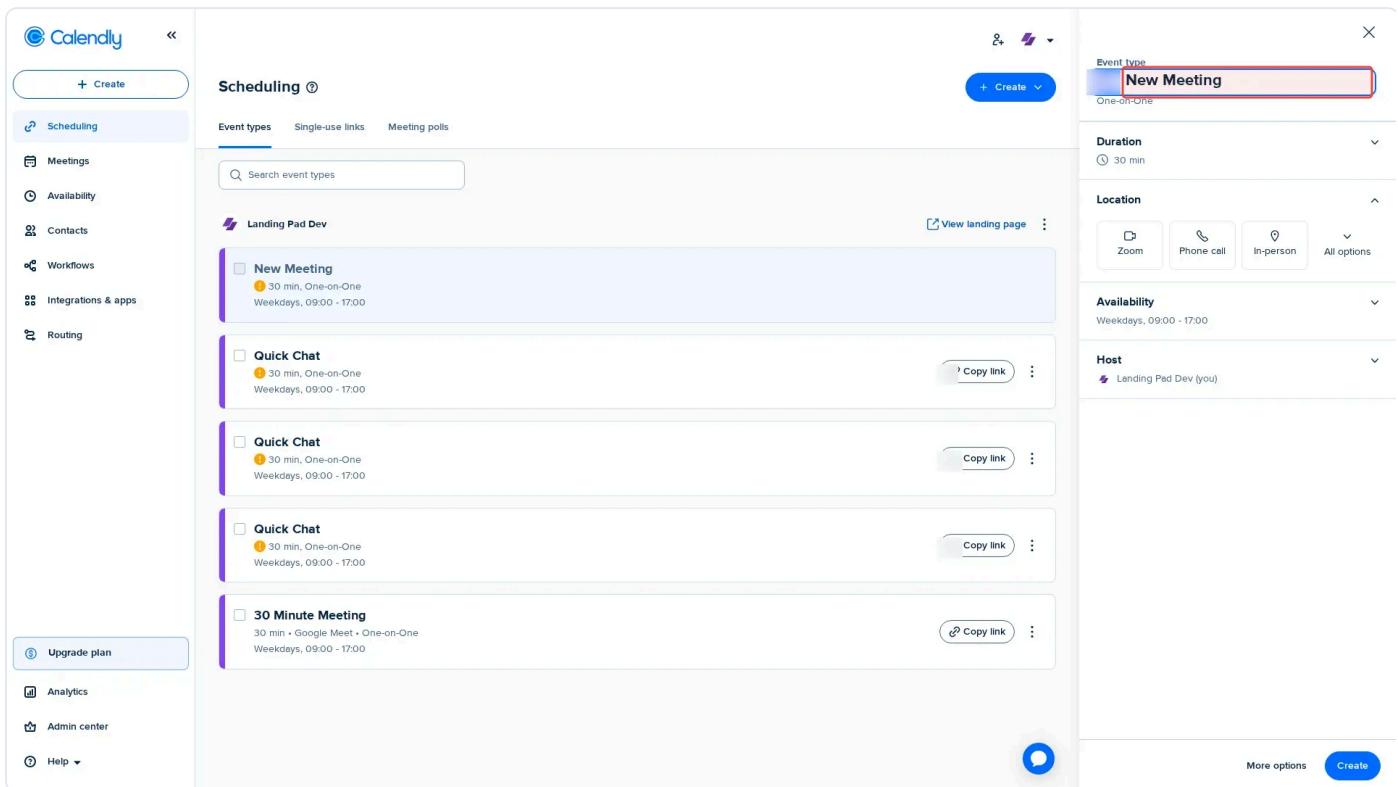
Event Type	Duration	Time Range	Actions
Quick Chat	30 min, One-on-One	Weekdays, 09:00 - 17:00	Copy link
Quick Chat	30 min, One-on-One	Weekdays, 09:00 - 17:00	Copy link
Quick Chat	30 min, One-on-One	Weekdays, 09:00 - 17:00	Copy link
30 Minute Meeting	30 min - Google Meet - One-on-One	Weekdays, 09:00 - 17:00	Copy link

2 Click 'One-on-one' to select event type option.



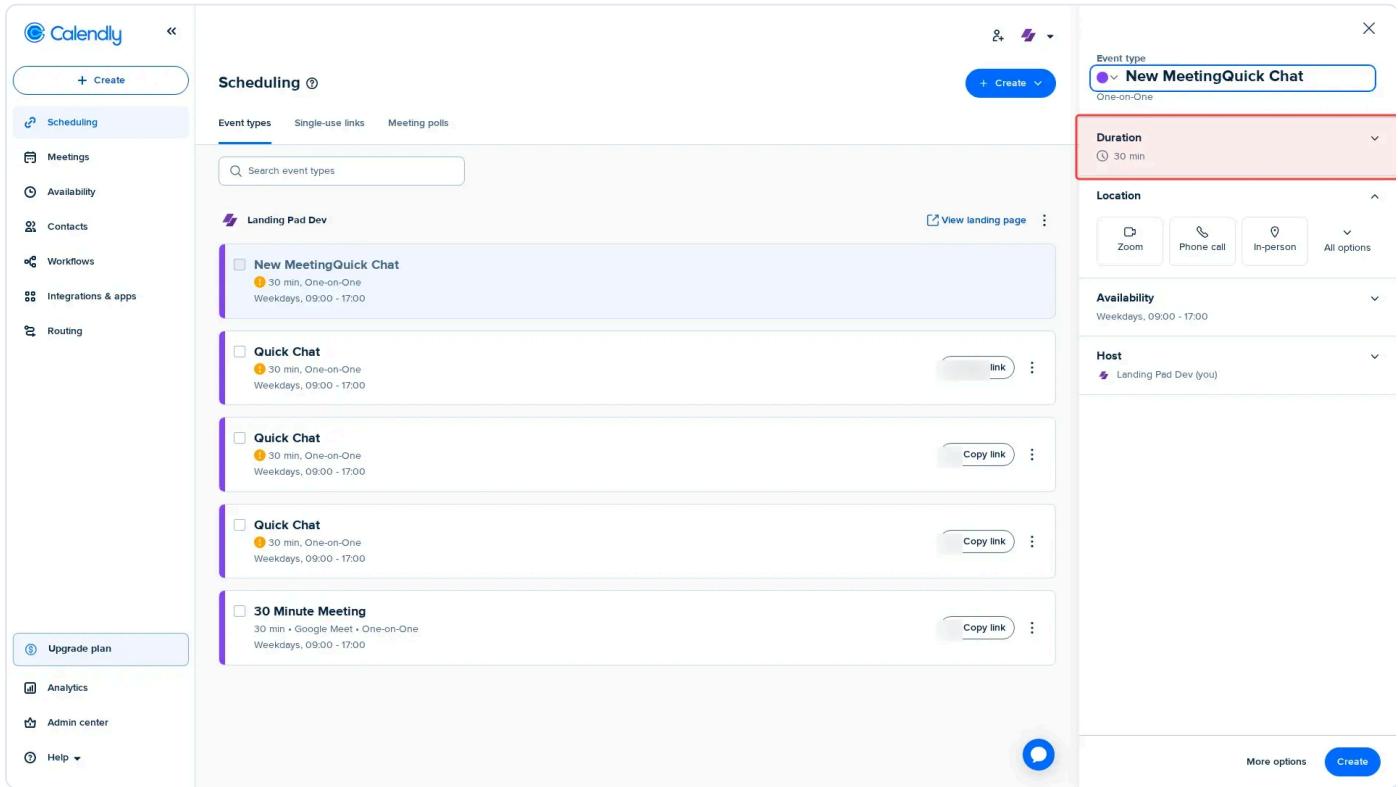
The screenshot shows the Calendly Scheduling interface. On the left, there's a sidebar with various options like 'Meetings', 'Availability', 'Contacts', 'Workflows', 'Integrations & apps', 'Routing', 'Upgrade plan', 'Analytics', 'Admin center', and 'Help'. The main area is titled 'Scheduling' and has tabs for 'Event types', 'Single-use links', and 'Meeting polls'. A search bar says 'Search event types'. Below are several event type cards: 'Landing Pad Dev' (with 'Quick Chat' and '30 Minute Meeting' options), 'Group' (with 'One-on-one' selected), 'Round robin', 'Collective', 'More ways to meet', 'One-off meeting', and 'Meeting poll'. A red box highlights the 'One-on-one' card under 'Group'. On the right, there's a 'Create' button and a 'Get started' button.

3 Type 'Quick Chat' in the event name field.



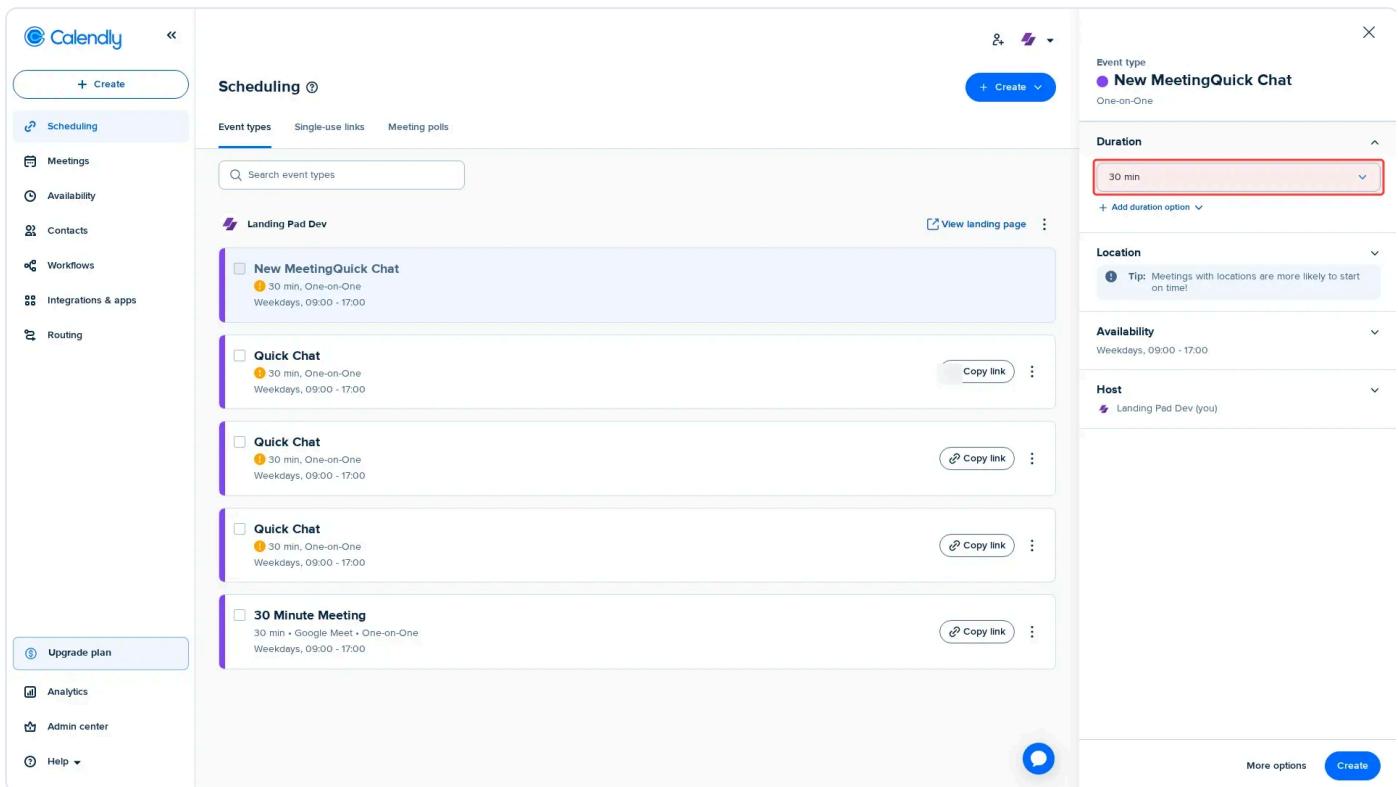
The screenshot shows the Calendly Scheduling interface with the 'Create' button highlighted. A modal dialog is open for creating a new event type. The 'Event type' field contains 'New Meeting' (which is highlighted with a red box). The 'Duration' field is set to '30 min'. Under 'Location', there are options for 'Zoom', 'Phone call', 'In-person', and 'All options'. The 'Availability' field shows 'Weekdays, 09:00 - 17:00'. The 'Host' field shows 'Landing Pad Dev (you)'. At the bottom right of the dialog are 'More options' and 'Create' buttons.

4 Click Duration button to set meeting length.



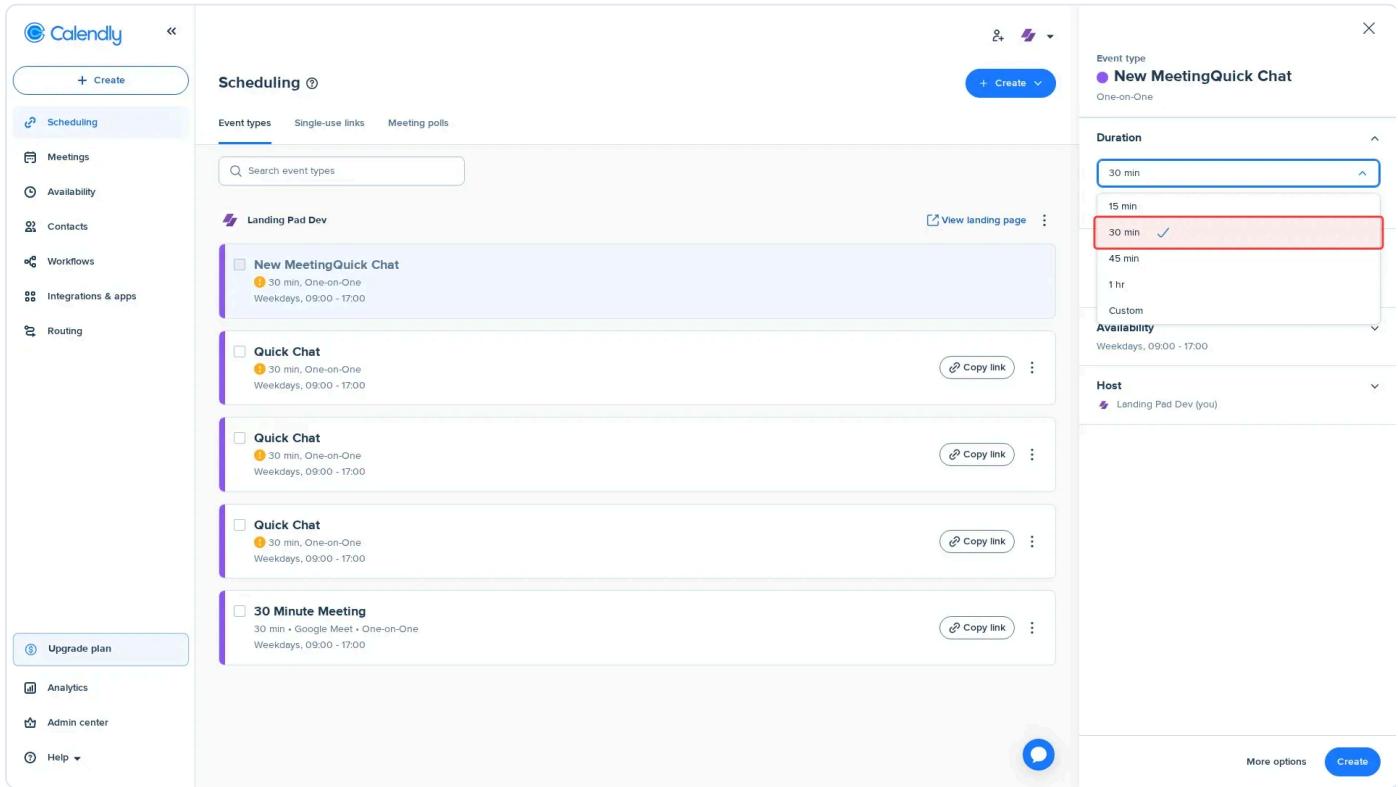
The screenshot shows the Calendly interface. On the left, a sidebar includes 'Scheduling', 'Meetings', 'Availability', 'Contacts', 'Workflows', 'Integrations & apps', 'Routing', 'Upgrade plan', 'Analytics', 'Admin center', and 'Help'. The main area is titled 'Scheduling' and shows a list of event types under 'Landing Pad Dev'. One event type is selected: 'New MeetingQuick Chat' (30 min, One-on-One, Weekdays, 09:00 - 17:00). To the right, a detailed view shows the event type 'New MeetingQuick Chat' (One-on-One) with a duration dropdown set to '30 min'. Other settings include 'Location' (Zoom, Phone call, In-person, All options), 'Availability' (Weekdays, 09:00 - 17:00), and 'Host' (Landing Pad Dev (you)).

5 Click duration dropdown to select 30 minutes.



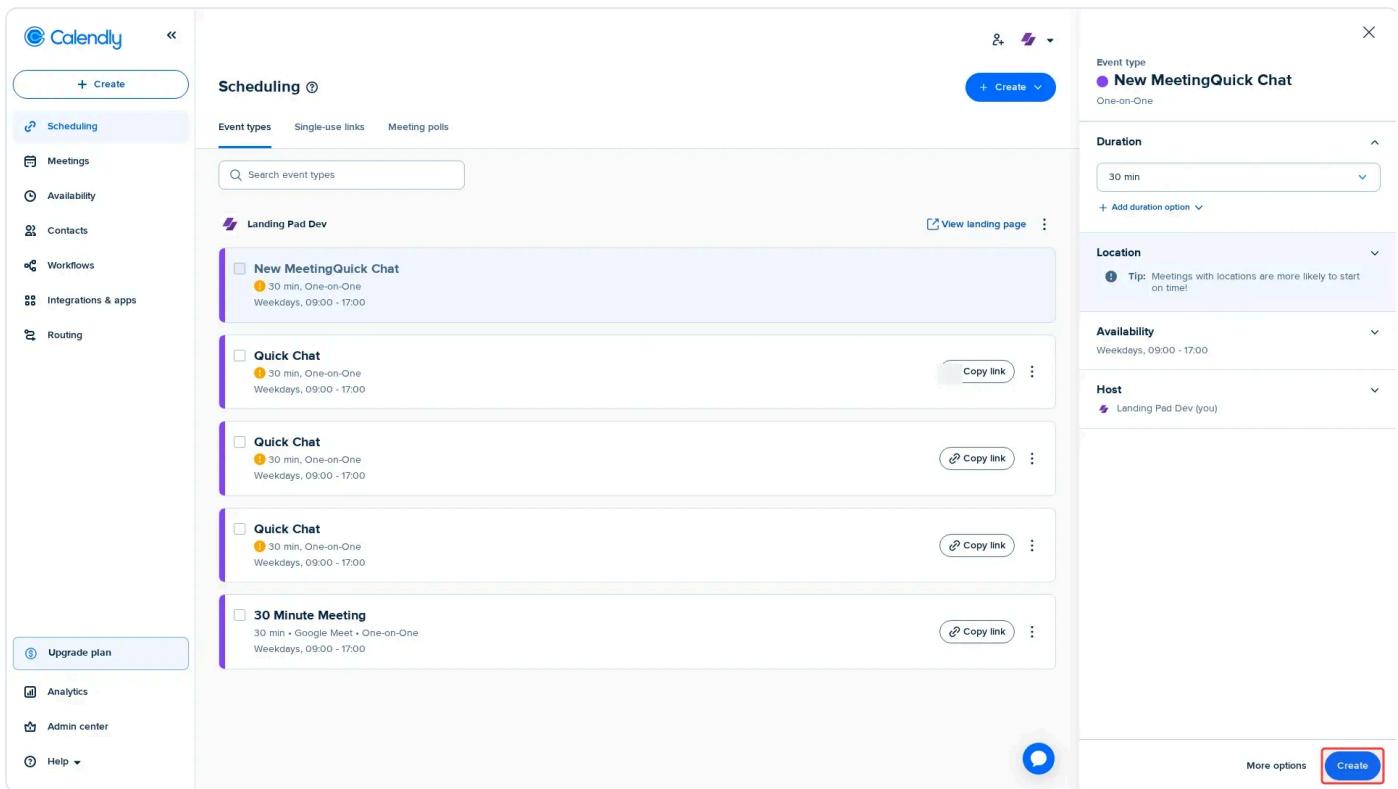
The screenshot shows the Calendly interface, identical to the previous one but with a key difference: the duration dropdown in the detailed view has been changed to '30 min'. The other settings remain the same: 'Location' (Zoom, Phone call, In-person, All options), 'Availability' (Weekdays, 09:00 - 17:00), and 'Host' (Landing Pad Dev (you)).

6 Select '30 min' duration option from dropdown.



The screenshot shows the Calendly 'Scheduling' interface. On the left, there's a sidebar with 'Scheduling' selected. The main area shows a list of event types under 'Landing Pad Dev'. One event type is highlighted: '30 Minute Meeting' (30 min, Google Meet, One-on-One, Weekdays, 09:00 - 17:00). To the right, a modal window is open for 'Event type' 'New MeetingQuick Chat' (One-on-One). The 'Duration' dropdown is open, showing '30 min' as the selected option, which is highlighted with a red border. Other options like '15 min', '45 min', and '1 hr' are also listed.

7 Click 'Create' button to save the event type.



The screenshot shows the same Calendly interface as the previous step. The 'Event type' 'New MeetingQuick Chat' (One-on-One) is still selected. The 'Duration' dropdown now shows '30 min' as the selected option. The 'Create' button at the bottom right of the modal window is highlighted with a red box, indicating it should be clicked to save the event type.