

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 displays the Calendly Scheduling interface. On the left is a sidebar with navigation options: + Create, Scheduling, Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, Admin center, and Help. The main content area is titled 'Scheduling' and includes tabs for Event types, Single-use links, and Meeting polls. A search bar for event types is present. Below this, a section titled 'Landing Pad Dev' contains a list of event types. The first three are 'Quick Chat' (30 min, One-on-One, Weekdays, 09:00 - 17:00), each with a 'Copy link' button. The fourth is '30 Minute Meeting' (30 min, Google Meet, One-on-One, Weekdays, 09:00 - 17:00), also with a 'Copy link' button. A red box highlights the '+ Create' button in the top right corner of the main content area. At the bottom right, there is a 'Get started' button.

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

The screenshot shows the Calendly Scheduling interface. On the left is a sidebar with navigation links: + Create, Scheduling, Meetings, Availability, Contacts, Workflows, Integrations & apps, and Routing. The main area is titled 'Scheduling' and has tabs for 'Event types', 'Single-use links', and 'Meeting polls'. A search bar for 'Search event types' is present. Below it, a list of event types is shown for 'Landing Pad Dev':

- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ 30 Minute Meeting (30 min • Google Meet • One-on-One, Weekdays, 09:00 - 17:00)

The 'Event type' dropdown menu is open, showing the following options:

- One-on-one** (highlighted with a red box): 1 host → 1 invitee. Good for coffee chats, 1:1 interviews, etc.
- Group**: 1 host → Multiple invitees. Webinars, online classes, etc.
- Round robin**: Rotating hosts → 1 invitee. Distribute meetings between team members.
- Collective**: Multiple hosts → 1 invitee. Panel interviews, group sales calls, etc.
- More ways to meet**
- One-off meeting**: Offer time outside your normal schedule.
- Meeting poll**: Let invitees vote on a time to meet.

At the bottom right, there is a 'Get started' button with a toggle switch.

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

The screenshot shows the Calendly Scheduling interface with the 'Event type' dropdown menu open. The 'Event type' field is highlighted with a red box and contains the text 'New Meeting'. The dropdown menu shows the following options:

- One-on-one** (highlighted with a red box)
- Group**
- Round robin**
- Collective**
- More ways to meet**
- One-off meeting**
- Meeting poll**

The main area shows a list of event types for 'Landing Pad Dev':

- ☐ New Meeting (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ Quick Chat (30 min, One-on-One, Weekdays, 09:00 - 17:00)
- ☐ 30 Minute Meeting (30 min • Google Meet • One-on-One, Weekdays, 09:00 - 17:00)

On the right side, there is a sidebar with fields for configuring the event:

- Event type**: One-on-one
- Duration**: 30 min
- Location**: Zoom, Phone call, In-person, All options
- Availability**: Weekdays, 09:00 - 17:00
- Host**: Landing Pad Dev (you)

At the bottom right, there is a 'More options' button and a 'Create' button.

4 Click Duration button to set meeting length.

The screenshot shows the Calendly Scheduling interface. On the left is a sidebar with navigation links: + Create, Scheduling, Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, Admin center, and Help. The main area is titled 'Scheduling' and contains a search bar for event types. Below the search bar, there's a list of event types for 'Landing Pad Dev'. The first event type is 'New MeetingQuick Chat', which is highlighted. It has a duration of 30 min, One-on-One, and is available Weekdays, 09:00 - 17:00. To the right of this event type is a 'link' button. Below it are three 'Quick Chat' event types, each with a 'Copy link' button. At the bottom is a '30 Minute Meeting' event type with a 'Copy link' button. On the right side of the interface, there's a panel for the selected event type 'New MeetingQuick Chat'. It shows the event type name, duration (30 min), location (Zoom, Phone call, In-person, All options), availability (Weekdays, 09:00 - 17:00), and host (Landing Pad Dev (you)). At the bottom of this panel are 'More options' and 'Create' buttons.

5 Click duration dropdown to select 30 minutes.

This screenshot is similar to the previous one, but the 'Duration' dropdown menu for the 'New MeetingQuick Chat' event type is open. The dropdown shows '30 min' as the selected option, which is highlighted with a red border. Below the dropdown is a '+ Add duration option' link. The rest of the interface, including the sidebar, event type list, and the right-hand panel, remains the same as in the previous screenshot.

6 Select '30 min' duration option from dropdown.

The screenshot shows the Calendly Scheduling interface. On the left is a sidebar with navigation links: + Create, Scheduling, Meetings, Availability, Contacts, Workflows, Integrations & apps, Routing, Upgrade plan, Analytics, Admin center, and Help. The main area is titled 'Scheduling' and contains a search bar and a list of event types under the 'Event types' tab. The first event type is 'New MeetingQuick Chat' with a duration of 30 min, One-on-One, and availability on Weekdays, 09:00 - 17:00. Below it are three 'Quick Chat' event types and one '30 Minute Meeting' event type. On the right, a configuration panel for 'New MeetingQuick Chat' is open. It shows the 'Duration' dropdown set to '30 min', which is highlighted with a red border. Other options in the dropdown include 15 min, 45 min, 1 hr, and Custom. The 'Availability' is set to 'Weekdays, 09:00 - 17:00' and the 'Host' is 'Landing Pad Dev (you)'. At the bottom right of the configuration panel is a 'Create' button.

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

This screenshot is identical to the previous one, showing the Calendly Scheduling interface with the 'New MeetingQuick Chat' event type configuration panel open. The 'Duration' dropdown is still set to '30 min'. In this step, the 'Create' button at the bottom right of the configuration panel is highlighted with a red border, indicating the next action to save the event type.