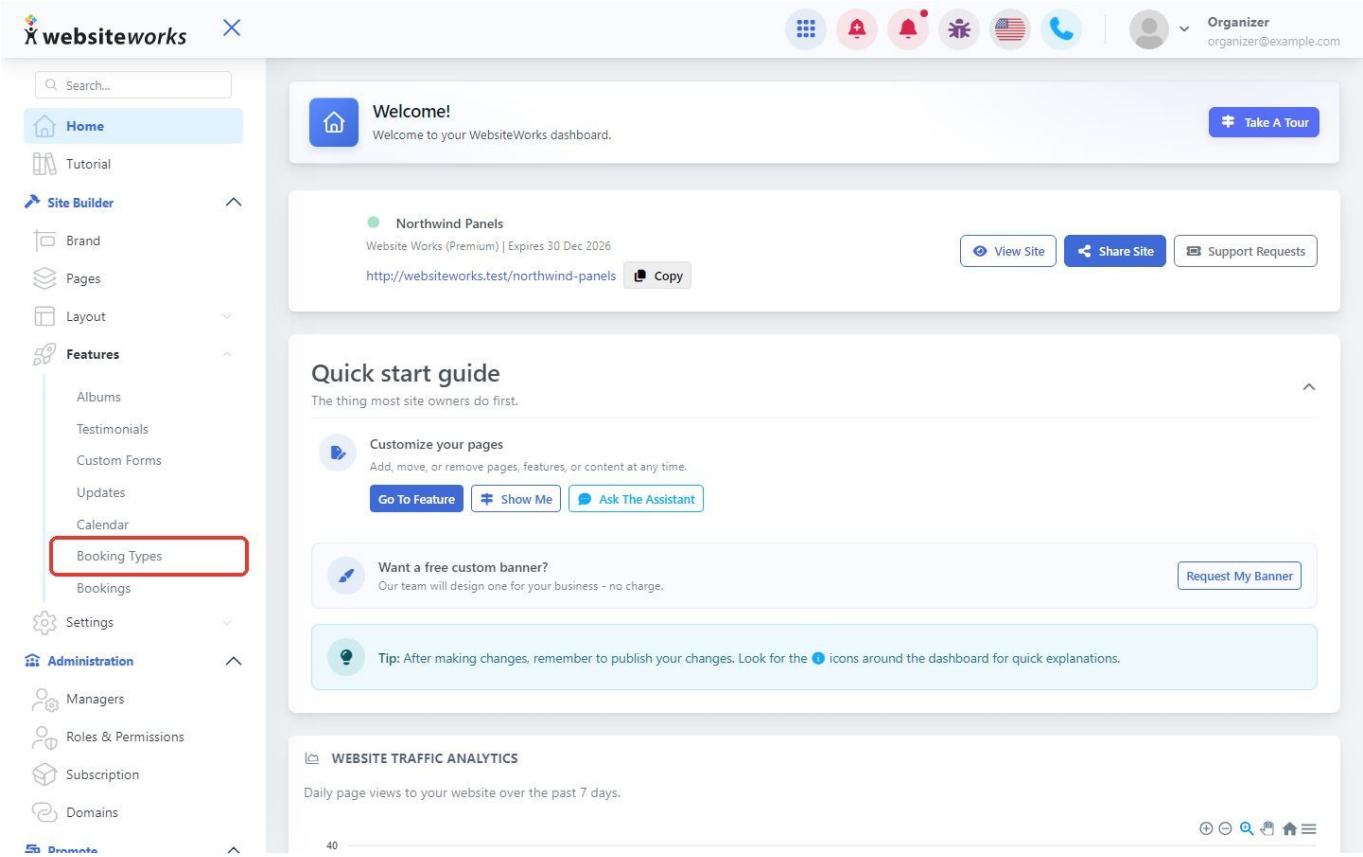
Setting up booking types

Category: Calendar
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Reading Time: 3 min

A **booking type** is something visitors can book on your website, like a consultation, a visit or a class. Each booking type has its own duration, capacity and opening hours. Visitors pick a date and a free time, answer your questions and their booking is confirmed right away.

Step 1: Open Booking Types

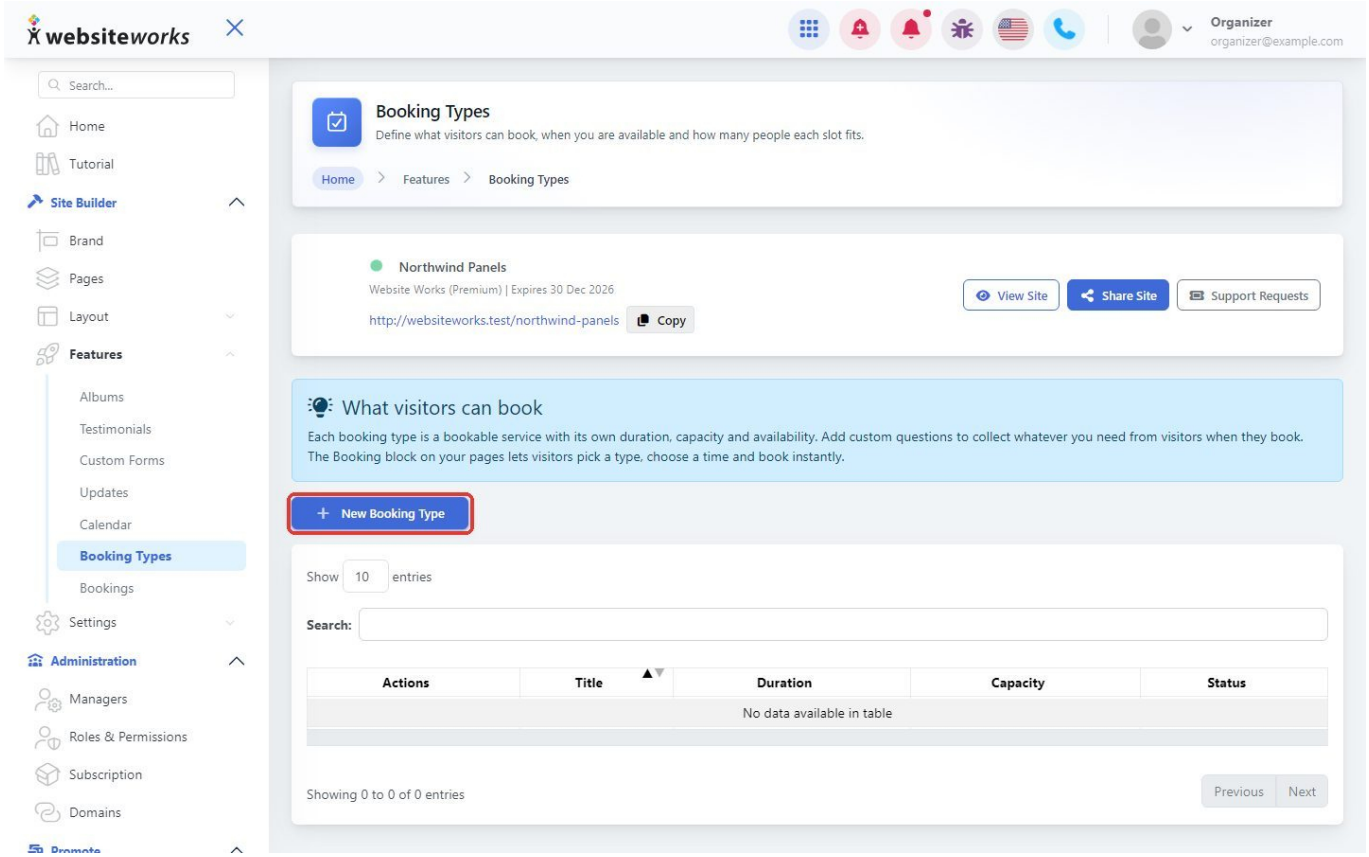
In the menu, click **Features**, then **Booking Types**.



Open Features > Booking Types.

Step 2: Create a booking type

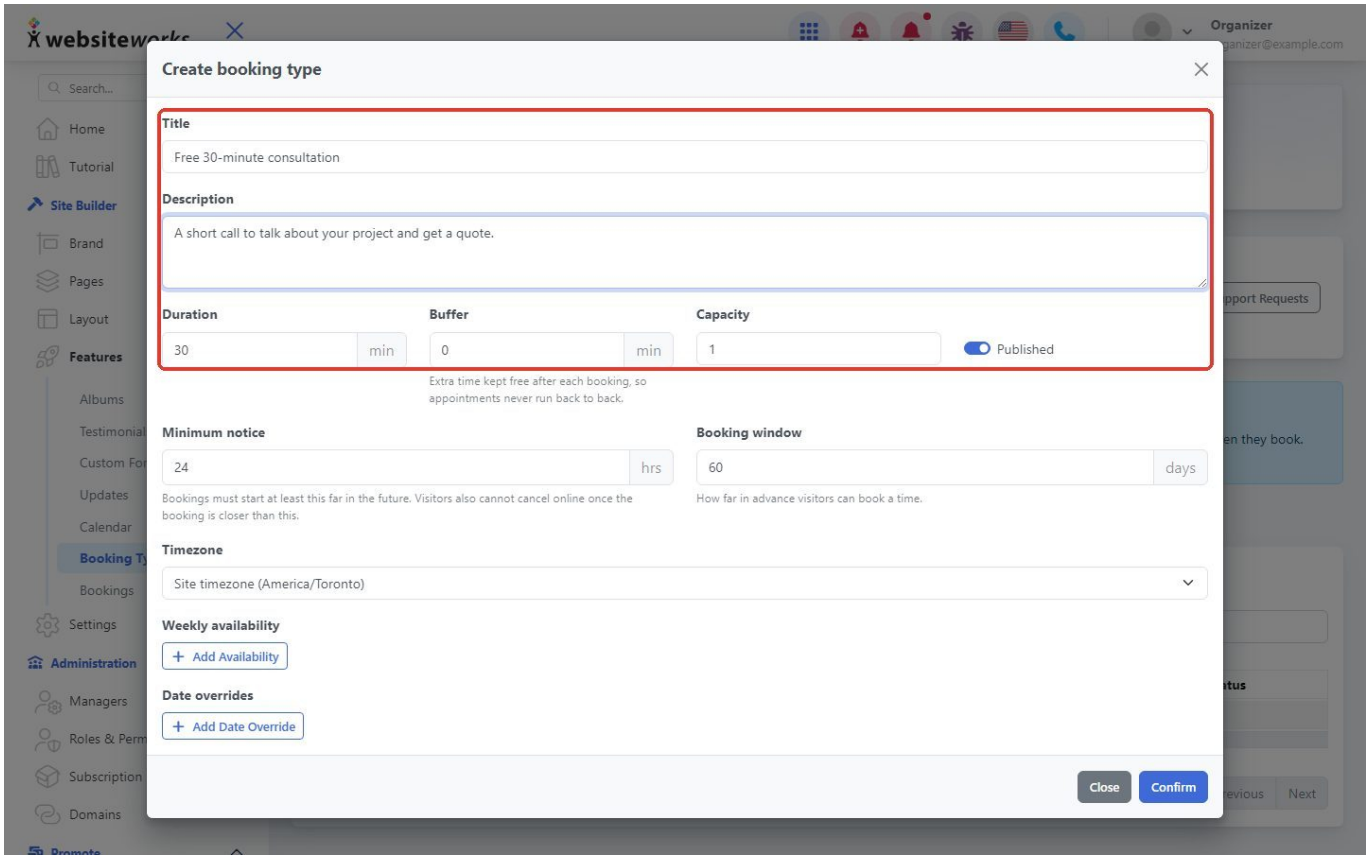
Click **New Booking Type**.



Click New Booking Type.

Step 3: Describe what visitors book

In the **Create booking type** window:

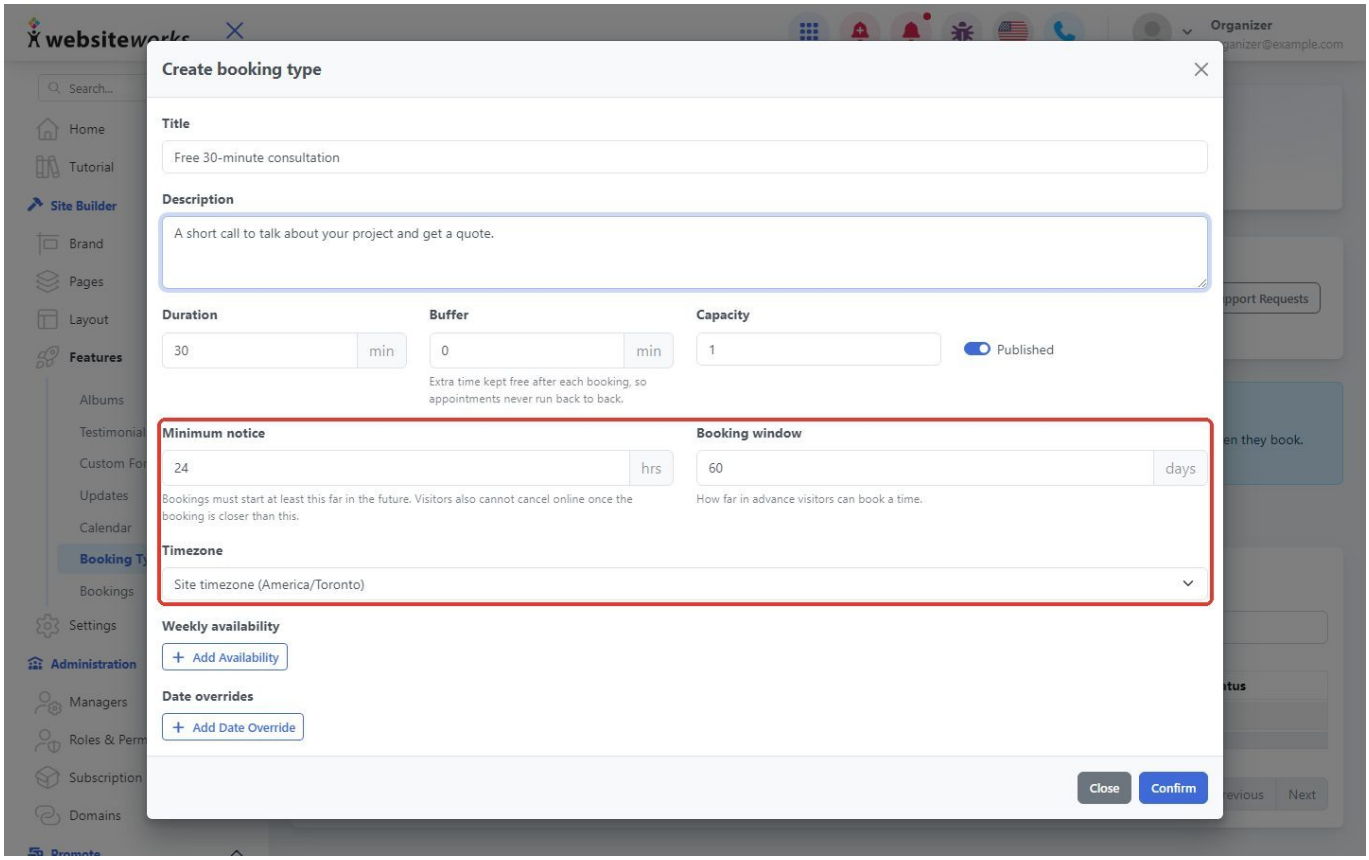


The basics of your booking type.

- **Title** and **Description**: what visitors are booking.
- **Duration**: how long each booking lasts, in minutes.
- **Buffer**: extra time kept free after each booking, so appointments never run back to back.
- **Capacity**: how many people can book the same time slot. Use 1 for private appointments.
- **Published**: turn it on so visitors can book this type.

Step 4: Set your booking rules

Choose how far ahead people can book:

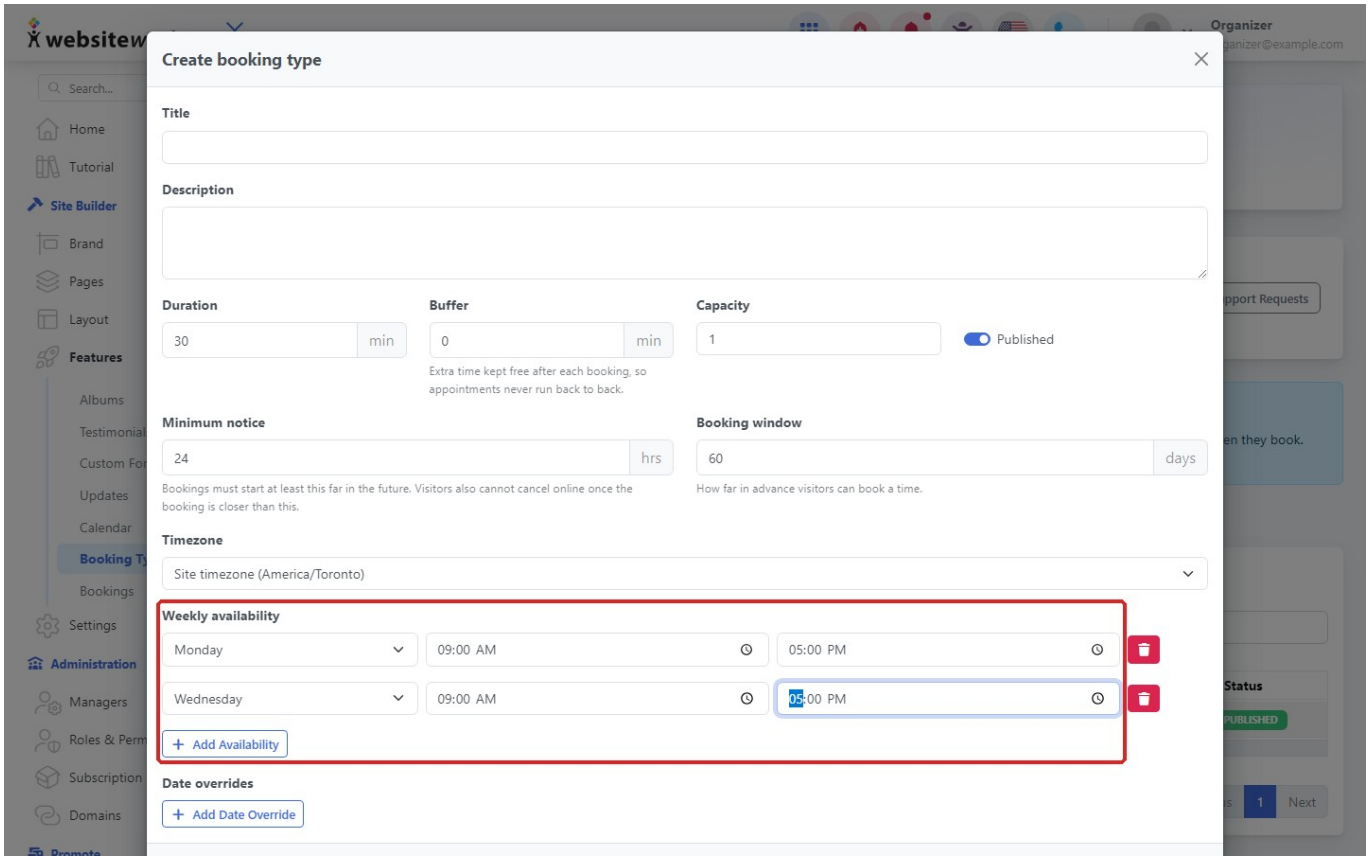


Notice, booking window and timezone.

- **Minimum notice**: bookings must start at least this many hours from now. Visitors also cannot cancel online once the booking is closer than this.
- **Booking window**: how many days in advance visitors can book.
- **Timezone**: keep **Site timezone** or pick another one for this booking type.

Step 5: Add your weekly availability

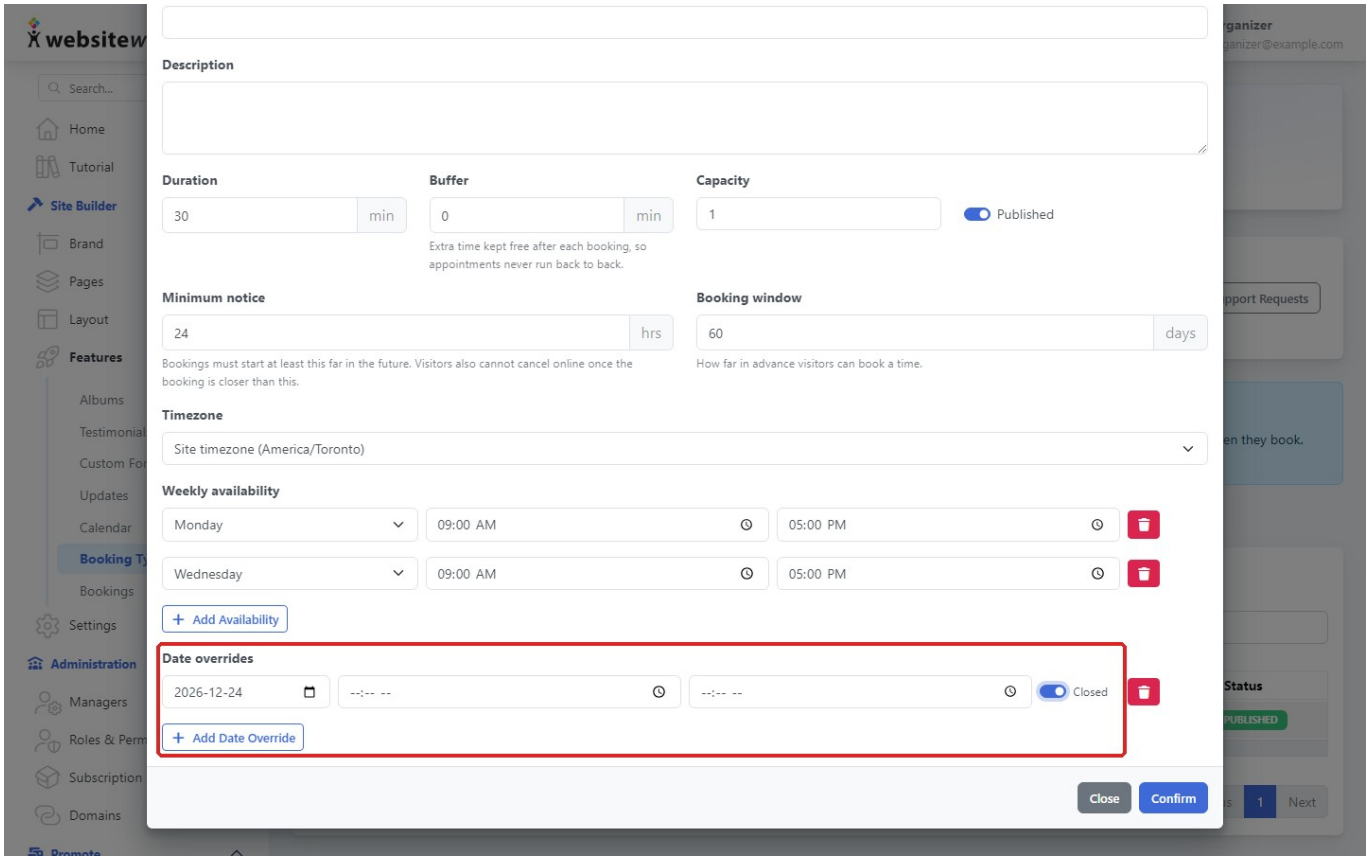
Under **Weekly availability**, click **Add Availability**. Choose a day, then the start and end time when people can book. Add one line for each day you are open. Click the red trash button to remove a line.



Add a line for each day you are available.

Step 6: Change the hours for a specific date

Under **Date overrides**, click **Add Date Override** to set different hours for one date, like shorter hours on a holiday eve. Pick the date and enter the start and end time. To close for the whole day, turn on **Closed**.



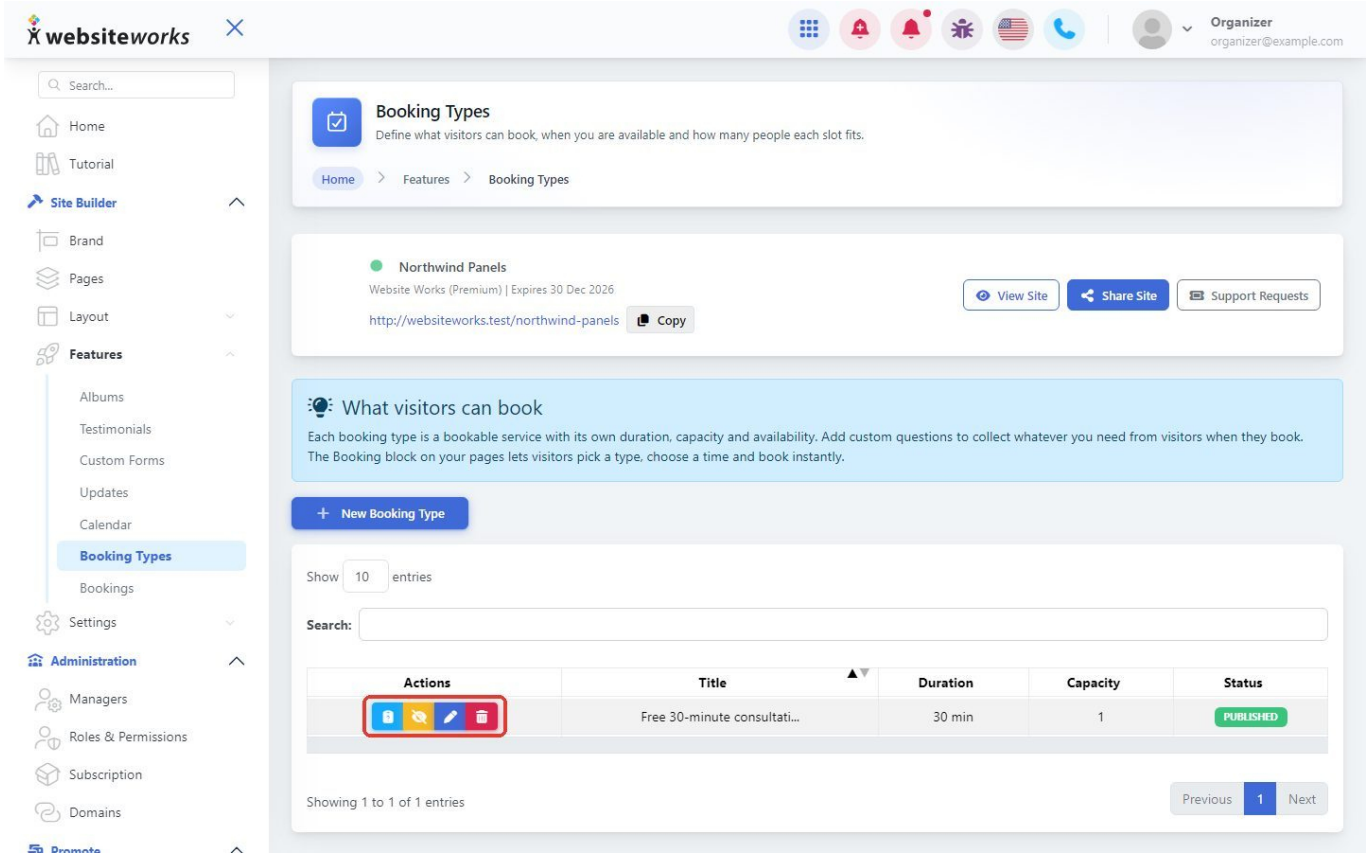
Different hours for one date.

Tip: When you turn on **Closed**, also fill in a start and end time (any times). They are not used for a closed day, but the form needs them before it can be saved.

Click **Confirm** to save your booking type.

Step 7: Manage your booking types

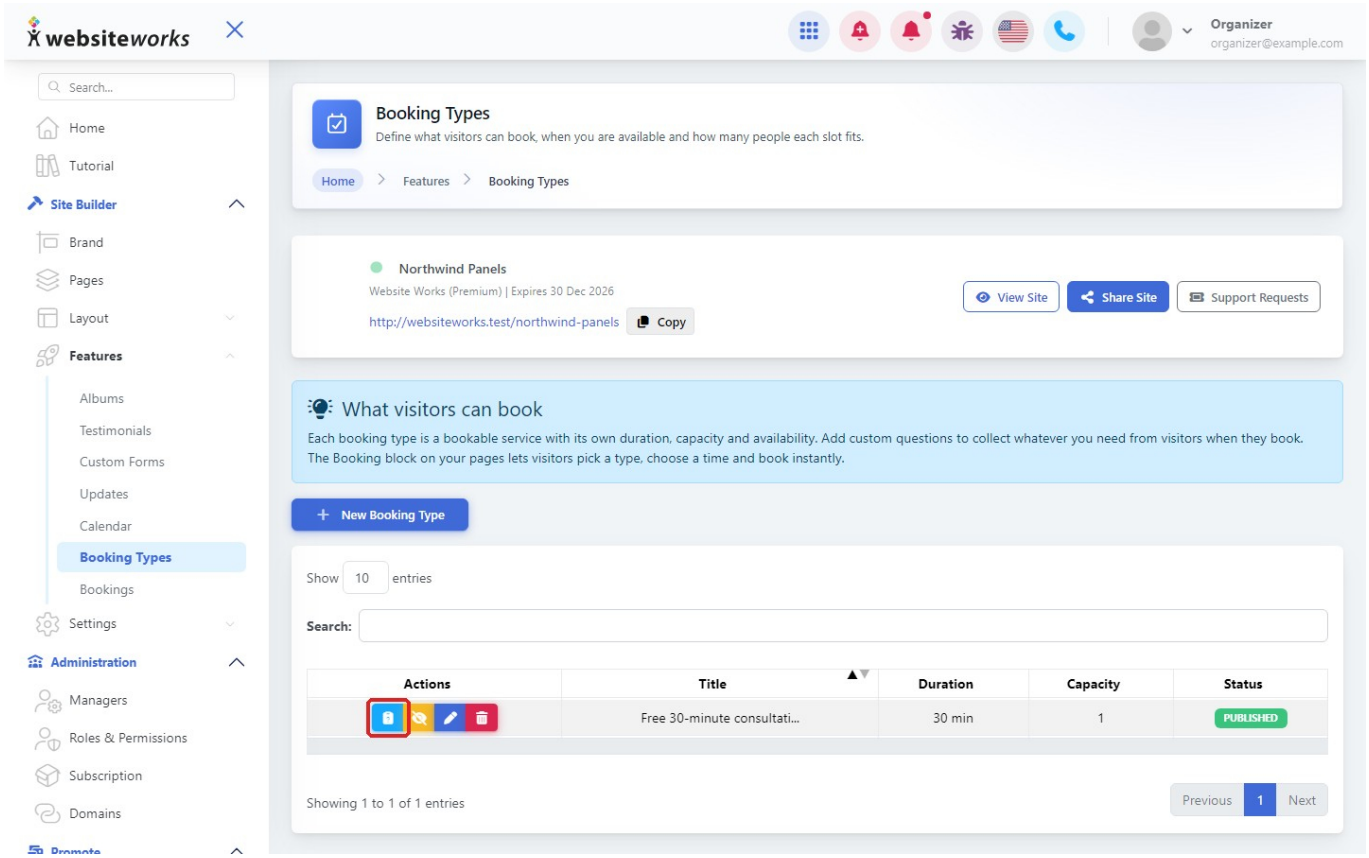
Your booking types are listed with their **Duration**, **Capacity** and **Status**. The **Actions** buttons let you open the **Questions**, **Publish** or **Unpublish**, **Manage** (edit) or **Delete** a booking type.



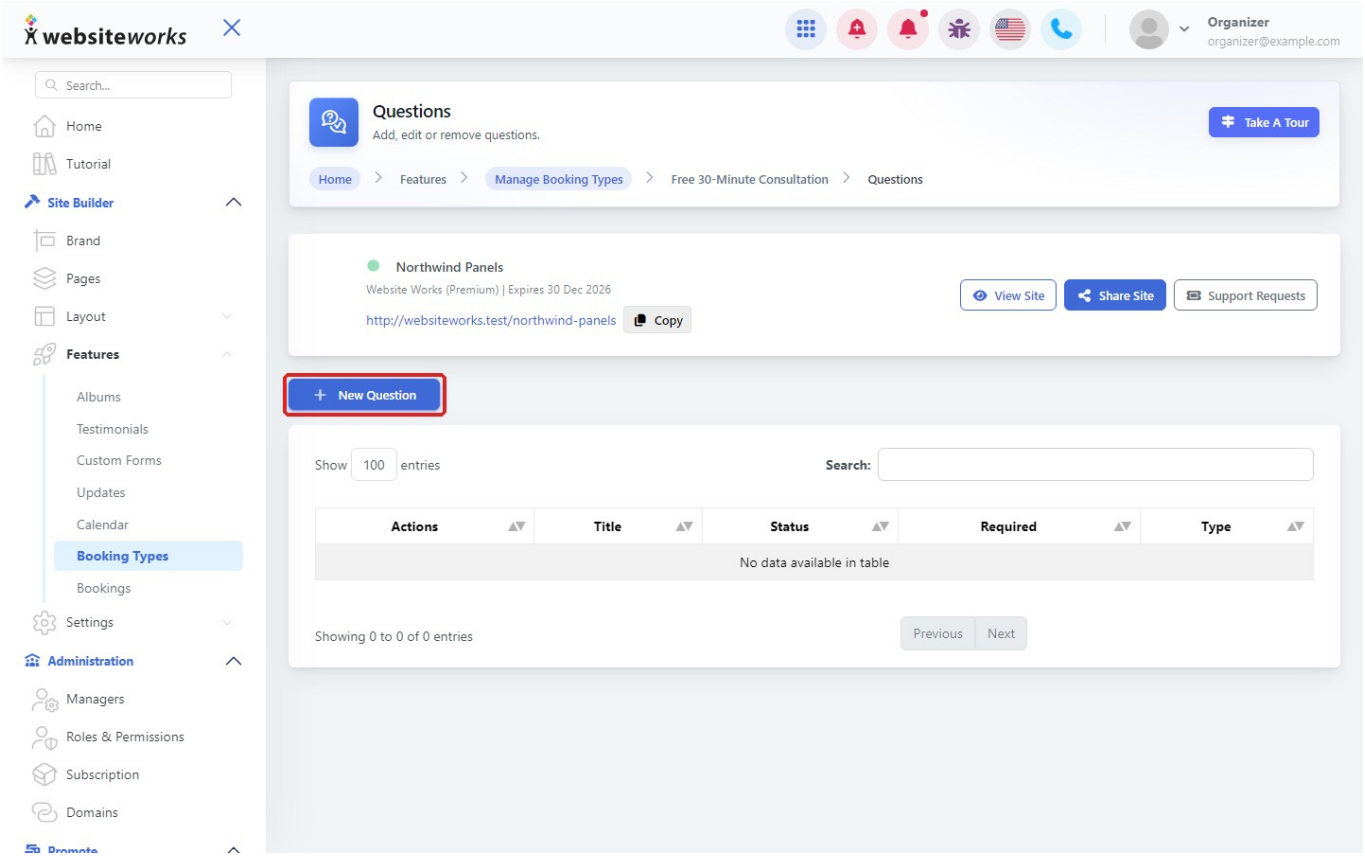
Questions, Unpublish, Manage and Delete.

Step 8: Ask visitors questions when they book

Click the **Questions** button of your booking type, then click **New Question**.



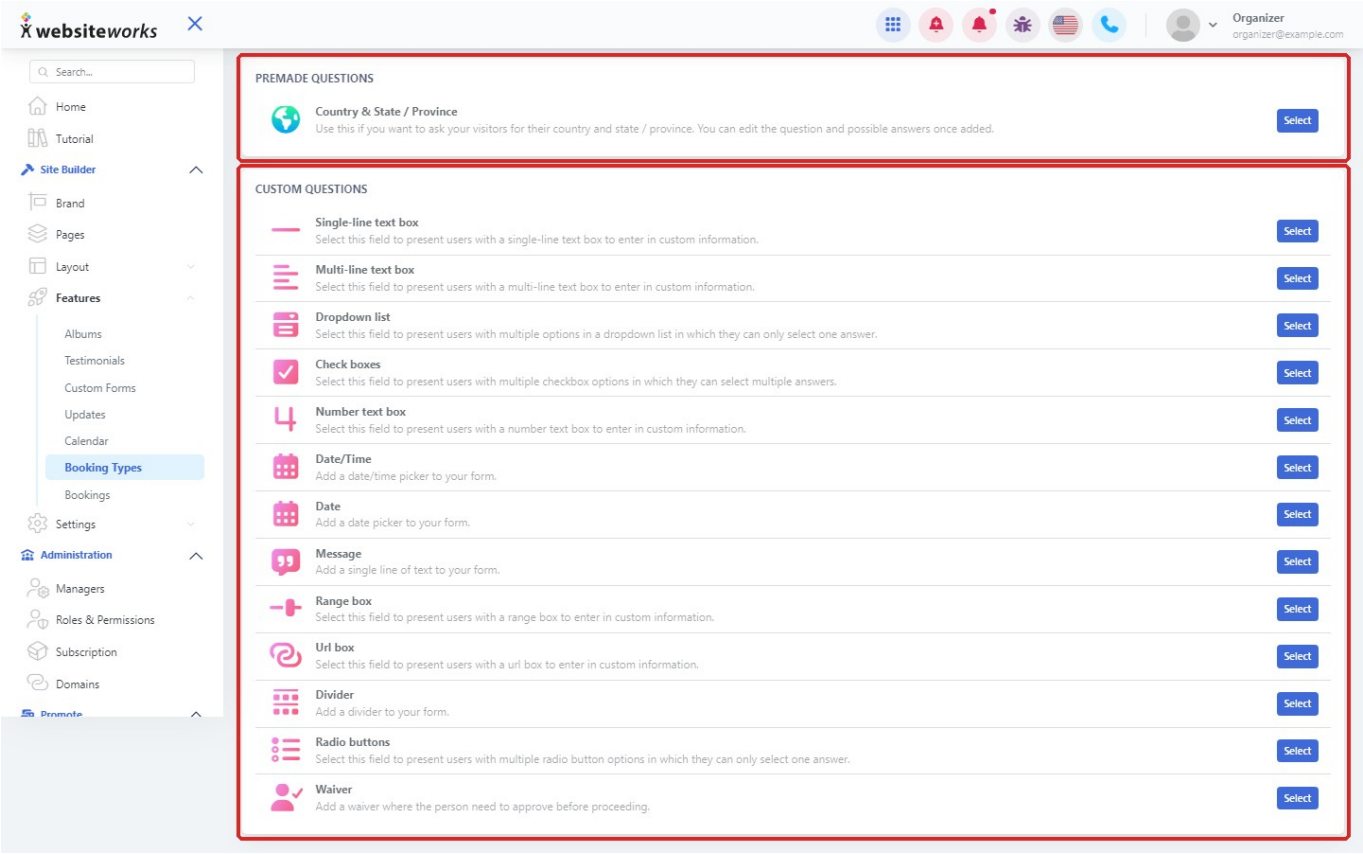
Click Questions next to your booking type.



Click New Question.

Step 9: Choose a question type

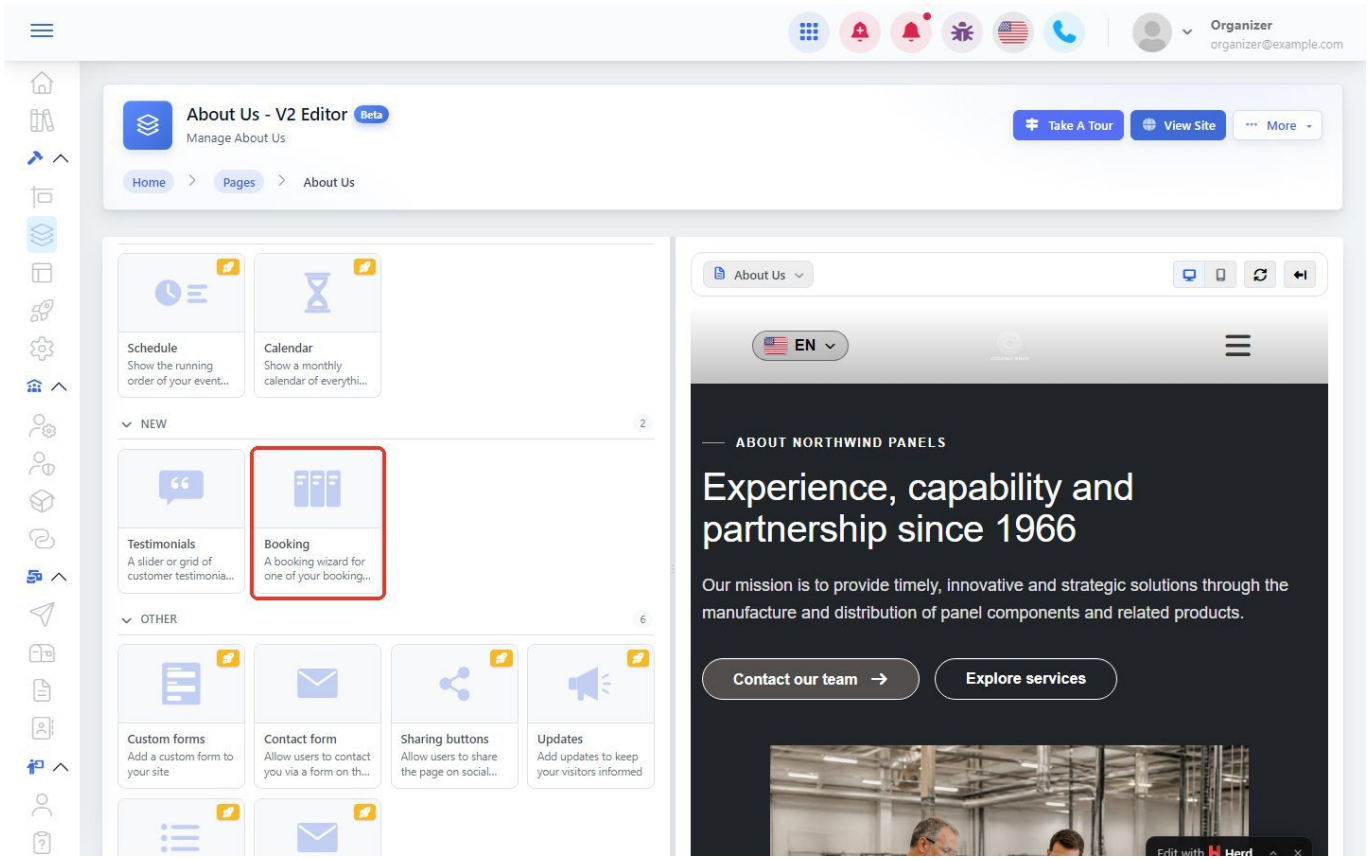
Pick a premade question, like **Country & State / Province**, or a custom question such as a **Single-line text box**, **Dropdown list**, **Check boxes** or **Date**. Click **Select** next to the one you want, then enter your question and save it. Visitors answer these questions when they book.



Click Select next to a question type.

Step 10: Add the Booking block to a page

Open **Pages** and click **New Editor** next to the page where you want it. Choose **Manual Forms**, click **Add block**, open the **Features** tab and click the **Booking** block. When the page looks right, click **Publish Changes**. In the block settings, choose which **Booking types** to show and edit the title and description if you want.



Add the Booking block to a page.

Good to know: Only published booking types can be picked in the block. Bookings are confirmed right away. You will find them in **Features** > **Bookings**.