

Availability Schedule

Set your available hours for each day of the week. Clients will only see these slots when booking.

Day	Start	End	Toggle
Monday	09:00 AM	05:00 PM	On
Tuesday	09:00 AM	05:00 PM	On
Wednesday	09:00 AM	05:00 PM	On
Thursday	09:00 AM	05:00 PM	On
Friday	09:00 AM	05:00 PM	On

Appointment Types

Configure default durations and buffers for each appointment type.

TYPE	DURATION (MIN)	BUFFER (MIN)	BOOKABLE
Consultation	60	15	<input checked="" type="checkbox"/>
Site Visit	90	30	<input checked="" type="checkbox"/>
Meeting	60	15	<input checked="" type="checkbox"/>
Call	30	10	<input checked="" type="checkbox"/>
Demo	45	15	<input checked="" type="checkbox"/>
Follow-up	30	10	<input type="checkbox"/>

Booking Link

Share this link with clients so they can book appointments directly.

<https://air4.media/book/>

[Preview Booking Page](#)

General Settings

Max Bookings Per Day: 8

Minimum Advance Notice (hours): 24

Max Days in Advance: 60

Timezone: Eastern (ET)

Weekly Preview

Day	Availability
SUN	Unavailable
MON	09:00 - 17:00
TUE	09:00 - 17:00
WED	09:00 - 17:00
THU	09:00 - 17:00
FRI	09:00 - 17:00
SAT	Unavailable

Booking Settings

Configure how clients book appointments with you — set your available hours, define appointment types, and share your personal booking link.

Key Features

- **Availability Schedule:** Define which days and hours you're open for bookings. Clients only see time slots that fall within your schedule. ACME Creative Agency starts with Monday–Friday, 9 am–5 pm by default.
- **Appointment Types:** Set default durations and buffer times for each meeting type (Consultation, Site Visit, Meeting, Call, Demo, Follow-up) and choose which ones clients can request.
- **General Settings:** Control your daily booking limit, minimum advance notice, how far ahead clients can schedule, and your timezone.
- **Booking Link:** A shareable URL clients use to self-book directly on your calendar — copy it and drop it in an email or on your website.

- **Weekly Preview:** A live summary on the right showing each day as open or unavailable as you edit your schedule.

How to Use

Set Your Availability

1. Go to **Booking Settings** in the sidebar.
2. In the **Availability Schedule** section, each row is a time block. New accounts start with Monday–Friday, 9 am–5 pm.
3. Select the **day** from the dropdown, then set the **start** and **end times**.
4. Use the toggle switch on a row to enable or disable that block without deleting it.
5. Hover over a row to reveal the **trash icon**, then click it to remove that block permanently.
6. Click **Add Time Slot** to add more blocks — useful for split schedules (e.g., a morning and afternoon window on the same day).
7. Click **Save Changes** in the Availability Schedule header when done.

Configure Appointment Types

1. In the **Appointment Types** table, find the type you want to adjust.
2. Set the **Duration** (minutes) — how long that appointment lasts.
3. Set the **Buffer** (minutes) — the gap after that appointment before the next can start.
4. Check or uncheck **Bookable** to control whether clients can request that type. Follow-up is off by default.

Update General Settings

1. In the **General Settings** panel on the right, set:
 - **Max Bookings Per Day** — your daily cap on appointments (default: 8).
 - **Minimum Advance Notice** — how many hours ahead a client must book (default: 24).
 - **Max Days in Advance** — how far into the future clients can schedule (default: 60).
 - **Timezone** — your local timezone so availability displays correctly for you and your clients.

Share Your Booking Link

1. Copy the link shown in the **Booking Link** panel using the copy button.
2. Share it via email, your website, or wherever clients reach you.
3. Click **Preview Booking Page** to see exactly what clients will see before sharing.

Tips

- Add two time blocks for the same day if you take a midday break — for example, 9 am–12 pm and 1 pm–5 pm.
- Buffer times protect you from back-to-back appointments with no break in between.
- Set a minimum advance notice (e.g., 24 hours) to avoid last-minute booking requests.
- The Weekly Preview updates live as you edit — check it before saving to confirm your schedule looks right.
- Uncheck **Bookable** on types you handle internally (like Follow-up calls) to keep your public booking page focused on what matters most to clients.