

VBOT has a scheduling utility that lets you share your availability with your customers, leads, and potential partners so they can book you directly from your own interface. It's going to look something like this where they will choose.

the date, the time, confirm, and then they will go on to continue the restoration process. Very easy, very seamless. This is similar to Calendly and other.

things that lets you do online bookings. Let me show you how you can do exactly.

that on VBOT for your own business and how easy it is to set up your own calendar booking pages. So let's get started. The first thing you need to make sure of is.

you have that installed on your account as an add-on or it's included within your plan. If you'd like to install it, visit from the top right corner your add-ons.

Scroll all the way until you find that component which I believe is installed for me already. Let me just look for it real quick. It's probably part of my plan.

so I don't see it here but if I haven't installed it already, it's not part of my plan, it should show up on here. Once I've done that, I'm going to access my.

settings. Scroll down to calendar settings right here. Okay. Now before I do that,.

I want to do something on my general info tab. I'm going to attach a logo to my.

profile as my main logo. So let me go ahead and choose something like this and.

save. This uploads my logo from the top right? But I'm doing it because we're.

going to probably utilize that same logo in my calendar. So instead of displaying.

this natively, I'm going to display my own logo. You have to click on create.

booking page and again the way I got here is from the top right settings. Scroll.

down to calendar settings and choose create calendar booking. Now notice I.

don't have any calendars connected yet so I have to connect it to my account. It's.

going to prompt you to this connection center and I'm going to be coming back to this so I can authenticate all my different accounts here. I'm going to click.

connect calendar. We are partnering up with Nylis to provide the calendar.

connectivity as well as inbox reading emails directly from your inbox. Nylis is.

our partner but you don't have to worry about that because this is fully integrated within VBOT. So all I have to do right now is log in to my Gmail because that's.

what I'm using and it should work the same with your Outlook if you have Outlook 360 or Office 360. I'm going to use that account and it's going to just take me.

through a process here I'm just going to allow, allow one more time And that's.

it My calendar is now connected to my account and you can see I'm connected.

twice One of them I connected my inbox using this option The other one I.

connected my calendar so this way you can differentiate both Once I've done.

that this will refresh I'm going to have to choose my calendar account which I'm.

connecting I'm going to give it a name So let's say this is lead buffer.

consultation calendar and submit Note you can submit multiple calendars and if you.

do this allows you to do round-robin which distributes your appointments equally between different team members So if you have five or six different team.

members and they're rotating booking from that same calendar you can actually do that and I'll show you how that appears on my side So by clicking submit it.

creates that calendar and view out and now I have some settings that I have to go over This is the details or the title You can put in your own zoom or.

whatever you use go to meeting or others Put in the direct link This does not.

get auto-generated for the time being although that's the request that might.

be coming soon but it's the static URL I do have my own which I believe is go to.

meet slash VBOUT so I can just put that in here com slash VBOUT Exactly that.

There are some additional options How long are the bookings for? What is the.

minimum notice? That means if someone's tried to book you two hours before they probably won't be able to Cancellation time minimum What is the future limit to.

display on the calendar? That means how long in the future can you go if I'm looking at this view? And what is the buffer time between meeting? So if somebody booked you at three the next available slot will probably be three thirty These.

are your connected calendars and this is where you will choose that calendar that I've connected Now if I just swap my view real quick with another account and I.

try to click on here This one has multiple calendars connected and because of.

that I can literally do a round robin and that's the difference in view once you connect your different team member calendars on here Okay What are your.

opening hours? You can add your own schedule How does the flow look like? What.

happens after they sign up? Do you take them to a thank you page or just on the screen thank you message? You can create your own reminders by doing thirty minutes before the event I can even do I believe like the day before 24 hours So you'll be.

able to create a different sort of messaging not only to your clients who registered but also to yourself Here you can customize your fields If you're.

capturing let's say I don't know company name It's a text field but we have.

additional options required and save and these are some of the styles that we will work with Now I can choose my own company logo to upload and here I have.

the submit button Me No This is a page slug which shows up on top so let me.

show you how that looks like but there's one more step that I need to complete at this moment Right now it's going to take me to how this integrates into VeeBot.

For instance I can say the moment that someone books an appointment what I would like to do is just add a custom tag to the profile perhaps booked demo tag and comma This created a tag directly into my profile and then this is asking me when.

someone signs up on that calendar what list on your system on VeeBot should we add them to Let's go ahead and just choose something real quick like the.

Expo Now my Expo list has a couple of options here I'm going to map them over.

to the calendar so the calendar has full name and company On my own list I do.

have first name and I believe I don't have company but I probably should have done this prior to the mapping process but maybe I can choose a sample list and see Okay this might be a little bit better I'm missing company name but I can.

skip it for the time being And that's it It's all done Now this is the page It.

looks something like this It's available People can see my availability and they.

can literally just book me directly from this view Very easy, very convenient.

This is your URL You can edit this and you can also reconfigure it to add custom.

labels Map them back to VeeBot Super simple And this is it If you'd like to.

add your booking calendars to your email signatures to your landing pages you'll be able to do that from here And soon probably by the time you watch this we're.

going to have some options to do embeds directly into your website as a button or an iframe.