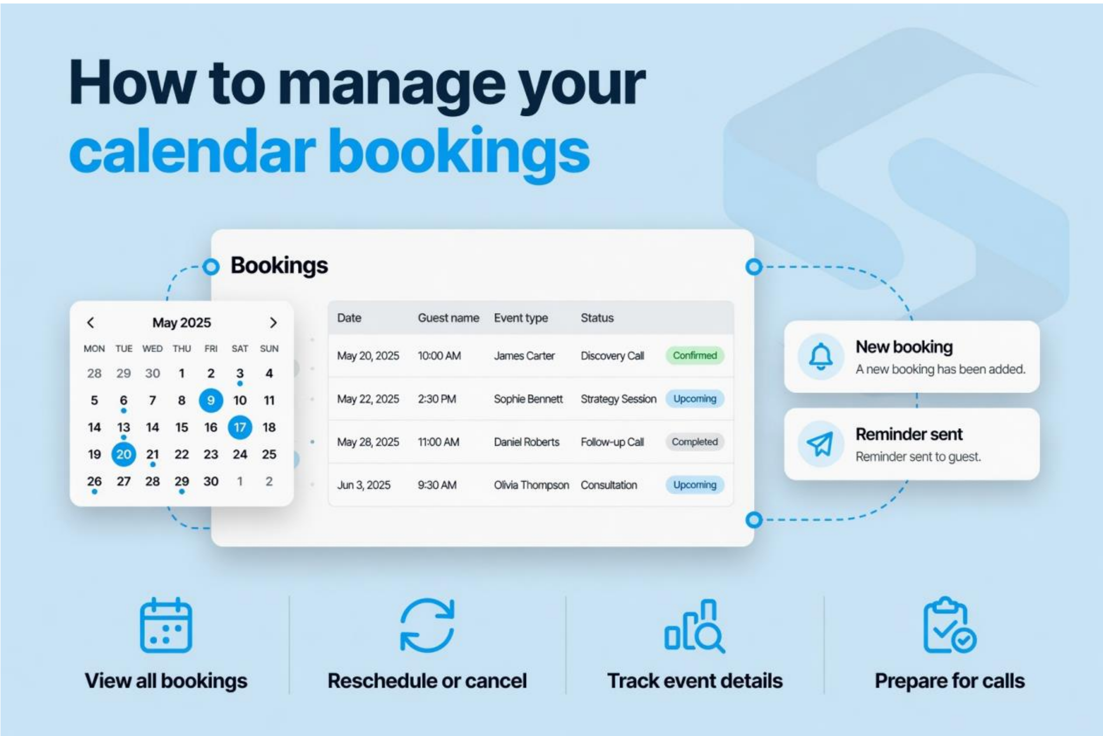
How to Manage Your Calendar Bookings

Introduction

Once your booking calendar is live, appointments start flowing in. You need a single place to see who booked, when meetings happen, and what to do when plans change—without digging through emails or spreadsheets.

On systeme.io, the **Bookings** tab inside **CRM** → **Calendar** is your central hub. It lists upcoming and past appointments, shows key details for each reservation, and lets you reschedule or cancel directly from the dashboard.

This guide explains how to access your bookings, understand what each row displays, manage individual appointments, and keep your schedule accurate as your business grows.



What the Bookings Tab Does

The Bookings tab complements the **Events** tab (where you create appointment types) and the **Availability** tab (where you define open hours).

While those tabs control what can be booked, Bookings shows what *was* actually scheduled by clients and guests.

Think of it as your operations view: confirm tomorrow's calls, review completed sessions, and fix scheduling conflicts before they affect customer experience—all within the same systeme.io workspace that stores your contacts and funnel data.

Example

Every Monday morning you open Bookings, filter mentally for the week ahead, and prepare notes for each discovery call using the event name and guest information shown in the list.

Accessing Your Calendar Bookings

To open the bookings list:

1. Sign in to your account.
2. In the menu bar, click **CRM**.
3. Select **Calendar**.
4. Click the **Bookings** tab.

You now see a complete list of bookings tied to your calendars—both upcoming appointments and past ones—so you can review history and plan forward from the same screen.

Bookings Tab Overview

The interface is designed for quick scanning. For each booking you can typically review details such as:

- **Event name** — the appointment type the guest selected (for example, "Free consultation" or "Strategy call"), as defined when you created the calendar event.
- **Event duration** — the length of the meeting configured during event setup.
- **Date and time** — when the session is scheduled to start.
- **Guest information** — contact details collected on the booking form so you know who you are meeting.

Use this overview daily to prepare agendas, join video calls on time, and spot gaps or overload days in your calendar.

Tip

Cross-check new bookings against your Google Calendar integration if you use it, so external events and systeme.io appointments stay aligned.

Managing a Specific Booking

When you need to change or remove an appointment, use the actions menu on the booking row.

Reschedule a booking

1. Locate the booking in the Bookings tab.
2. Click the **three-dots menu** (...).
3. Select **Reschedule booking**.
4. In the calendar window, choose a new date and time.
5. Confirm the change.

Rescheduling is useful when a client requests a new slot or when you need to move a call without cancelling entirely. Changes you make from the host side can trigger notifications so the guest knows the updated time.

Cancel a booking

1. Find the booking in the list.
2. Open the **three-dots menu** (...).
3. Select **Cancel booking**.
4. Click **Confirm** in the popup to finalize.

Cancellation frees the time slot for other guests and keeps your Bookings list accurate. Depending on your setup, the guest may receive an email about the cancellation.

Daily and Weekly Workflow

Managing bookings is more than reacting to changes. A simple routine keeps no-shows low and clients informed.

- **Start of day** — review today’s bookings and open video links or locations ahead of time.
- **End of week** — scan upcoming appointments and block preparation time for high-value calls.
- **After changes** — verify rescheduled entries show the correct date and follow up manually if a guest had special instructions.

- **CRM follow-up** — use guest data from bookings to tag contacts or move pipeline stages after calls complete.

Because confirmations, meeting links, and CRM contact creation are handled inside systeme.io, the Bookings tab becomes the bridge between marketing funnels and actual client conversations.

Individual and Group Bookings

If you run both 1-on-1 events and group sessions, the Bookings tab lists reservations for each type. Individual bookings show one guest per slot; group events may show multiple participants for the same time, depending on how the event was configured.

When managing group sessions, pay attention to capacity and guest privacy—only share attendee details when appropriate for your offer and policies.

Best Practice

After high-volume booking periods (launches, webinars), export or review your list promptly so you can send recap emails and update tags while engagement is high.

Troubleshooting

Issue	Possible Cause	Recommended Solution
Bookings tab is empty	No public bookings yet or wrong account view	Confirm your calendar is published and test a booking; refresh the Bookings tab.
Cannot find a recent booking	List shows past and upcoming together	Scroll or sort by date; check you are viewing the correct calendar if you use several.
Reschedule calendar shows no slots	Availability or buffers block times	Adjust availability on the event or Availability tab, then try again.
Guest not notified after cancel	Email delivery or spam filtering	Verify sender domain settings and ask the guest to check spam; send a manual confirmation if needed.
Booking details look wrong	Event settings changed after booking	Note that duration and event name reflect setup at booking time; edit the event for future bookings only.

Frequently Asked Questions

Where do I see all my appointments on systeme.io?

Go to **CRM** → **Calendar** → **Bookings** for the full list of upcoming and past appointments.

How do I reschedule a calendar booking?

Use the three-dots menu on the booking row, choose **Reschedule booking**, and pick a new date and time.

How do I cancel a booking?

Open the three-dots menu, select **Cancel booking**, and confirm in the popup.

What details appear for each booking?

You typically see the event name, duration, scheduled date and time, and guest information collected on the booking form.

Are guests notified when I change a booking?

Reschedules and cancellations from the host side can notify guests by email according to your calendar configuration—always verify with a test booking when you go live.

Related Resources

- How to Use the Booking Calendar Feature on systeme.io
- How to Set Up Your Calendar Events
- How to Manage Your Contacts with the systeme.io MCP Server
- How the systeme.io Affiliate Program Works

Manage events, bookings, and CRM in one place—explore systeme.io.

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