

How to Set Your Calendar Events Availability

Introduction

Your booking calendar is only useful when displayed time slots match when you can actually take calls. Too many open hours lead to burnout; too few or wrong time zones frustrate clients. Availability settings control what guests see before they book.

On systeme.io, you configure availability in the **Availability** tab under **CRM** → **Calendar**. These global settings become the default schedule for your events. You can also override specific dates, block time off, and fine-tune rules per event when needed.

This guide explains how to open the Availability tab, set weekly hours, use date-specific overrides and time-off, and connect global availability to individual calendar events.

How to set your calendar events availability

AVAILABILITY SETTINGS

- Weekly hours: ☒
- Time zone: ☒ (UTC-7) Pacific Time
- Buffer before/after: ☒
- Max bookings per day: ☒

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9am	OPEN	OPEN	OPEN	OPEN	OPEN	BLOCKED	BLOCKED
12pm	MEETING	MEETING	MEETING	MEETING	MEETING	BLOCKED	BLOCKED
3pm	OPEN	OPEN	MEETING	OPEN	OPEN	BLOCKED	BLOCKED
5pm	OPEN	OPEN	OPEN	OPEN	OPEN	BLOCKED	BLOCKED

Coaching call
Tue, May 20 • 10:00 AM
1:1 Coaching Session

MINI CALENDAR
May 2025

Bookable

Set weekly schedule | Add buffer time | Limit daily bookings | Sync real availability

Why Availability Matters

Availability defines **which days**, **which hours**, and **under which limits** appointments can be booked. It works together with event duration, buffer time, daily caps, and slot increments so your public calendar stays accurate.

Setting availability early—before you embed calendars on funnels—prevents empty widgets, double-booking stress, and last-minute manual blocking when you should be preparing for calls.

Example

You work Tuesday–Thursday, 10:00–16:00, with a 15-minute buffer between calls. Global weekly availability reflects that pattern; time-off blocks Christmas week so no slots appear while you are away.

Accessing the Availability Tab

To configure your master schedule:

1. Open the menu and click **CRM**.
2. Select **Calendar**.
3. Click the **Availability** tab (alongside Events and Bookings).

Changes you save here serve as the **default availability for all calendar events**, unless an event uses custom hours or overrides. Many users set global availability first, then create events and choose **Use global availability** for faster setup.

Weekly Availability

Weekly availability is your recurring work pattern—open or closed per weekday, with start and end times for each active day.

- **Toggle days on or off** — mark weekends or non-working days as unavailable.
- **Set time ranges** — for example Monday 9:00–12:00 and 14:00–17:00.
- **Multiple slots per day** — add separate ranges when you take a lunch break or split morning and afternoon sessions.

Guests browsing your booking pages only see slots that fall inside these windows (subject to buffers, limits, and existing bookings).

Tip

Start with a conservative schedule you can honor consistently. You can always extend hours later using date-specific availability for launches or busy seasons.

Date-Specific Availability

Date-specific availability overrides your normal weekly schedule for one or more calendar dates. Use it when you need exceptions without rewriting your entire week.

Typical use cases:

- Add availability on a day you are usually closed (special office hours).
- Create one-time evening slots for a promotion.
- Extend hours temporarily during a product launch.

To add date-specific availability:

1. In the Availability tab, find **Date-specific availability**.
2. Click **+ Add a new date**.
3. Select the date on the calendar.
4. Choose the time slots you want available for that day only.

That date's rules take priority over the standard weekly pattern for the times you define.

Time-Off

The **Time-off** section blocks periods when you are completely unavailable. It overrides weekly and date-specific availability so no bookings slip through while you are on vacation, a holiday, or personal leave.

To block time off:

1. Under **Time-off**, click **+ Add a new date** (or equivalent add control).
2. Select the **from** date and time and the **to** date and time for the blocked range.
3. Save your availability settings.

This is the right place to mark public holidays, conferences, or sick days—keeping your systeme.io calendar aligned with your real life.

Best Practice

Add time-off as soon as travel is booked, before promoting booking links. Existing weekly hours alone will not remove slots on days you forgot to close.

Global vs. Per-Event Availability

When editing a single calendar event (CRM → Calendar → Events), you can:

- Enable **Use global availability** to apply the Availability tab schedule automatically.
- Or define **custom weekly hours** and date-specific rules for that event only—useful when one offer runs on different days than another.

Per-event settings can also include:

- **Start time increments** — how often slots appear (for example every 15 or 30 minutes).
- **Daily limit** — maximum bookings accepted per day.
- **Buffer time** — padding before or after each appointment to avoid back-to-back meetings.
- **Time zone display** — show times in the host's or guest's time zone.

Configure global availability in the Availability tab first; then link events to it or customize individual events as your offers multiply.

Recommended Setup Order

1. Set **weekly availability** in the Availability tab.
2. Add **time-off** for known absences.
3. Create **calendar events** and choose global or custom availability.
4. Adjust **buffers, limits, and increments** on each event if needed.
5. Publish funnel pages and place a **test booking** to confirm visible slots.
6. Manage live appointments in the **Bookings** tab.

Troubleshooting

Issue	Possible Cause	Recommended Solution
No slots on booking page	Day turned off in weekly availability	Open Availability tab and enable the day with valid time ranges.
Slots missing on one date only	Time-off or wrong date-specific rule	Review Time-off and date-specific entries for that date.
Too many bookings	No daily limit set	Edit the event and set a daily

same day		booking maximum.
Back-to-back calls with no break	Buffer time set to zero	Add buffer before or after appointments in event settings.
Guest sees wrong time zone	Time zone display preference	Adjust host vs. guest time zone display on the event.
Global schedule not applied to event	Use global availability disabled	Enable Use global availability on the event or mirror hours manually.

Frequently Asked Questions

Where do I set global availability?

CRM → **Calendar** → **Availability** tab.

What is date-specific availability?

An override for a single date that changes which slots are bookable compared to your normal weekly pattern.

How do I block vacations?

Use the **Time-off** section to mark unavailable date and time ranges.

Can events share one global schedule?

Yes. Turn on **Use global availability** when editing each event after configuring the Availability tab.

Why are there no bookable times?

Check weekly hours, time-off, daily limits, buffers, and whether the event uses custom vs. global settings.

Related Resources

- [How to Set Up Your Calendar Events](#)
- [How to Use the Booking Calendar Feature on **systeme.io**](#)
- [How to Offer Free Calendar Bookings](#)
- [How to Manage Your Calendar Bookings](#)
- [How to Sell Your Calendar Bookings](#)

Configure availability and run your entire booking flow on [systeme.io](#).

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