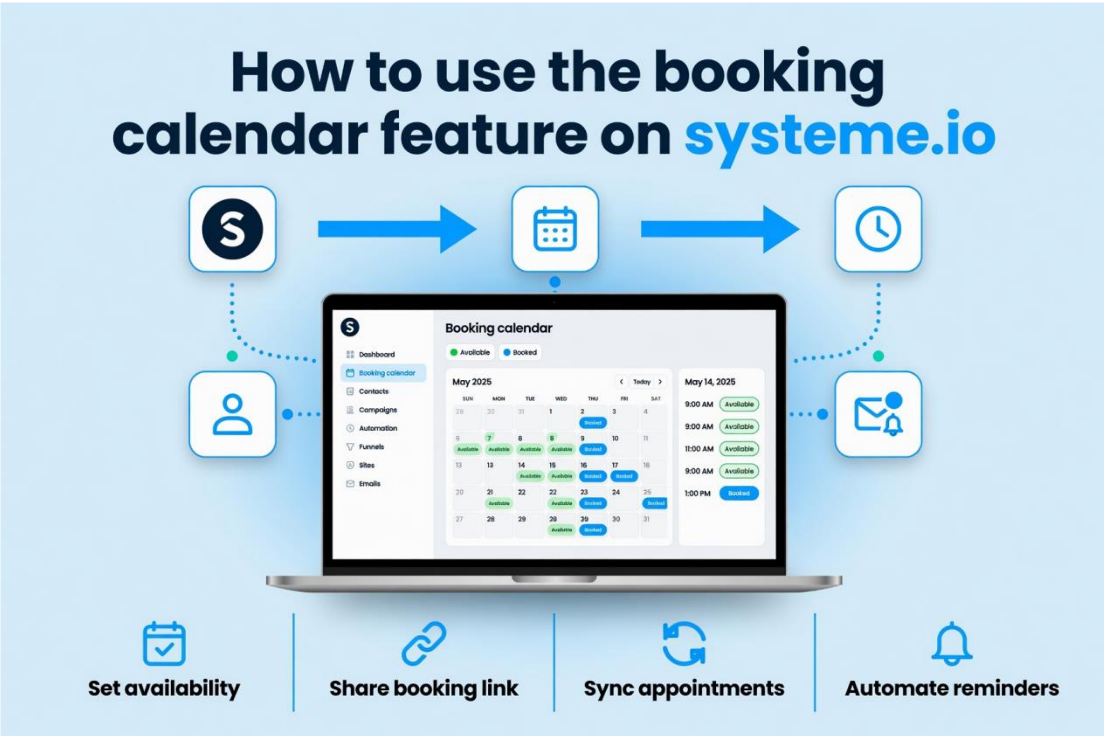
How to Use the Booking Calendar Feature on systeme.io

Introduction

Scheduling calls, consultations, and discovery sessions is a daily task for coaches, consultants, agencies, and service businesses. Relying on endless email threads or multiple third-party tools often slows you down and fragments your workflow.

The booking calendar feature on systeme.io lets you create appointment types, define when you are available, share a booking link, and manage every reservation from the same platform you use for funnels, emails, and payments.

This guide walks you through the general process: accessing the calendar, setting up events and availability, publishing your booking page, connecting video meetings, and managing bookings once clients start scheduling.



What the Booking Calendar Feature Does

The built-in calendar is part of the CRM area of your account. It is designed to replace external schedulers for many use cases: you configure what clients can book, when slots appear as available, and how confirmations and reminders are handled—all without leaving systeme.io.

Typical outcomes include fewer no-shows thanks to automated communication, a professional booking experience on your own pages, and a single list of upcoming and past appointments in the Bookings tab.

Example

A business coach creates a 30-minute “Strategy call” event, sets weekday availability, embeds the calendar on a funnel thank-you page, and tracks every new booking under CRM → Calendar → Bookings.

How to Access the Calendar

To get started, sign in to your account and open the main menu. Go to **CRM**, then select **Calendar**. The calendar dashboard is organized into tabs that mirror how you set up and run scheduling:

- **Events** — create and customize the appointment types people can book (duration, description, location or video link, optional payment).
- **Bookings** — view upcoming and past appointments booked through your calendars.
- **Availability** — define the days and time ranges when slots are offered.

Working through these three areas in order—availability and events first, then sharing your page—keeps setup logical and avoids empty calendars with no bookable slots.

General Setup Process

Official help documentation describes the booking calendar as a phased workflow. The steps below summarize that process so you can go live quickly.

Phase 1: Define your availability

Open the **Availability** tab and set the weekly schedule you want to offer (for example, Monday–Friday, morning and afternoon blocks). Adjust time zone settings so displayed slots match your real working hours.

Phase 2: Create calendar events

In the **Events** tab, add one or more bookable event types: free discovery calls, paid sessions, group slots, or follow-ups. Customize the title, duration, instructions for the guest, and whether the meeting is in person, by phone, or online.

Phase 3: Publish and share your booking page

Each calendar generates a booking experience you can share via link or embed on a funnel page, sales page, or site built on systeme.io. Visitors pick a date and time; the system creates the booking and can trigger automations you connect to your pipeline or email sequences.

Phase 4: Manage your bookings

When clients start scheduling, use the **Bookings** tab as your central hub. Review who booked, which event type they chose, and appointment status. Reschedule or cancel from here when plans change, and use the list to prepare for upcoming calls.

Tip

Create separate events for different offers (free audit vs. paid consultation) so reporting and follow-up automations stay clear.

Video Meetings and Google Calendar

For online appointments, connect **Zoom** or **Google Meet** so guests receive a meeting link when they book. This reduces manual work and keeps the experience professional.

You can also integrate **Google Calendar** with your account so appointments scheduled through your booking pages can sync to your personal or team calendar. That helps avoid double-booking and lets you manage your day from the tools you already use.

- Automatic event creation when someone books a slot.
- Centralized view of appointments alongside other calendar entries.
- Smoother coordination for teams that share availability.

Funnels, Payments, and Automation

The calendar fits naturally into your wider systeme.io stack. Embed the booking widget on a funnel step after an opt-in or purchase, redirect users to a thank-you or preparation page after they book, and tie new contacts to your CRM and pipeline stages.

Paid events let you collect payment at booking time—useful for intensives, audits, or session bundles. Free events work well for lead generation when paired with email automation and tags.

- Place booking links on high-intent funnel pages.
- Tag contacts when a booking is confirmed.
- Send reminder emails before the appointment.
- Move leads in the pipeline when a call is scheduled or completed.

Best Practices

- Keep event titles clear ("30-min Discovery Call") so guests know what they are booking.
- Add buffer time between slots if you need breaks or notes between calls.
- Test the public booking flow yourself before sharing the link widely.
- Use confirmation and reminder messages to reduce no-shows.
- Review the Bookings tab weekly to spot trends in demand and capacity.

Best Practice

Match your availability to realistic capacity. Offering too many open slots without automation or reminders often leads to gaps; start with a focused schedule and expand as volume grows.

Troubleshooting

Issue	Possible Cause	Recommended Solution
No time slots appear for visitors	Availability not configured or event not linked to calendar	Check the Availability tab and confirm the event is active and assigned to the calendar you are sharing.
Bookings do not show in the list	Wrong calendar or filter view	Open CRM → Calendar → Bookings and verify you are viewing the correct calendar and date range.
Video link missing in confirmation	Zoom or Google Meet not connected	Reconnect the video integration in calendar or event settings and run a test booking.
Double-booking with personal calendar	Google Calendar sync incomplete	Complete the Google Calendar integration and grant calendar permissions during setup.
Embed not visible on funnel page	Page element or URL incorrect	Re-insert the booking link or embed element on the funnel page and

publish the page again.

Frequently Asked Questions

Do I need Calendly if I use the systeme.io booking calendar?

For many businesses, no. The native feature covers availability, public booking pages, and booking management inside one account. You may still use external tools if you have advanced team scheduling needs, but most solo coaches and small teams can run entirely on the built-in calendar.

Where do I find the calendar in systeme.io?

Use **CRM** → **Calendar** from the dashboard menu. Events, Bookings, and Availability are the main tabs you will use daily.

Can I connect Zoom or Google Meet?

Yes. Configure your event or integration settings to attach an online meeting link when a guest confirms a slot.

Can I charge for appointments?

Yes. Set up paid booking events so payment is collected as part of the scheduling flow, alongside your existing products and payment setup.

How do I add the calendar to my funnel?

Share the booking URL or add the calendar embed to a funnel or website page so prospects book without leaving your marketing flow.

Related Resources

- How to Manage Your Contacts with the systeme.io MCP Server
- How to Use the systeme.io MCP Server (Model Context Protocol)
- How the systeme.io Affiliate Program Works
- How to Create and Configure Your Own Affiliate Program

Start or grow your business on the same platform with the booking calendar and more—visit systeme.io.

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