

1. Navigate to calendly.com
2. Sign up or log in
3. Once you have signed up, you will be prompted to create your Calendly URL.
4. The next prompt will ask you to connect your calendar, this will allow you to view any private lessons you have on any calendar you specify.
 1. I would select a calendar that is also signed in on your phone, that way, you always have access to scheduled lessons.
5. The next prompt will ask you to select your availability. For now, just select a couple days and some hours, these can be changed later.
 1. I usually make my availability for open mat times and at the end of the nights I teach.
6. Select Education as your role.
7. Skip the Schedule a Test option.
8. You will now be presented with your personalized home page. Select 2 of the available 3 meeting options and remove those. (The free version only allows for one meeting type).
9. With the remaining one meeting type, select the gear icon in the upper right and select edit.

1. Select the 'What event is this?' and rename it to Private Lesson
2. Ignore the Location section.
3. You can add a description if you would like, however, it is not necessary.
4. Adjust the Event link section from '15 min' to '20'.
5. Set the Event color to whatever you like.
6. At this point, your lesson should look very similar to this.

[illegible]

7. Select Save & Close
8. Move on to the 'When can people book this event?' section.
 1. Select custom min under Event Duration and input wither 20 or 25.
 2. You can now set a custom availability.
 1. Select one of your days and edit the availability to match yours, then select apply to all _____
 2. You can click a day and add an interval to that section if you would like to be available for that day.
 3. Your section should now look similar to this.

Event Duration * ?

15 min	30 min	45 min	60 min	25 custom min
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Date Range ?

Events can be scheduled over 60 rolling days [Edit](#)

Event Time Zone ?

 You're in Mountain Time - US & Canada. Your invitees will see your availability in their local time zone. [Edit](#)

Availability ?

Set your available hours when people can schedule meetings with you.

Hours


Advanced

Copy availability from... ▼

June 23 - July 6, 2019

◀


▶



Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26 7:45p - 9:00	27	28 7:45p - 9:00	TODAY 9:00a - 10:4a
30	JUL 1	2	3 7:45p - 9:00	4	5 7:45p - 9:00	6 9:00a - 10:4a

[Show more](#) ▼

9. Select Save & Close
10. Select Invitee Questions
 1. Select the + Add New Question option
 2. Add the following questions: the format is Question, Required, Answer Type
 1. Phone Number, Required, Phone Number
 2. Preferred method of contact, Required, radio buttons (Phone Number(text) and Email are the options you should put)
 3. What is the lesson going to focus on, Required, Multiple Lines
 3. It should look exactly like this

 Invitee Questions

Cancel

Save & Close

Name *

Your e-mail address *

+ Additional guests

Phone Number *

Preferred method of contact *

☐ Phone Number (text)

☐ Email

What is lesson going to focus on *

+ Add New Question

Cancel

Save & Close

11. Select Save & Close
12. You can select the Notifications and Cancellation Policy and add a Text or Email Reminder if you would like.
13. Return to the When can people book this event page and select Advanced under the Availability section
 1. Set the Availability Increments to 10 min.
 2. Set the Minimum Scheduling Notice to 2 hours away.
 3. Select Save & Close

Availability ?

Set your available hours when people can schedule

Hours **Advanced**

You are now done with creating a private lesson. You will need to click the blue back button and select the copy link option. You will need to either email or text me the link that was copied so that I can post this to the app. I also need a picture of you for the app, preferably one karate related. You can send the link and picture to (720) 339 - 6397 or chandler.despirlet@icloud.com

Calendly offers an app for iOS that allows you to edit availability for any day, or mark a day as unavailable if you are unavailable for that day. When someone creates a lesson, you will have the option to reschedule or cancel the lesson if you need to.