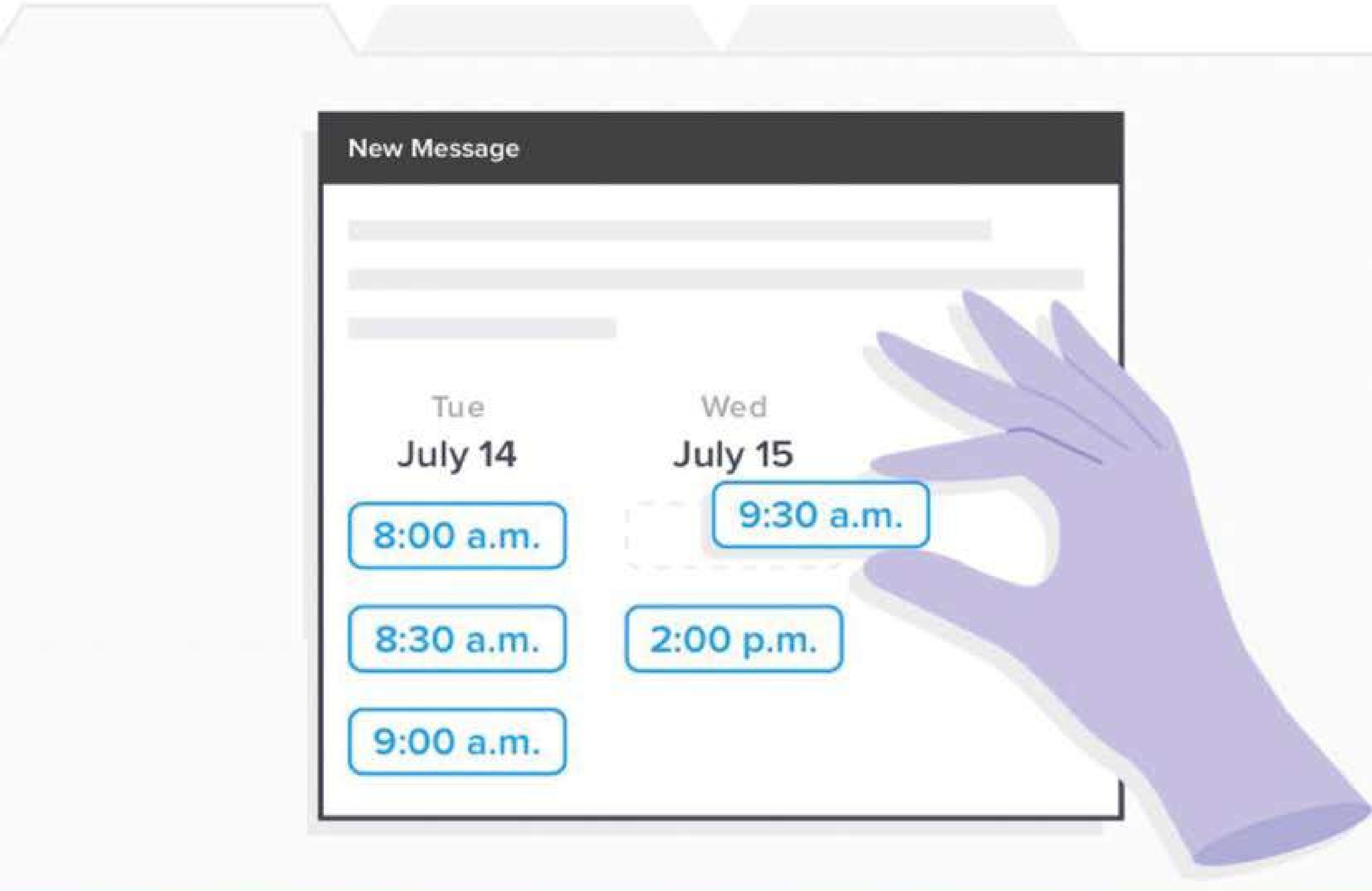
GET 3X MORE CONSULTATION CALLS

A Step By Step Guide To Set Up Calendly



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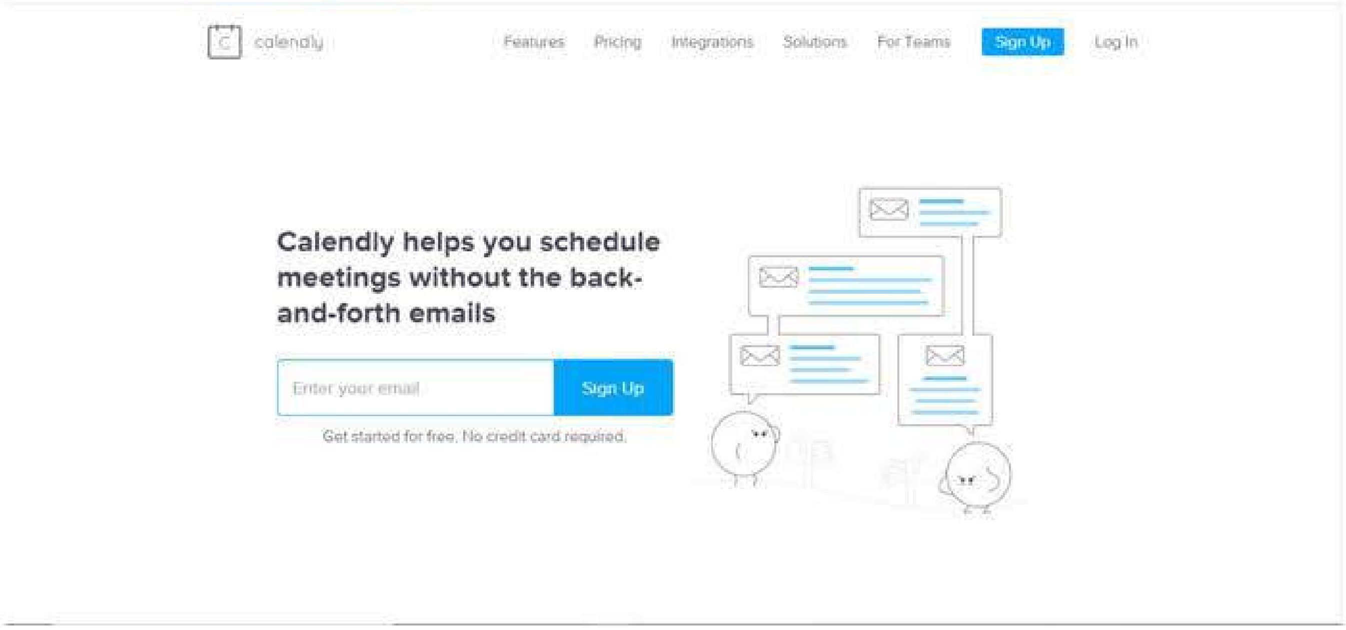
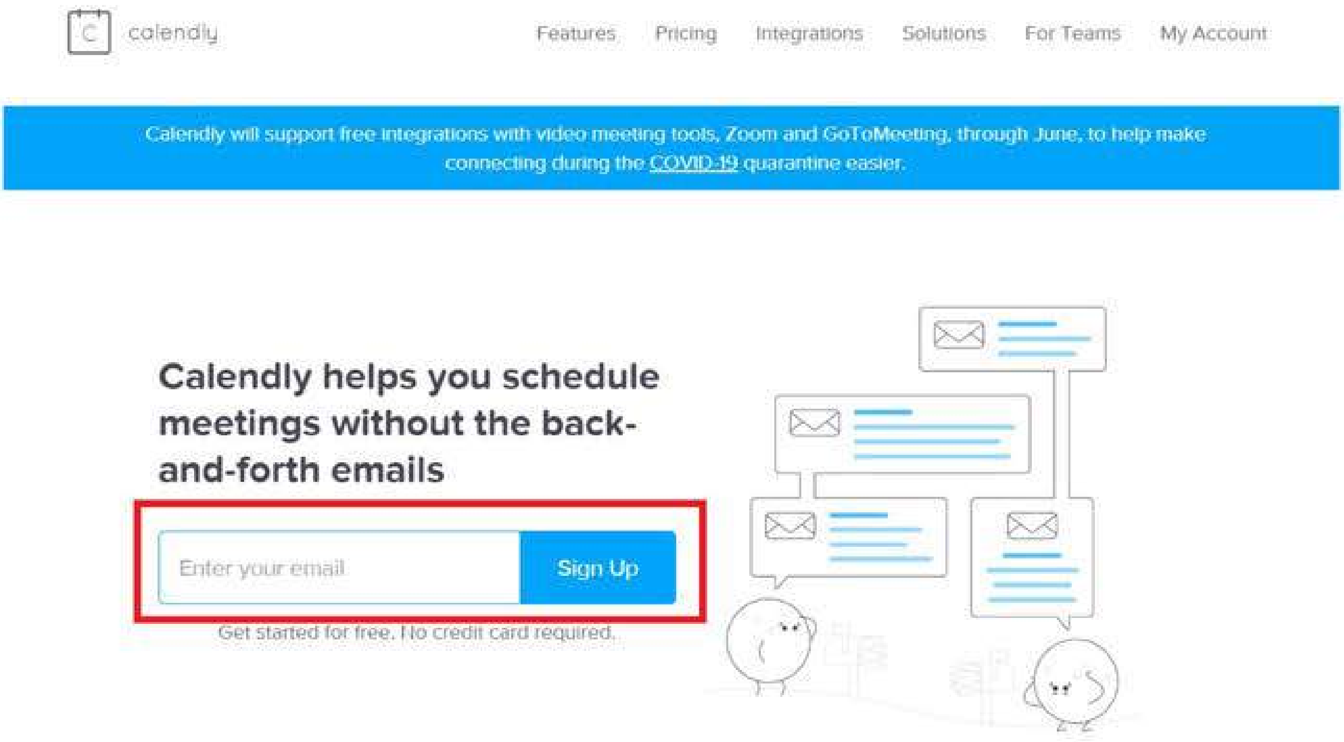
Step 1: Go to Calendly.com



Step 2: Sign up using your **Email**



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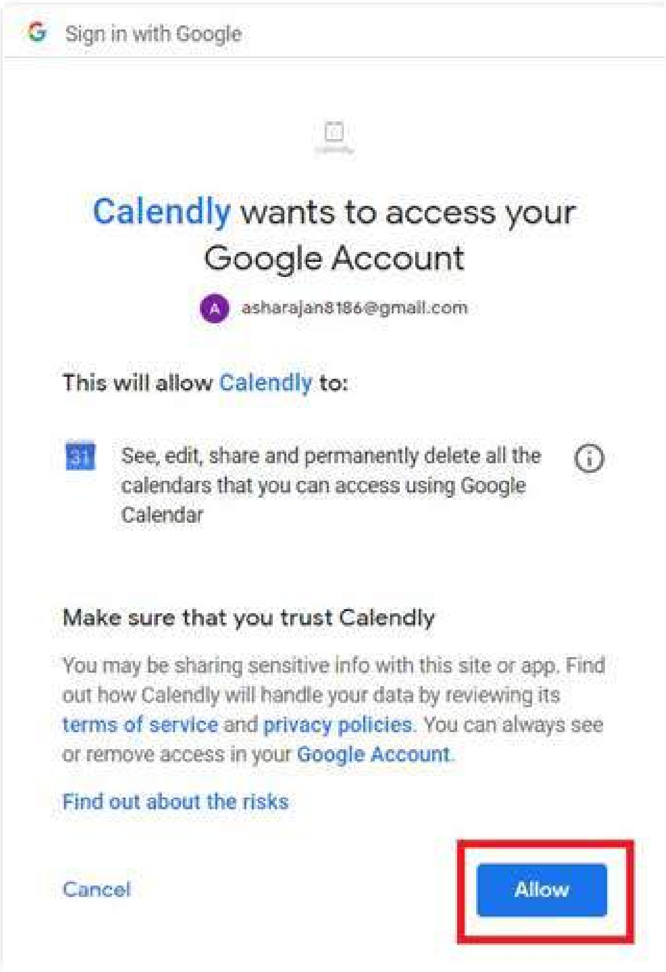
NOTE: When you sign up for Calendly using your Google email address, your calendar will automatically be connected to your account.



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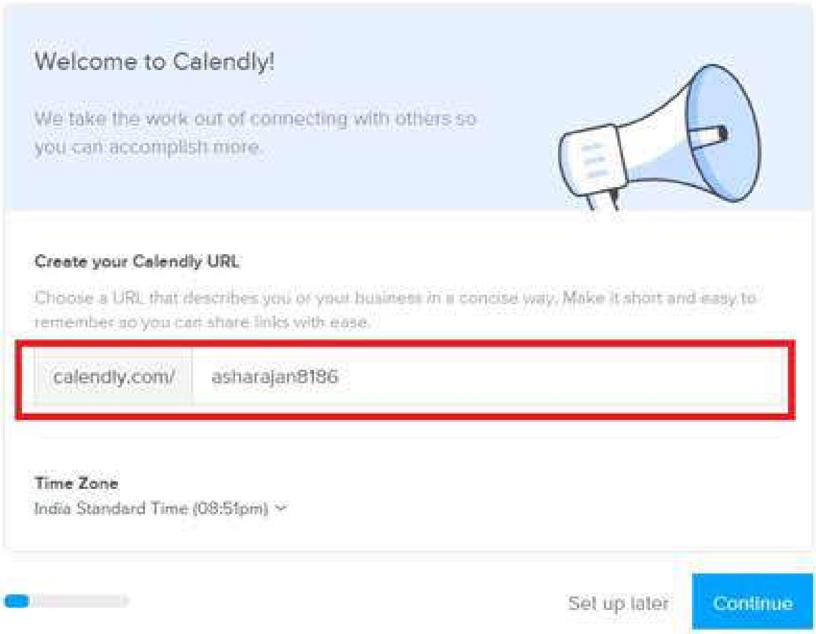
Step 3: Create your unique URL and edit the time zone if needed.



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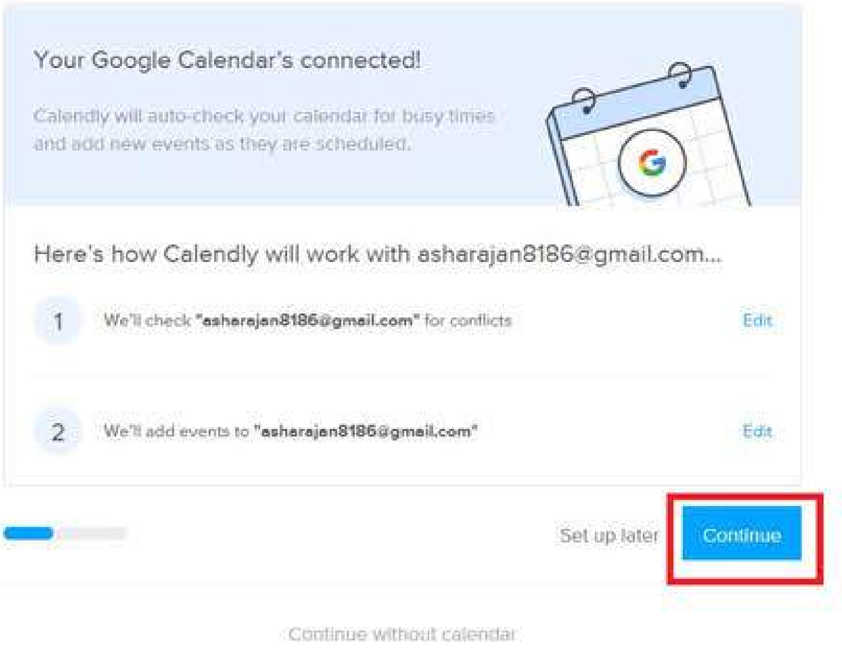
Step 4: Calendly will auto check the email, and add meeting events to any calendars linked with your email account.



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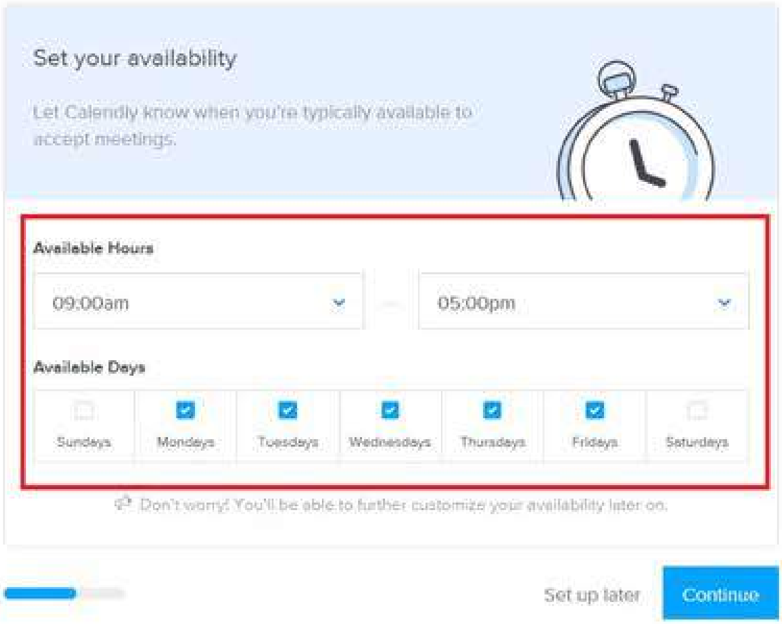
Step 5: Set your availability and schedule:



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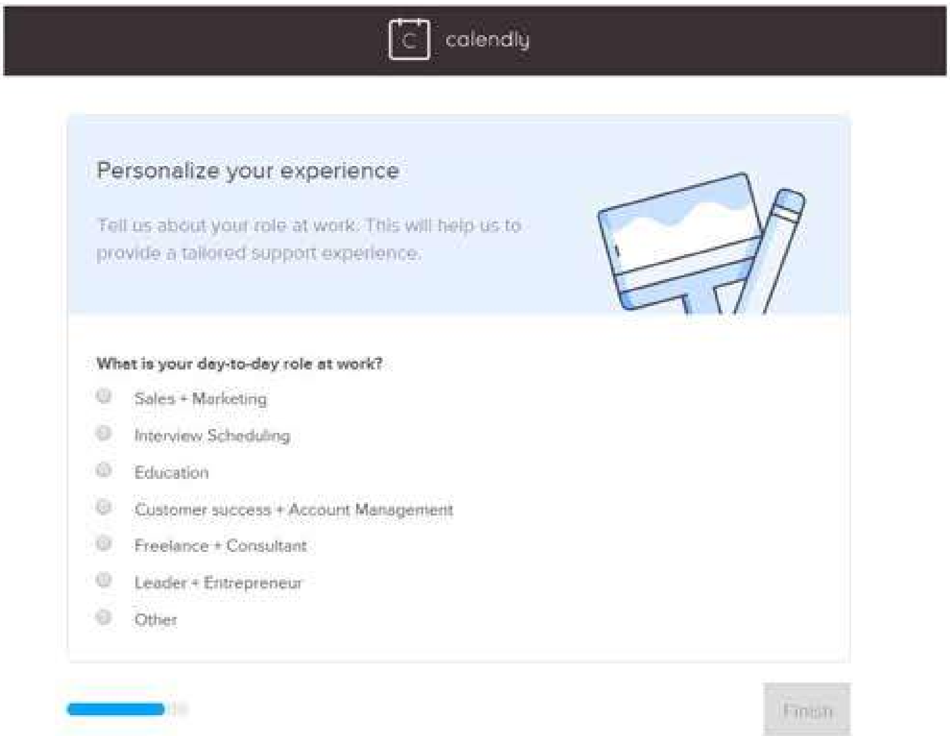
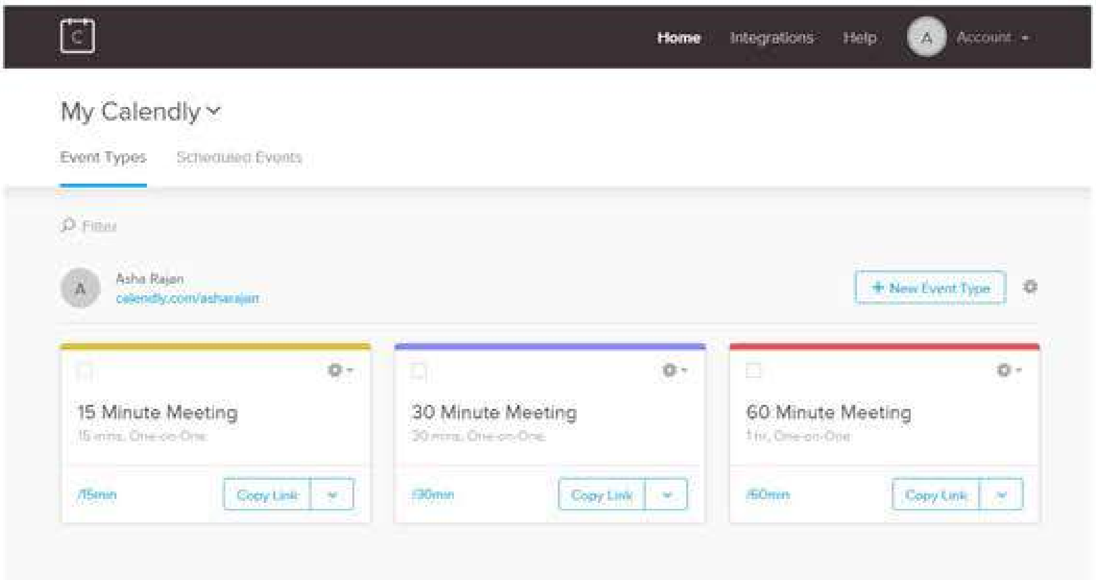
Step 6: Add a few more details about yourself.



This is the default screen after setting up the account.



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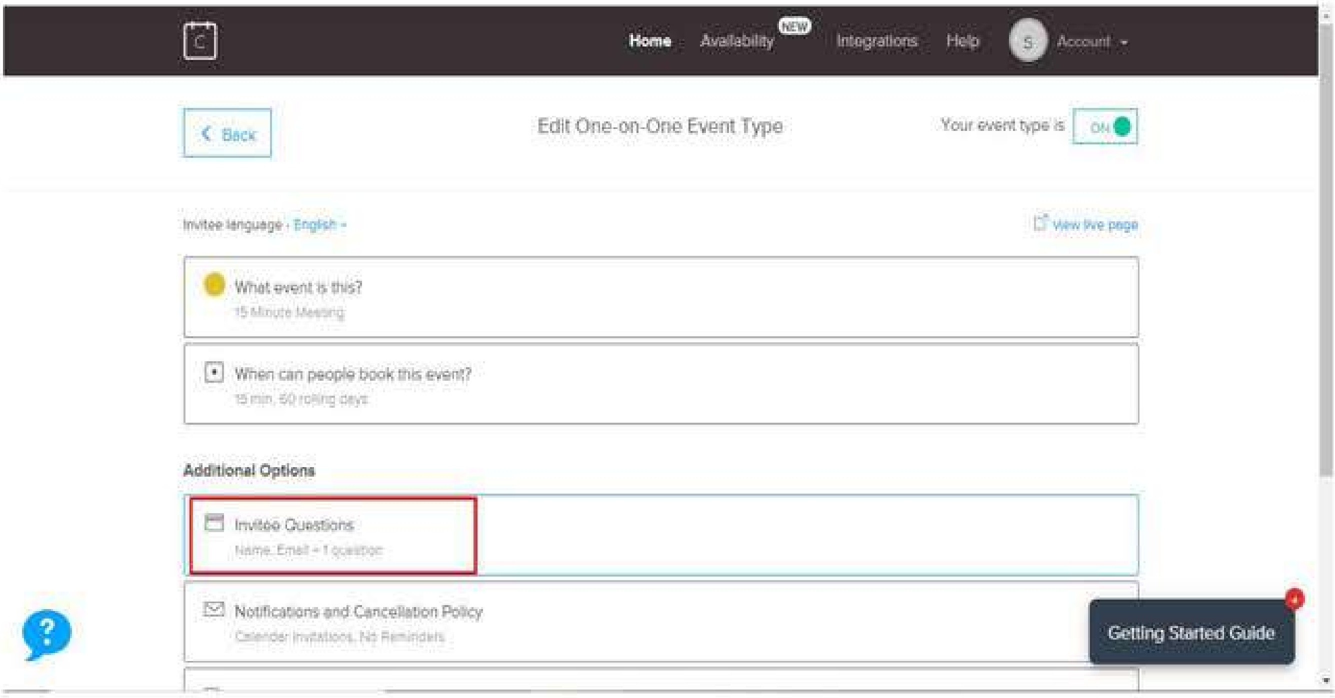
Step 7: Once you've set up your account, you can click on any of the event types to edit them and set up a custom form for your prospects:



Step 8: After you click on Invitee Questions, you can add more custom questions to your form by clicking on the 'Add new question' option.

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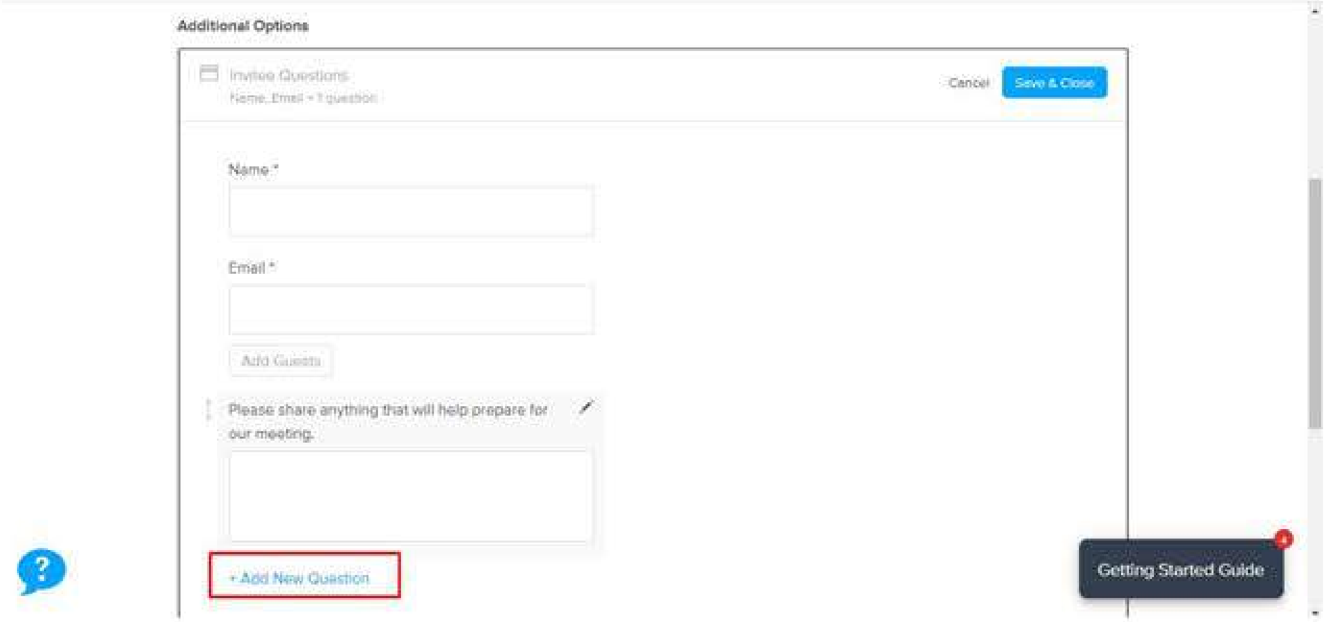
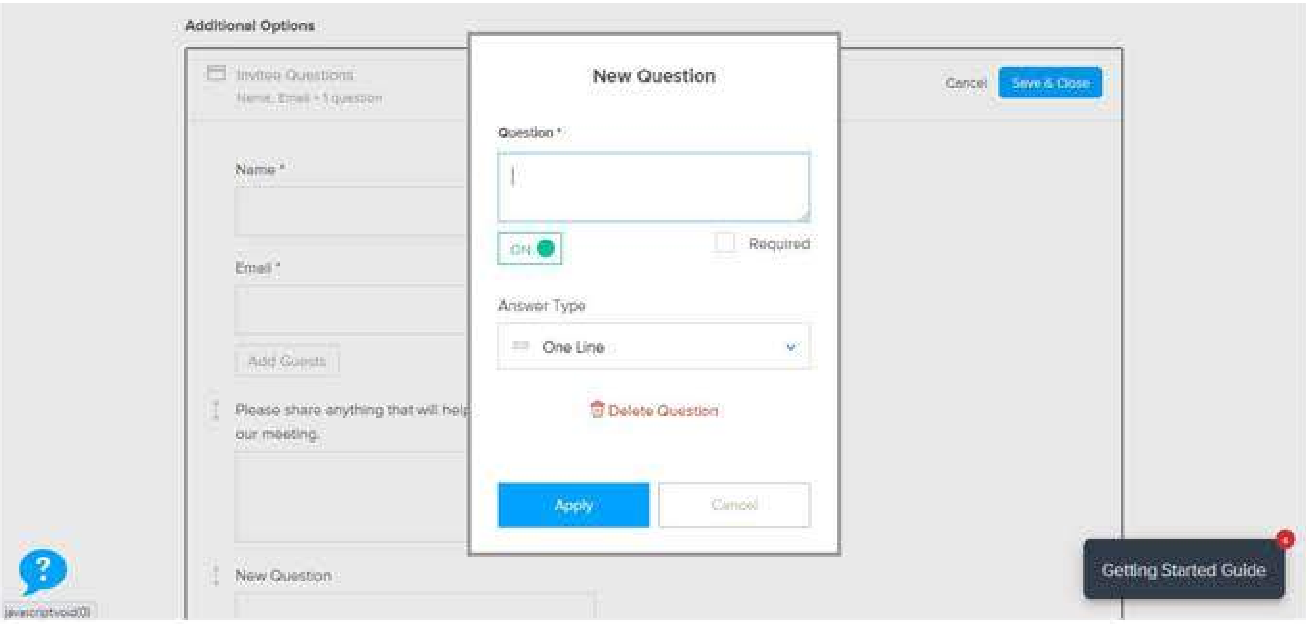


Step 9: After you click on 'Add new question', a new question window will pop up which allows you to add any type of question to your form.



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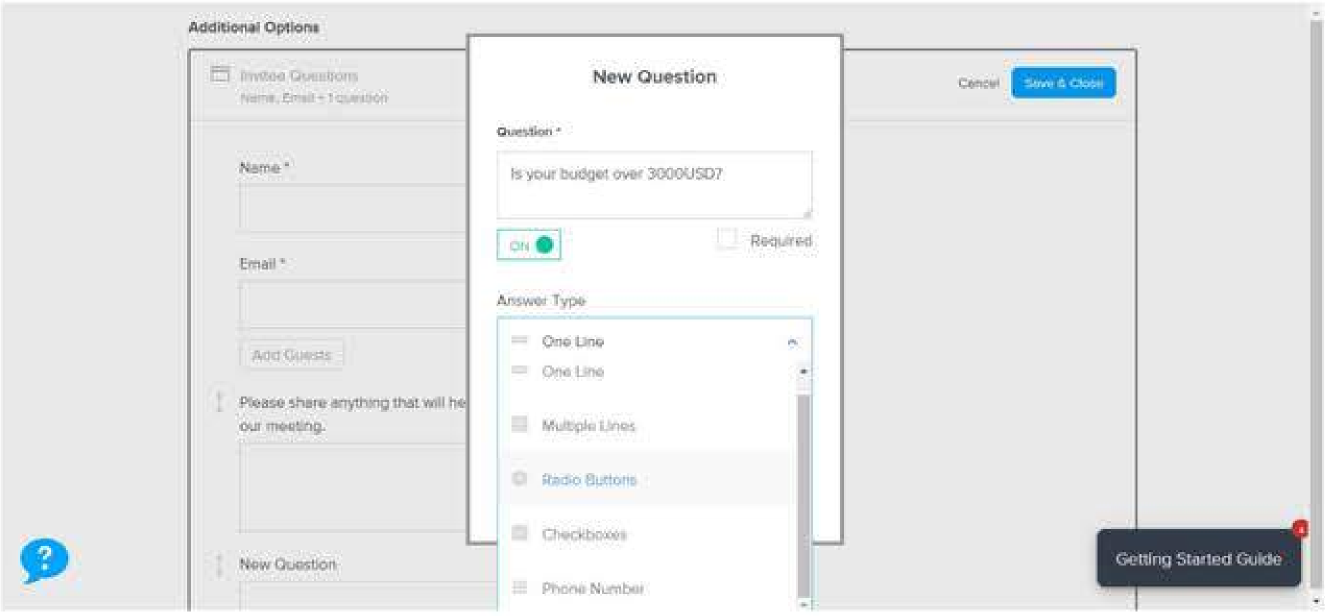
After adding your question; you can select the appropriate answer type.



Since I've chosen the answer type as 'Radio buttons' ; I have added answers that I want my clients to choose from.

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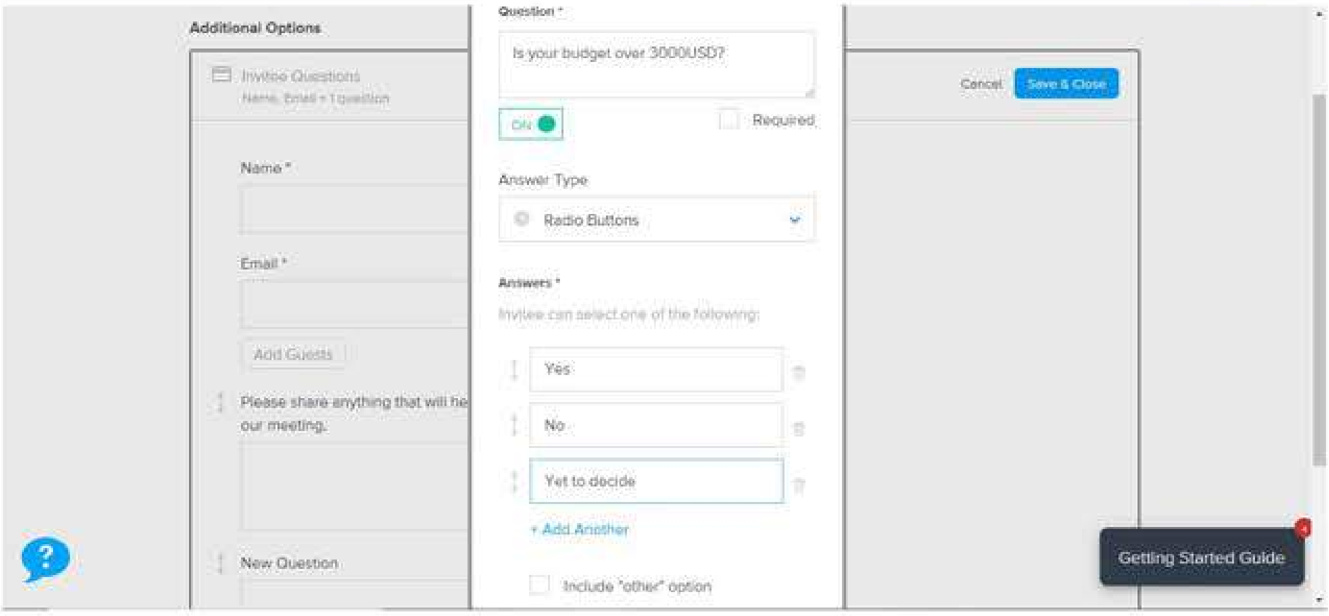
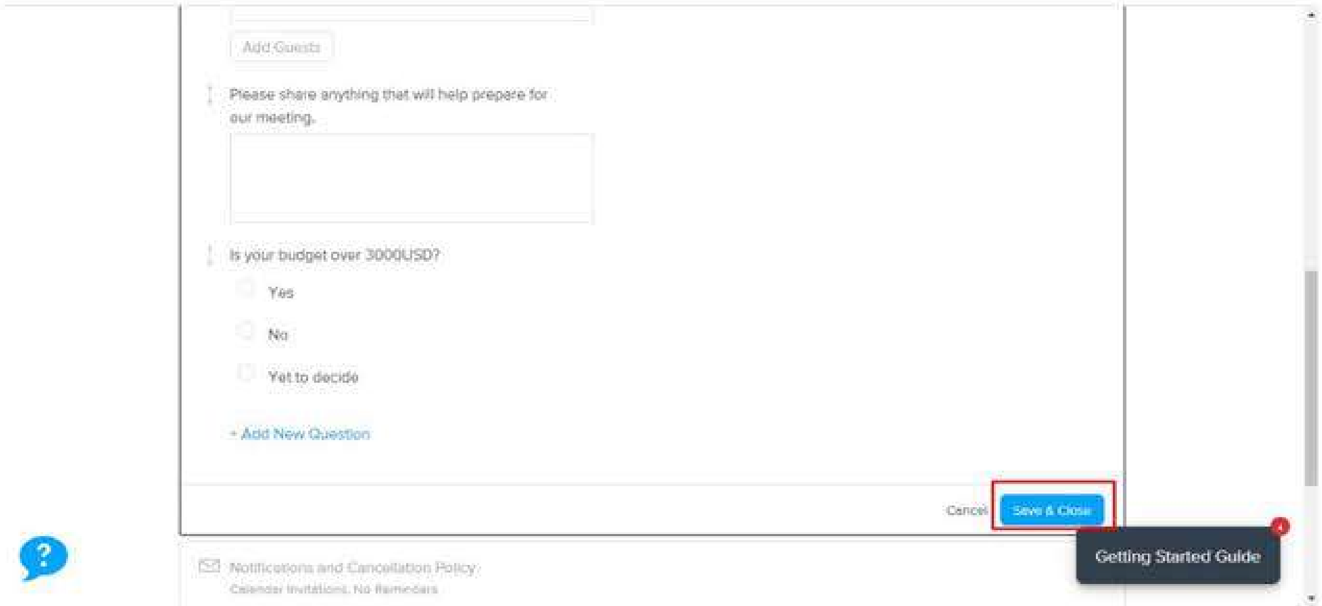


Step 10: Once you've added the custom questions to your form, click on save and close.



Step 11: You can preview the form you created using the 'view live page' link at the top right corner of the page.

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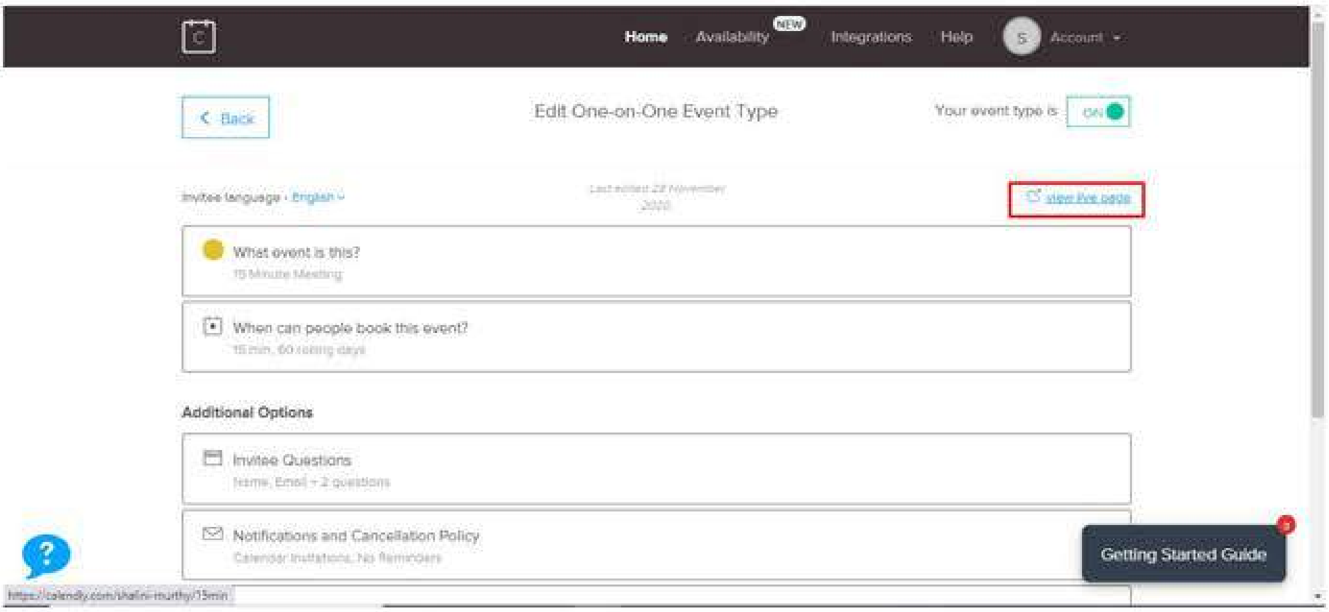
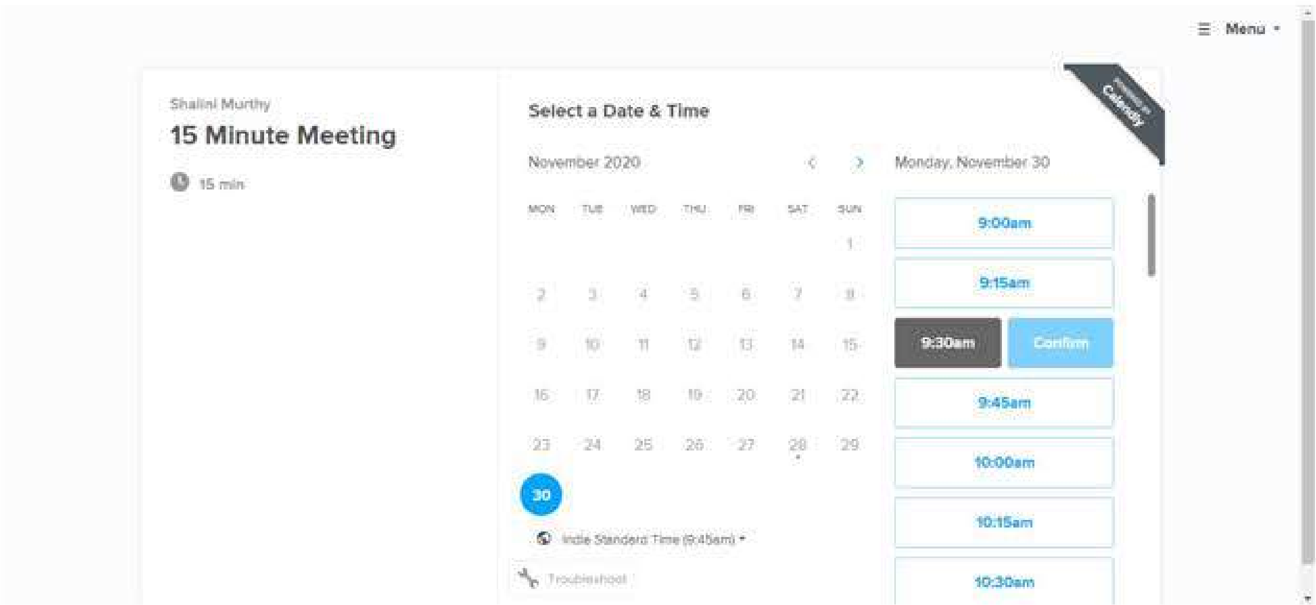


Step 12: In the live preview page, you can select a time and date when you want to schedule the meeting- just to test if your scheduler is working as it's supposed to.



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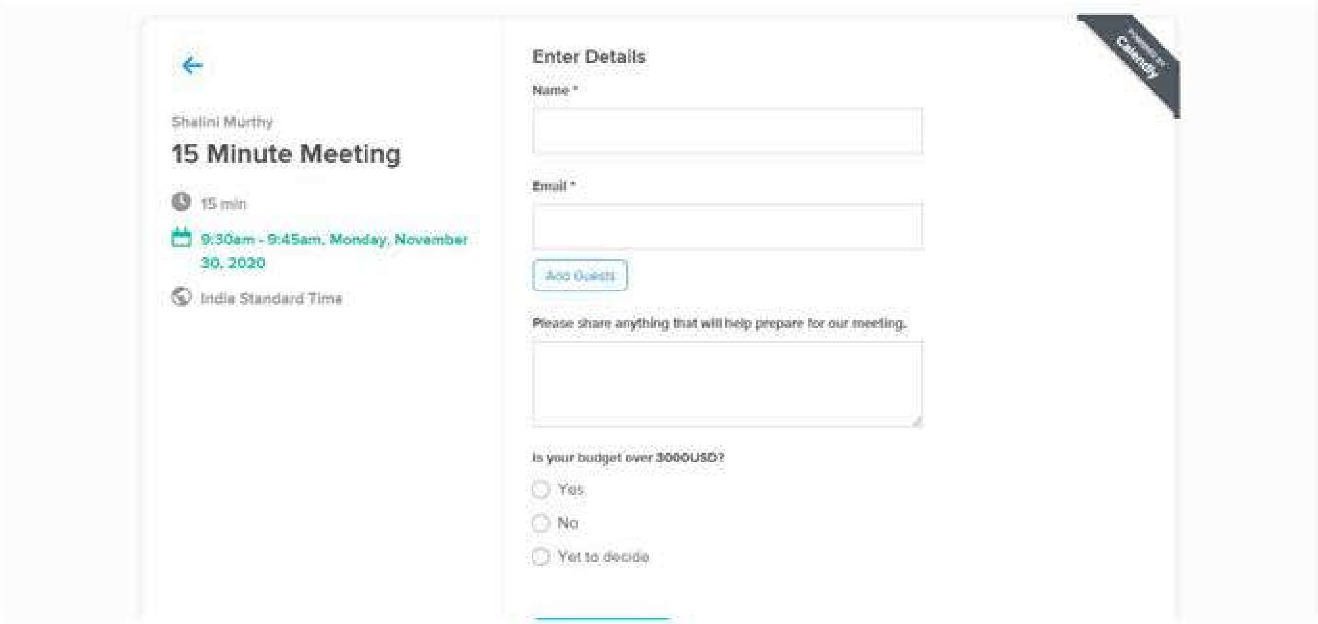
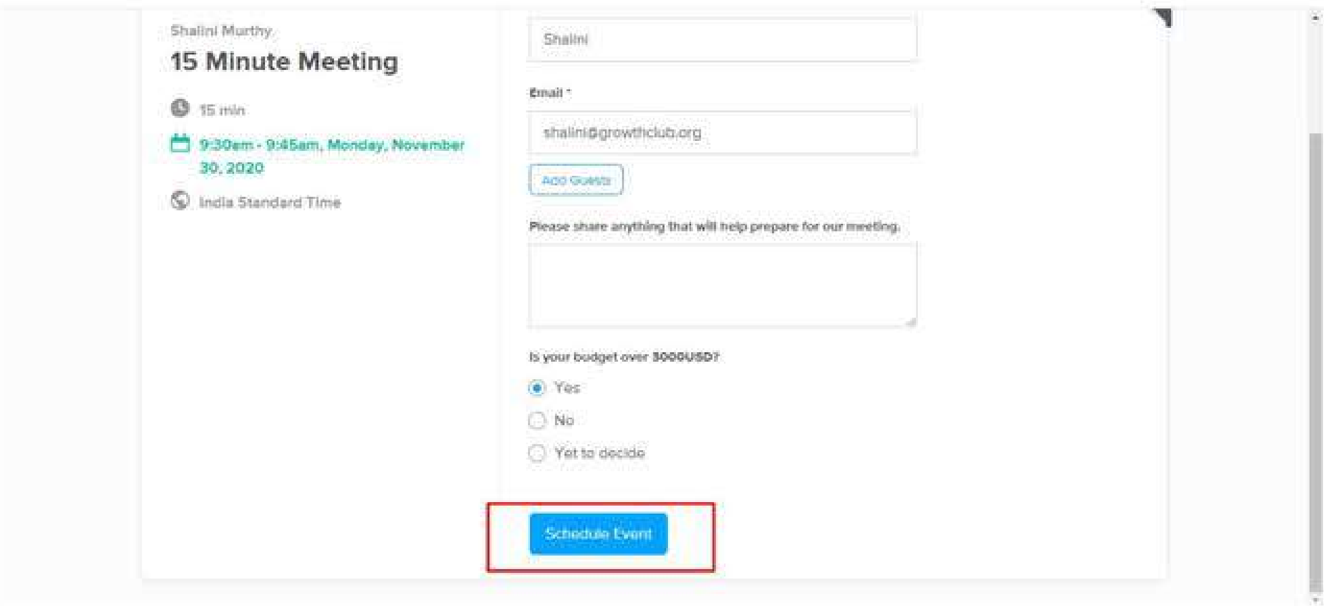
Step 13: When your prospects confirm the date and time; they'll be taken to the next page that displays your custom form.



Step 14: After they answer the questions & click on the "Scheduled event" , the event gets scheduled, and it's added to your calendar automatically.



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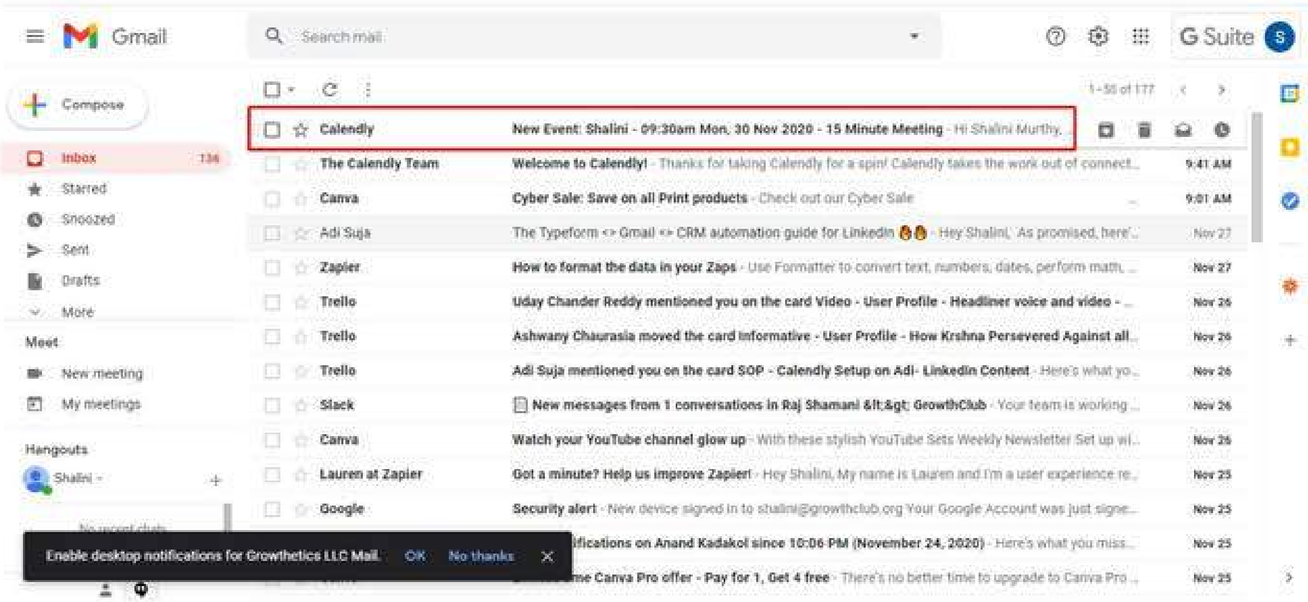
Step 15: You'll also receive an email notification in your inbox.



Step 16: The email will contain all the information from the customer such as the scheduled time and the answers to the custom questions from the form- and you can choose to accept/cancel the event as well.

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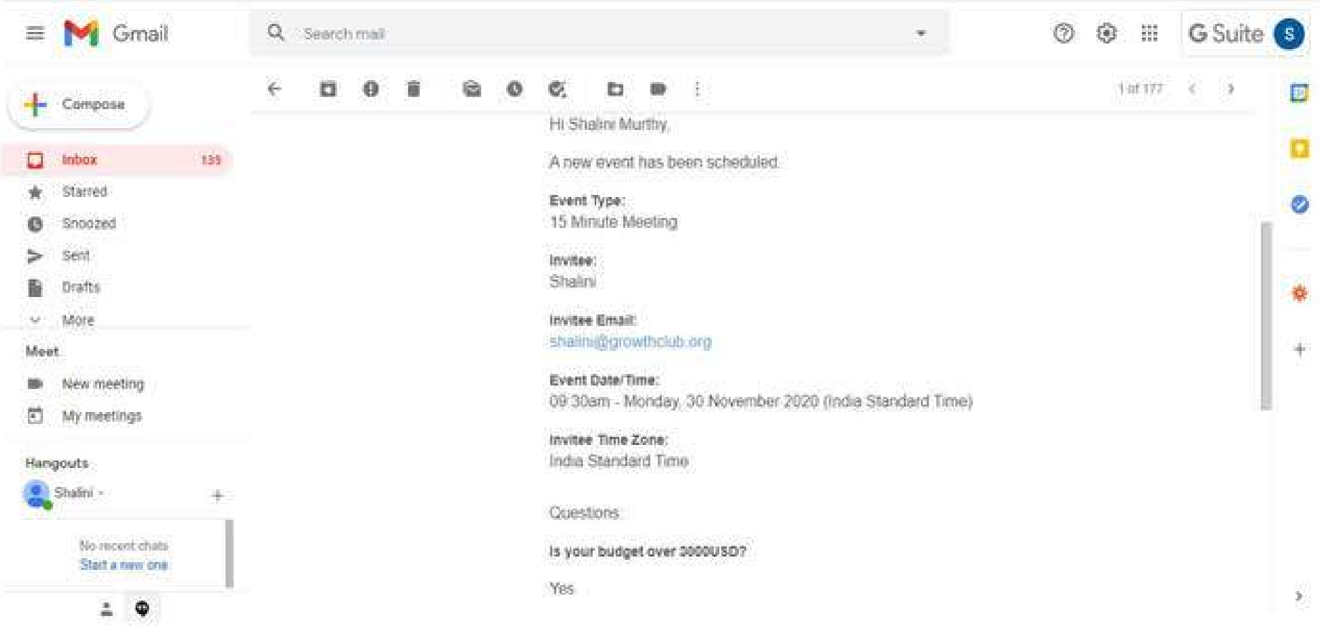
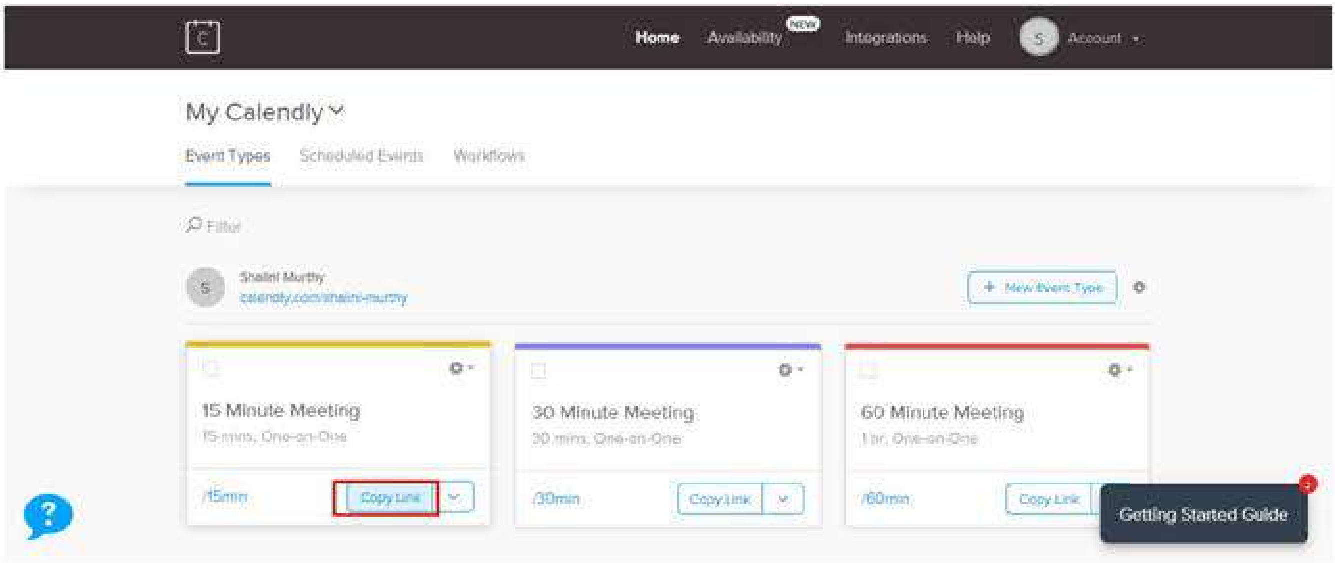


Step 17: Next, it is time to display the Calendly link on your LinkedIn profile page. So, in your Calendly home page, copy the link to the event type. Here I've chosen to copy the link to the first event type, which is the 15 minute meeting.



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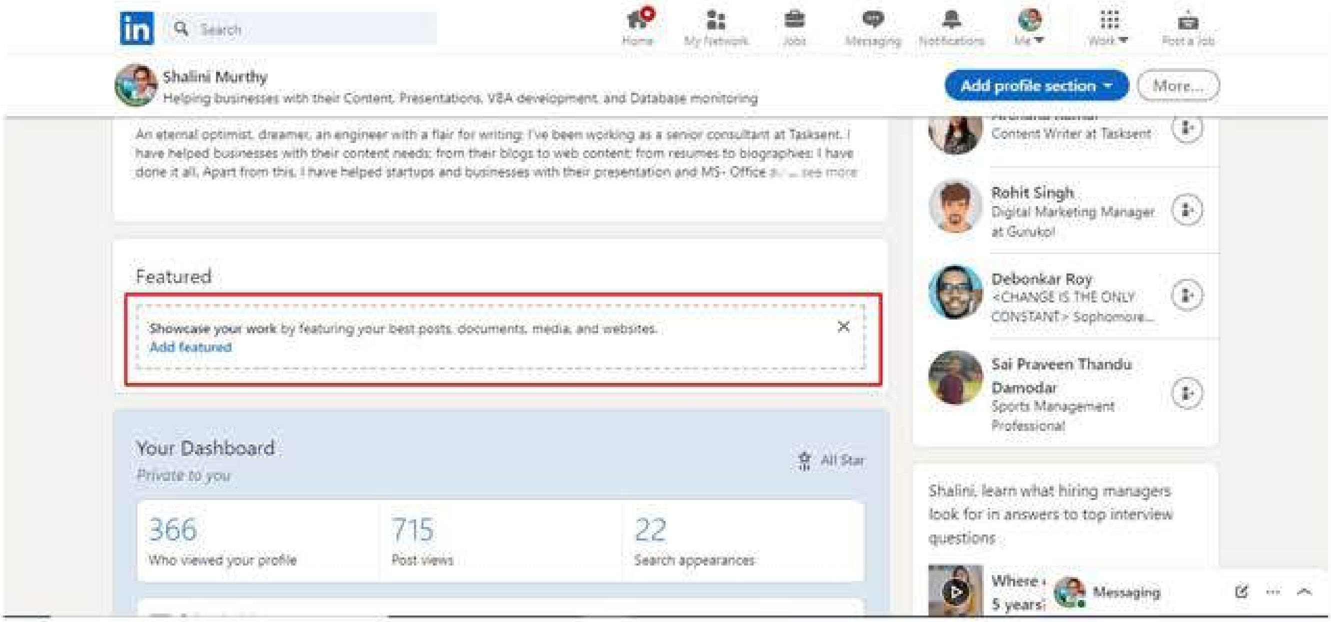
Step 18: Sign into your LinkedIn account and open your profile page to access the featured section. Click on 'Add featured' or on the pencil icon on the top-right corner to add the Calendly link.



Step 19: Click on 'Links' to add the Calendly link to your featured section.

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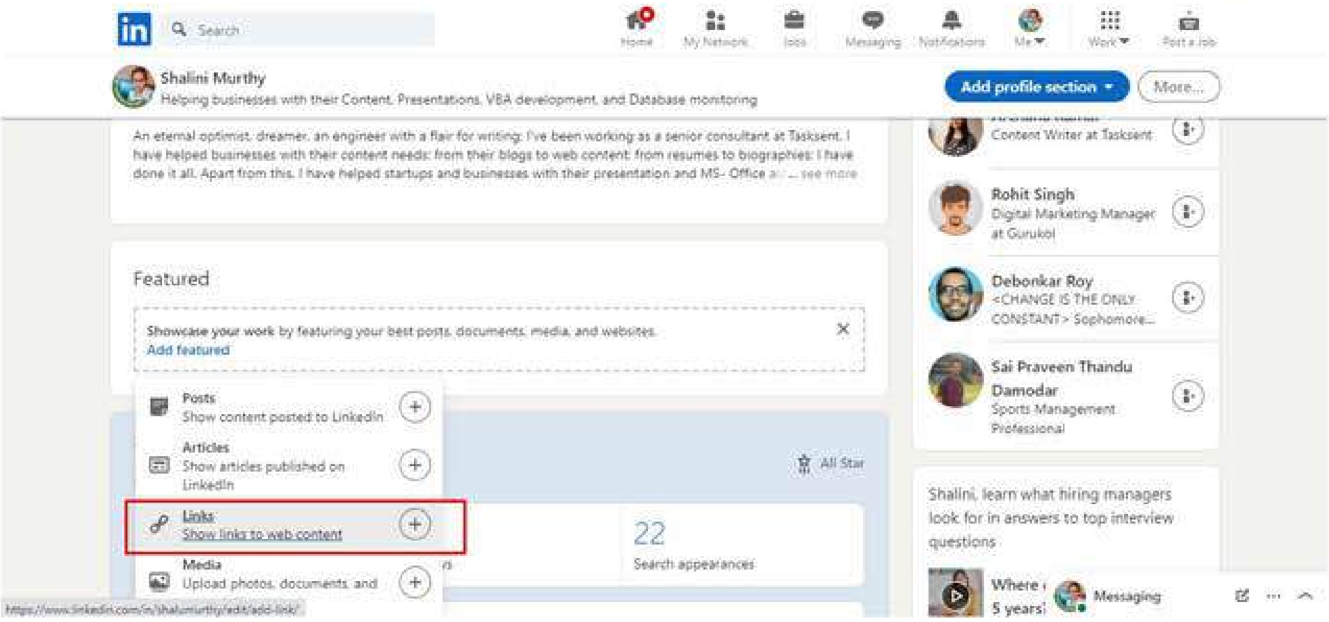
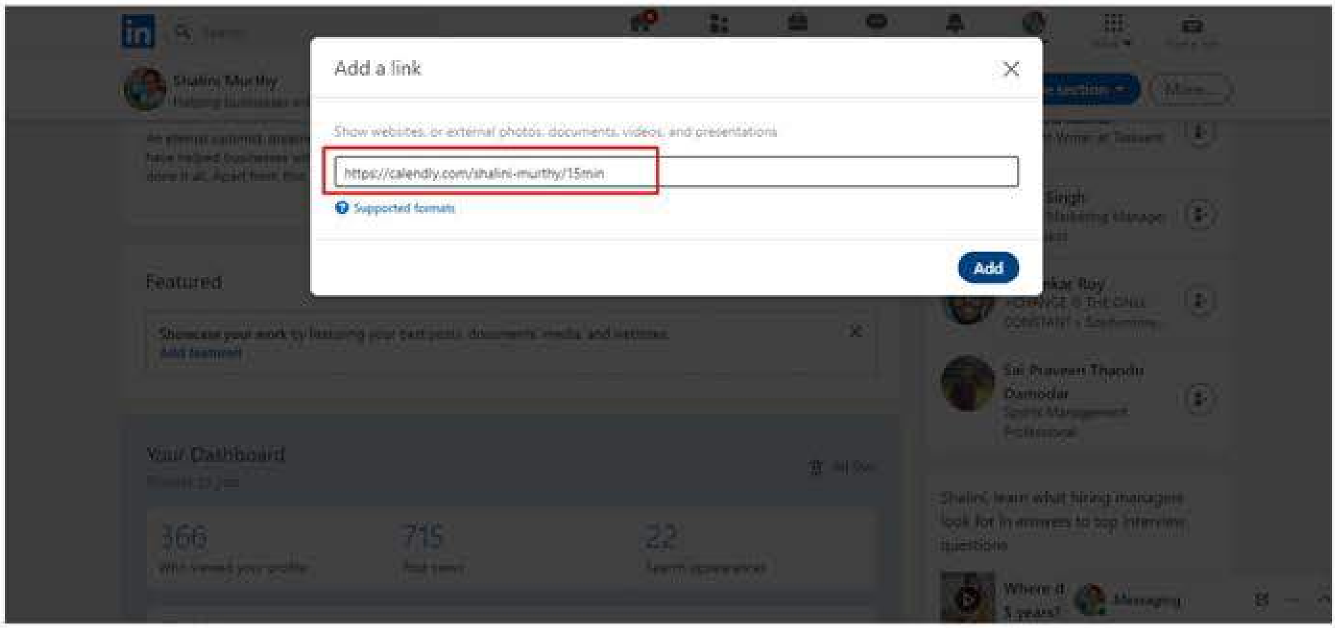


Step 20: Paste the link copied from the Calendly event type and click on 'Add'.



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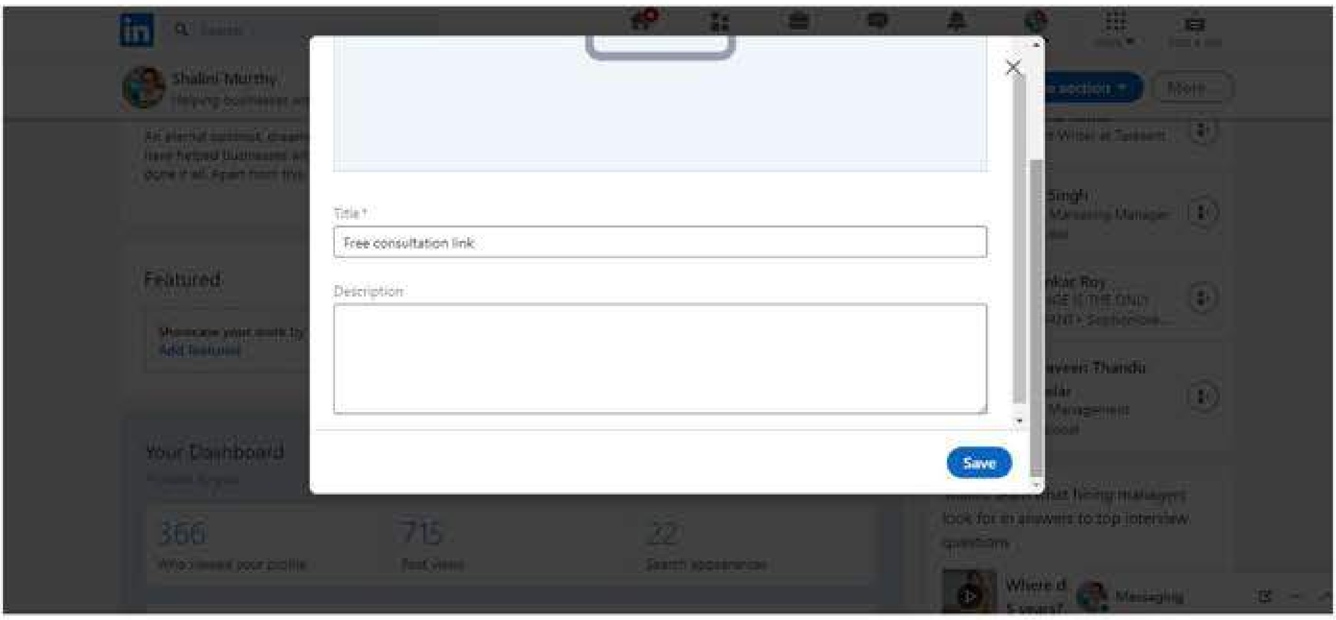
Step 21: It is mandatory to add the title for the link. You can add a description if you like and click on 'Save'.



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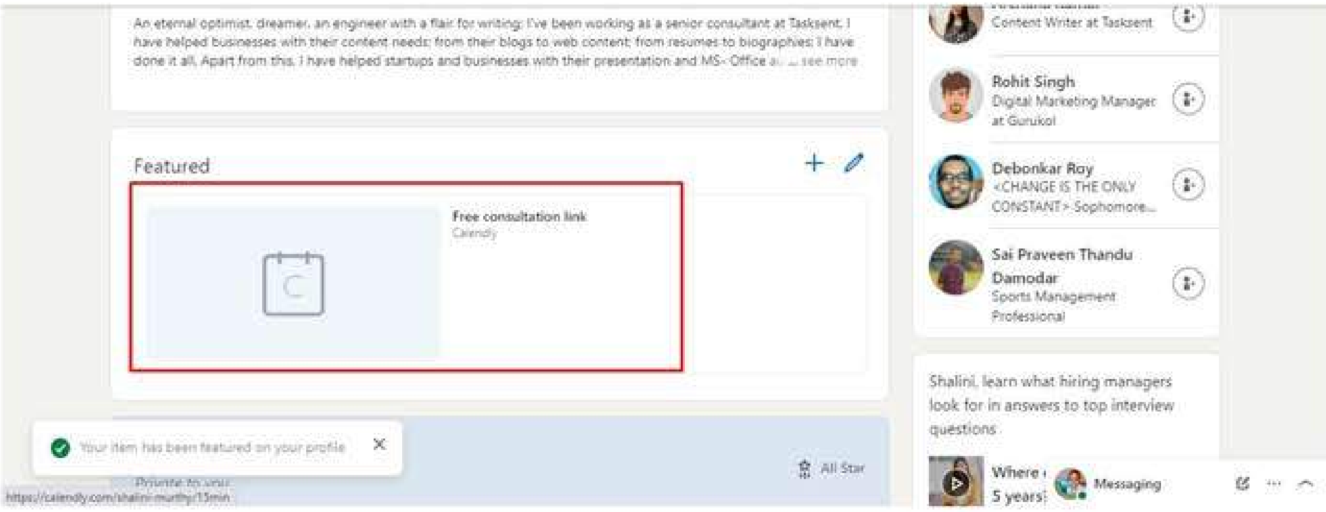
Step 22: Your calendly link is now added to your LinkedIn profile in the featured section.



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