

How to create a Meeting page for automatic calendar booking (Free Calendly alternative)

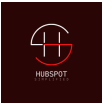
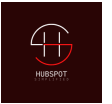
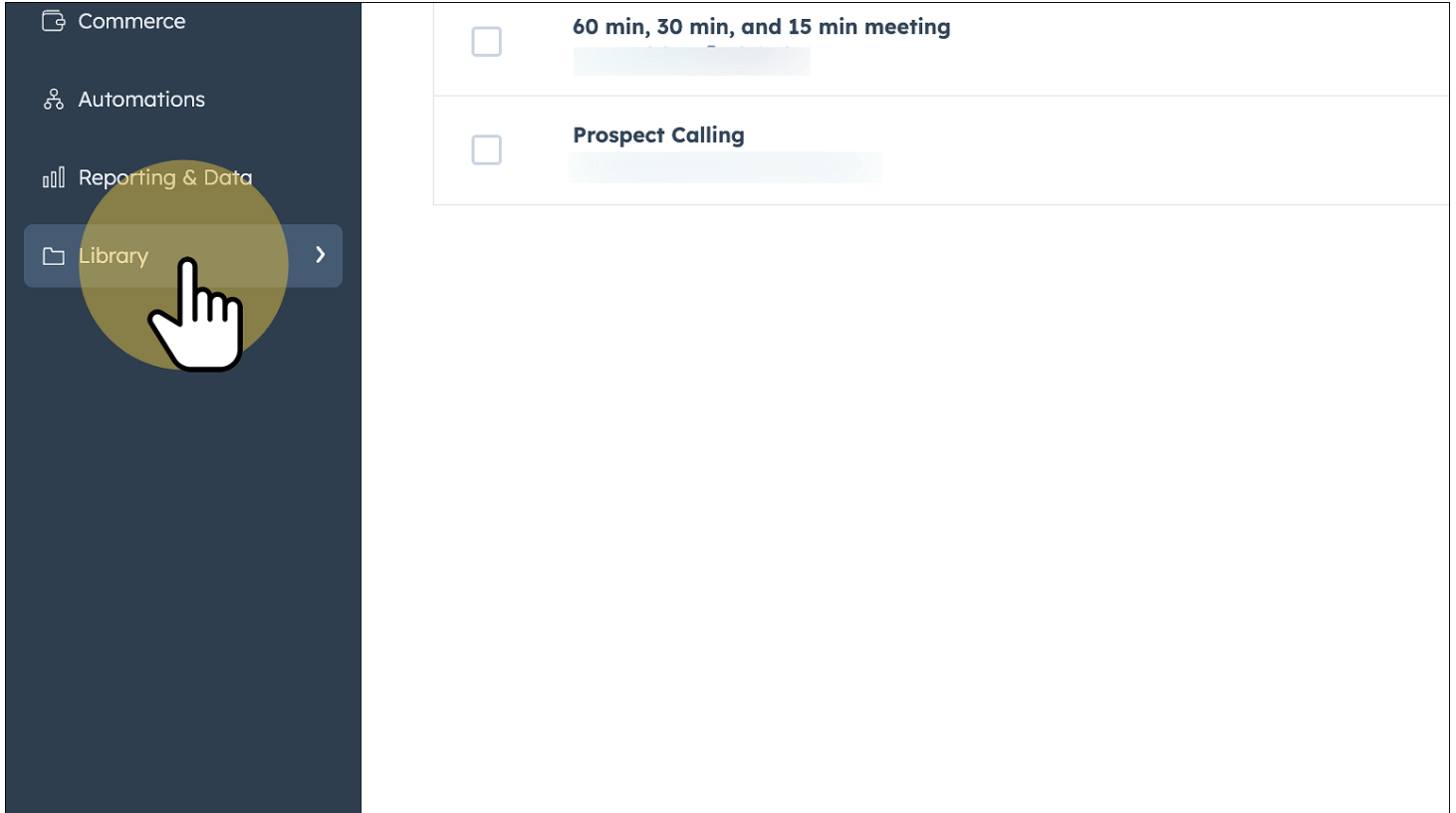


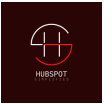
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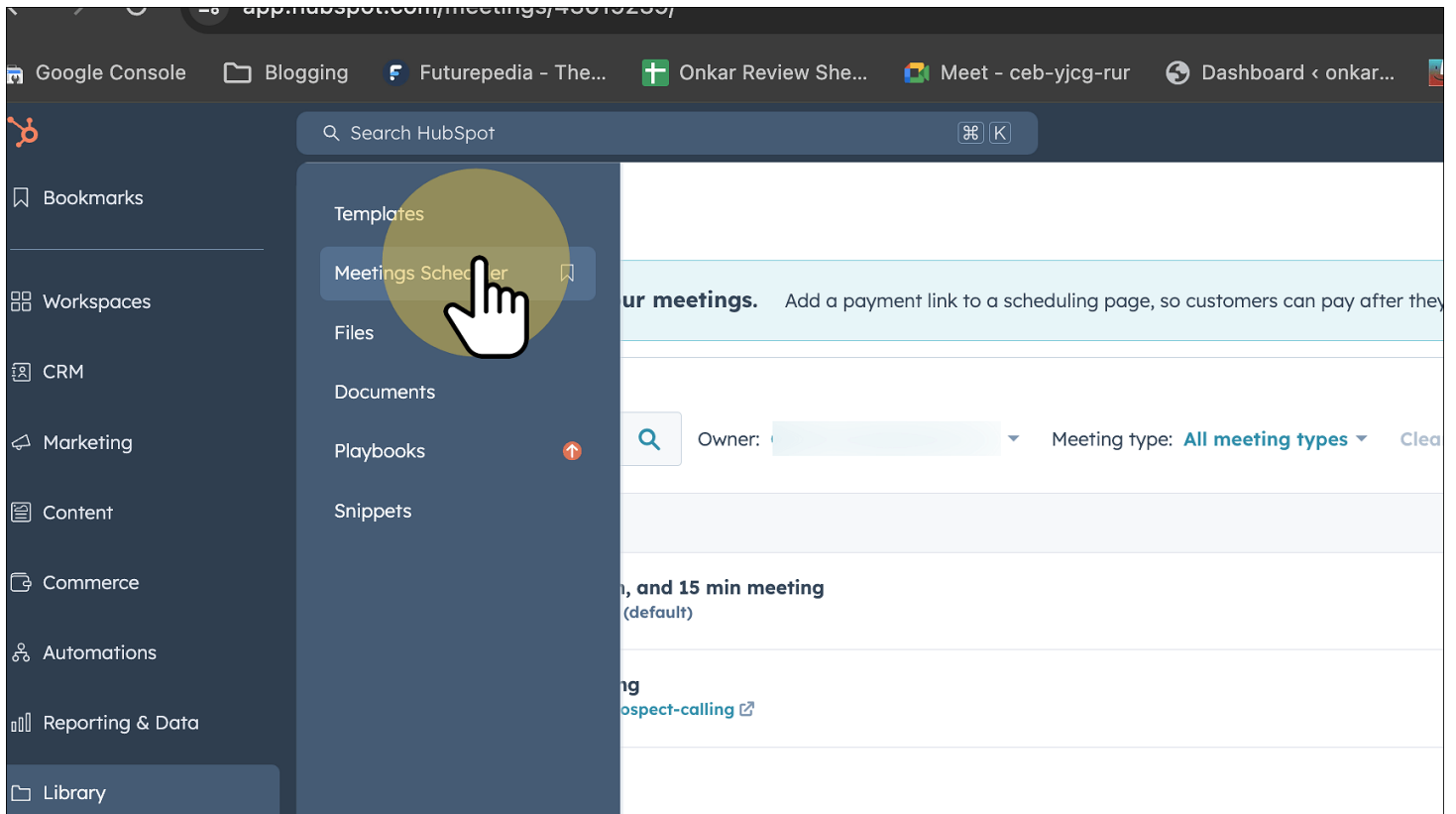


1 Click on 'Library' under the Navigation Bar





2 Select 'Meeting Scheduler'





3 Click on 'Create Scheduling Page' to create a new meeting link

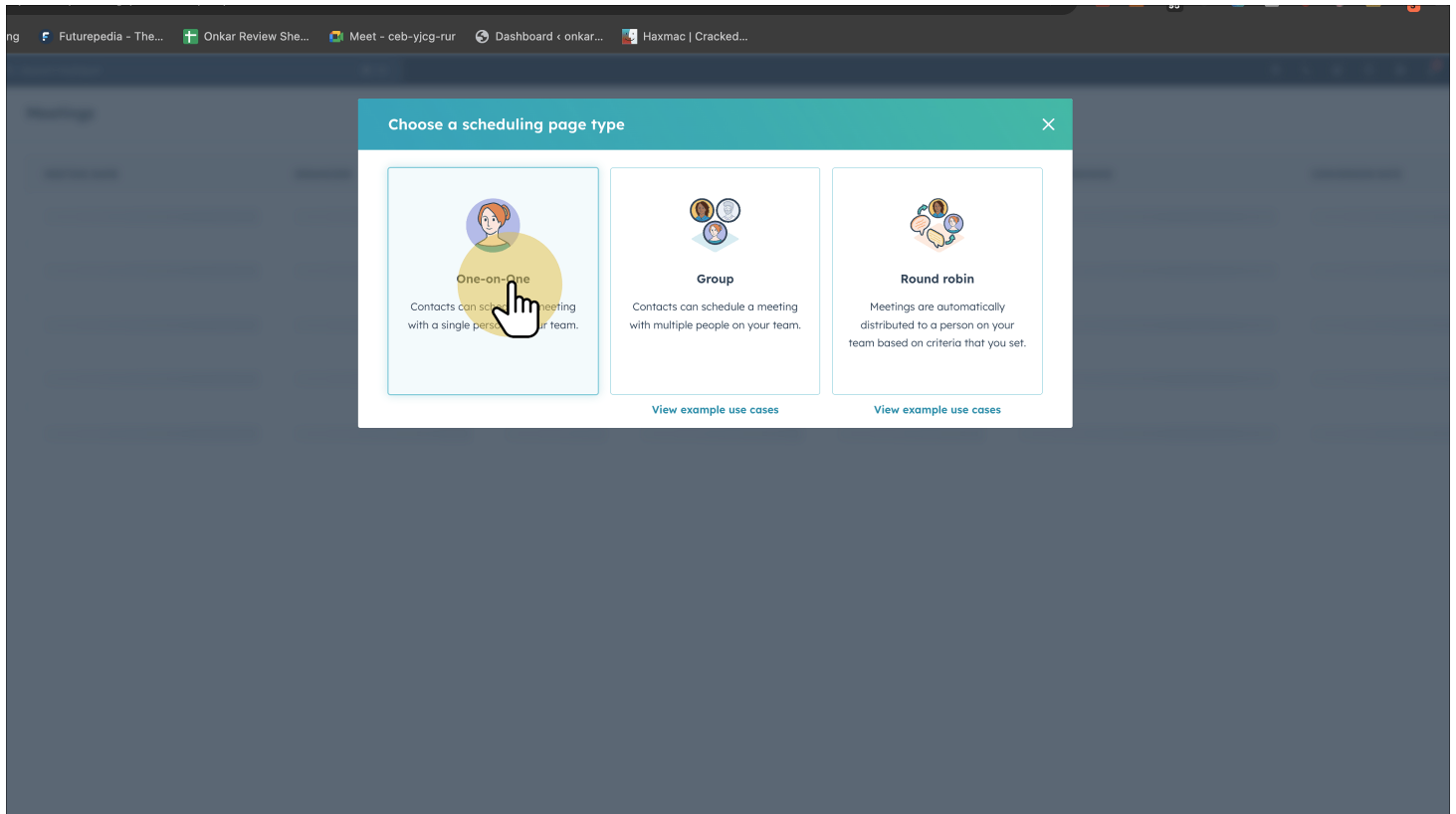
The screenshot shows the HubSpot Simplified interface. At the top, there is a navigation bar with various icons and a search bar. Below the navigation bar, there is a main content area with a light blue header. A red button labeled 'Create scheduling page' is highlighted with a yellow circle and a hand cursor. Below the header, there is a table with the following columns: TYPE, DURATION, VIEWS, MEETINGS BOOKED, and CONVERSION RATE. The table contains two rows of data.

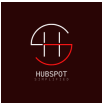
TYPE	DURATION	VIEWS	MEETINGS BOOKED	CONVERSION RATE
One-on-one	Multiple	3	0	0.0%
One-on-one	Multiple	0	0	N/A



4 Click One-on-One

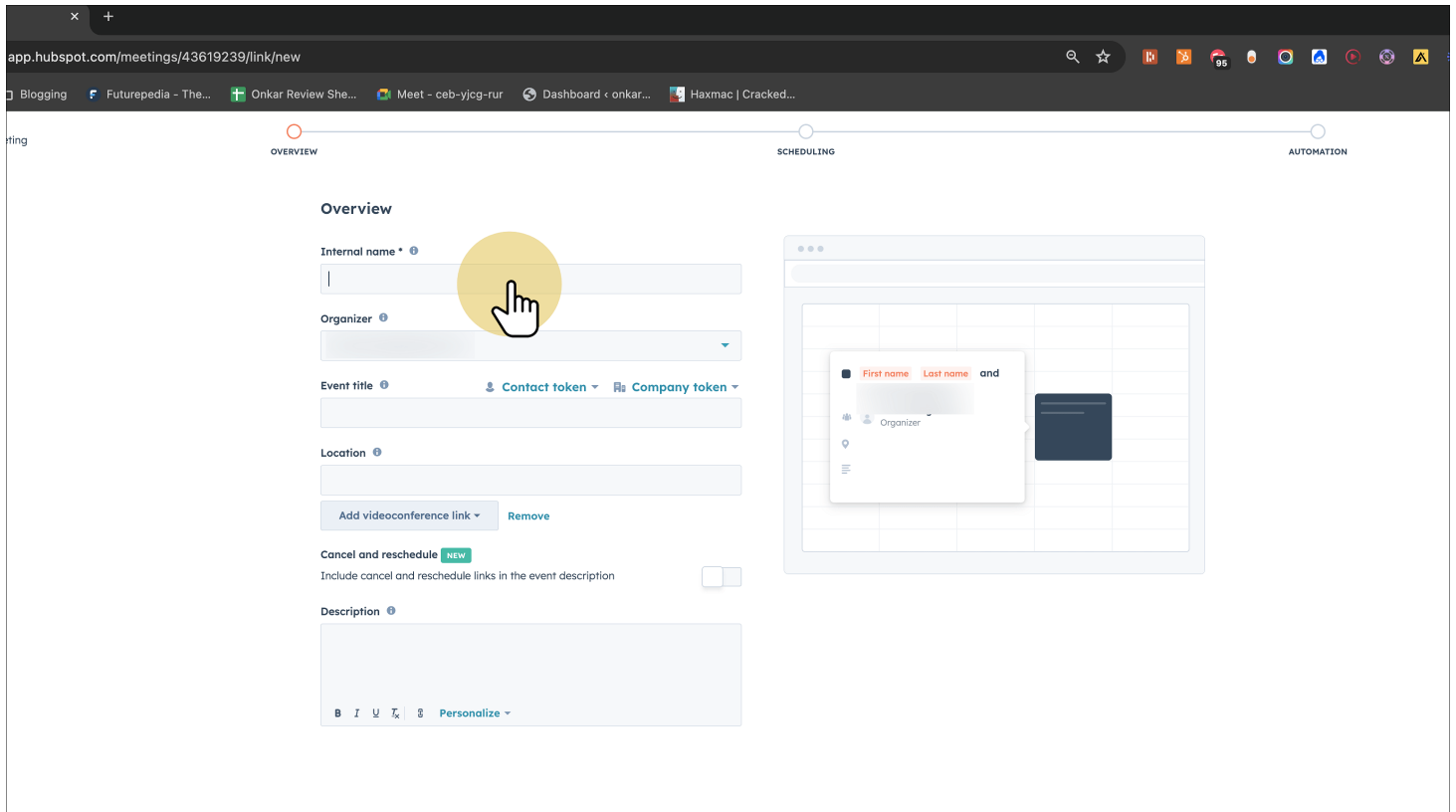
To create a personal meeting link, click on One-On-One. If you want that the your prospects should be able to schedule meetings with multiple members of your team you can choose between 'Group' or 'Round robin'





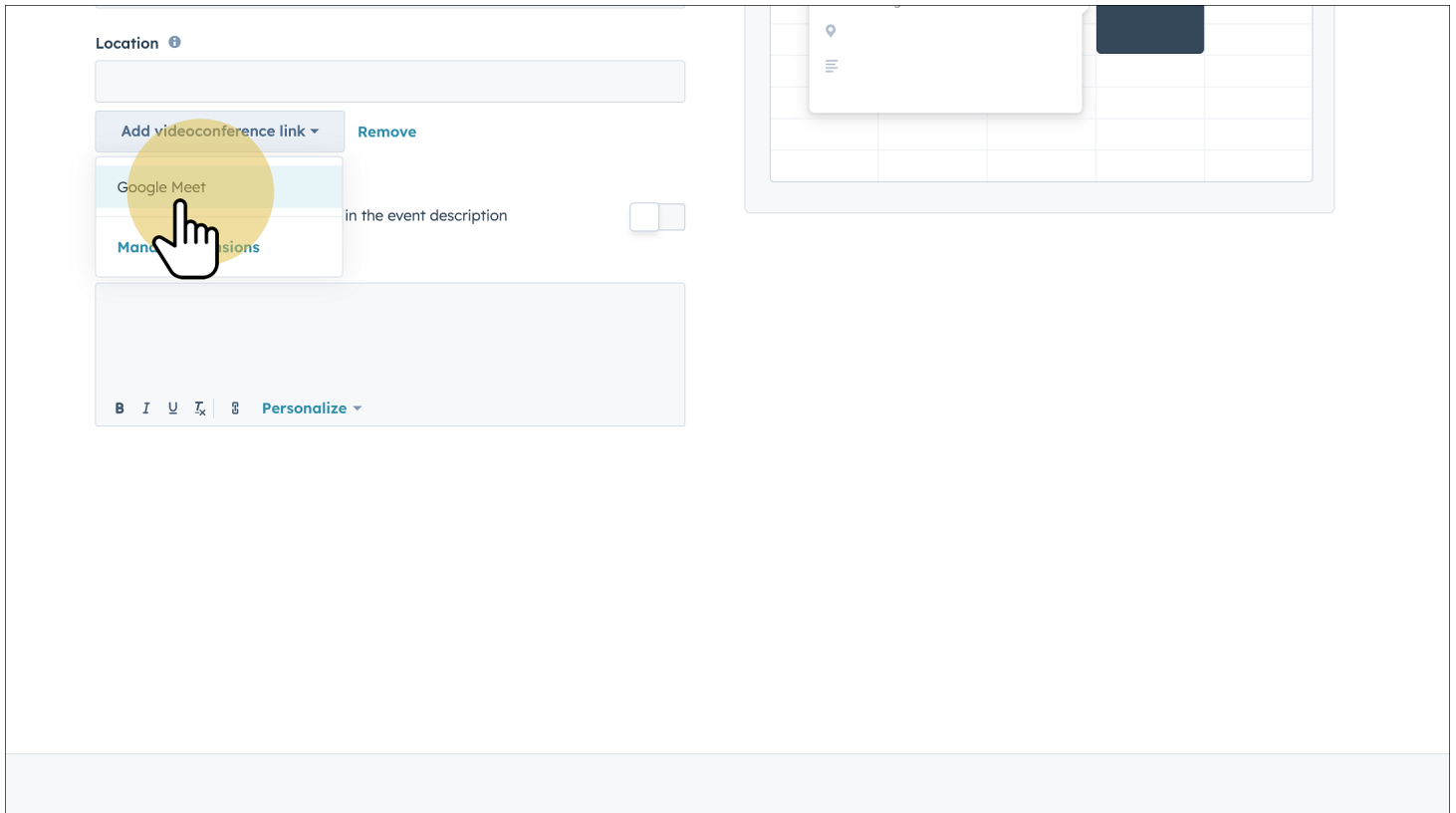
5 Fill in the required details

As you fill in the required fields on the right, you will be able to see a preview of how your meeting link will look like.



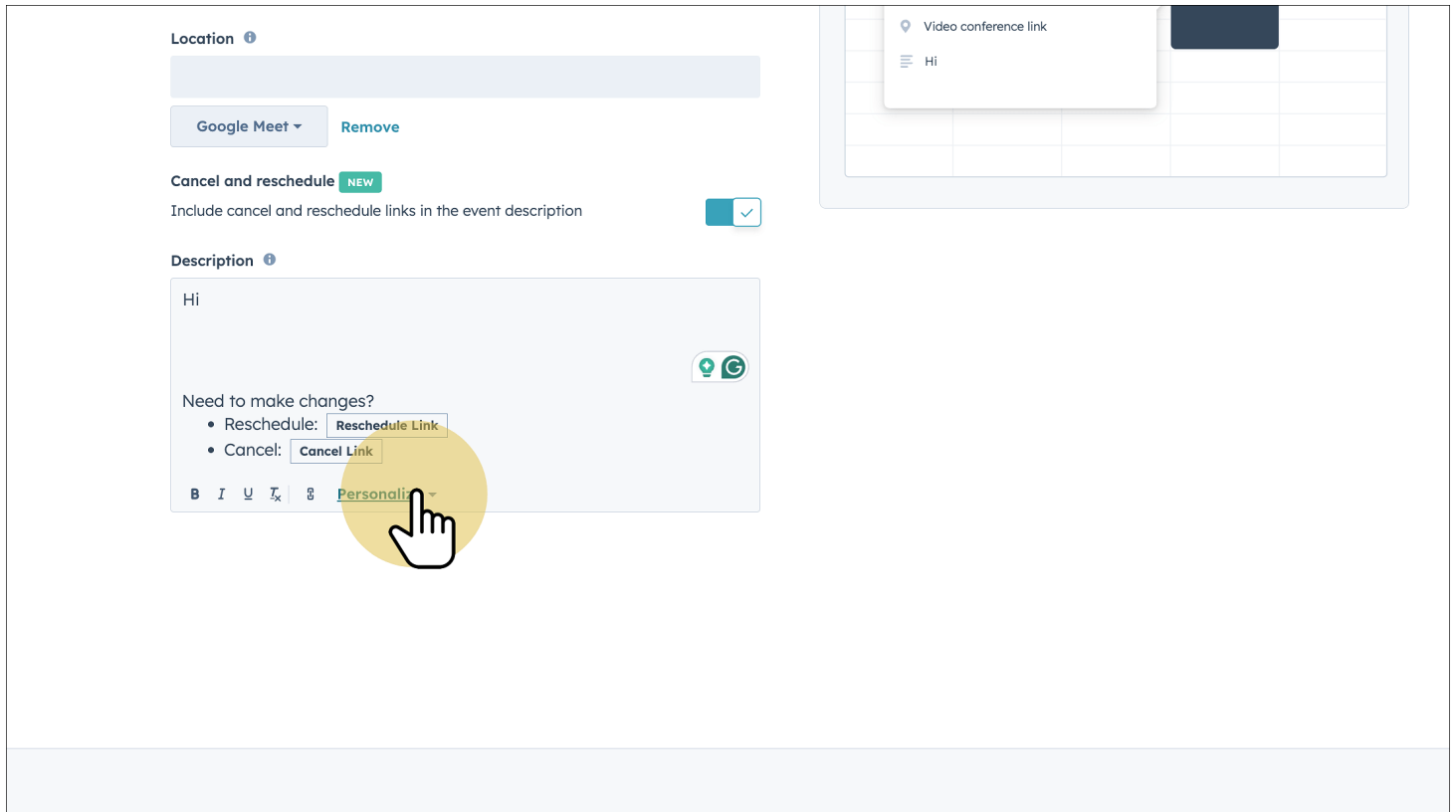
6 Click on Add video conference link

If you want to schedule a virtual meeting, click on the 'Add video conference link' and select the extension which you might have configured (we have configured Google Meet)



7 Personalize the description

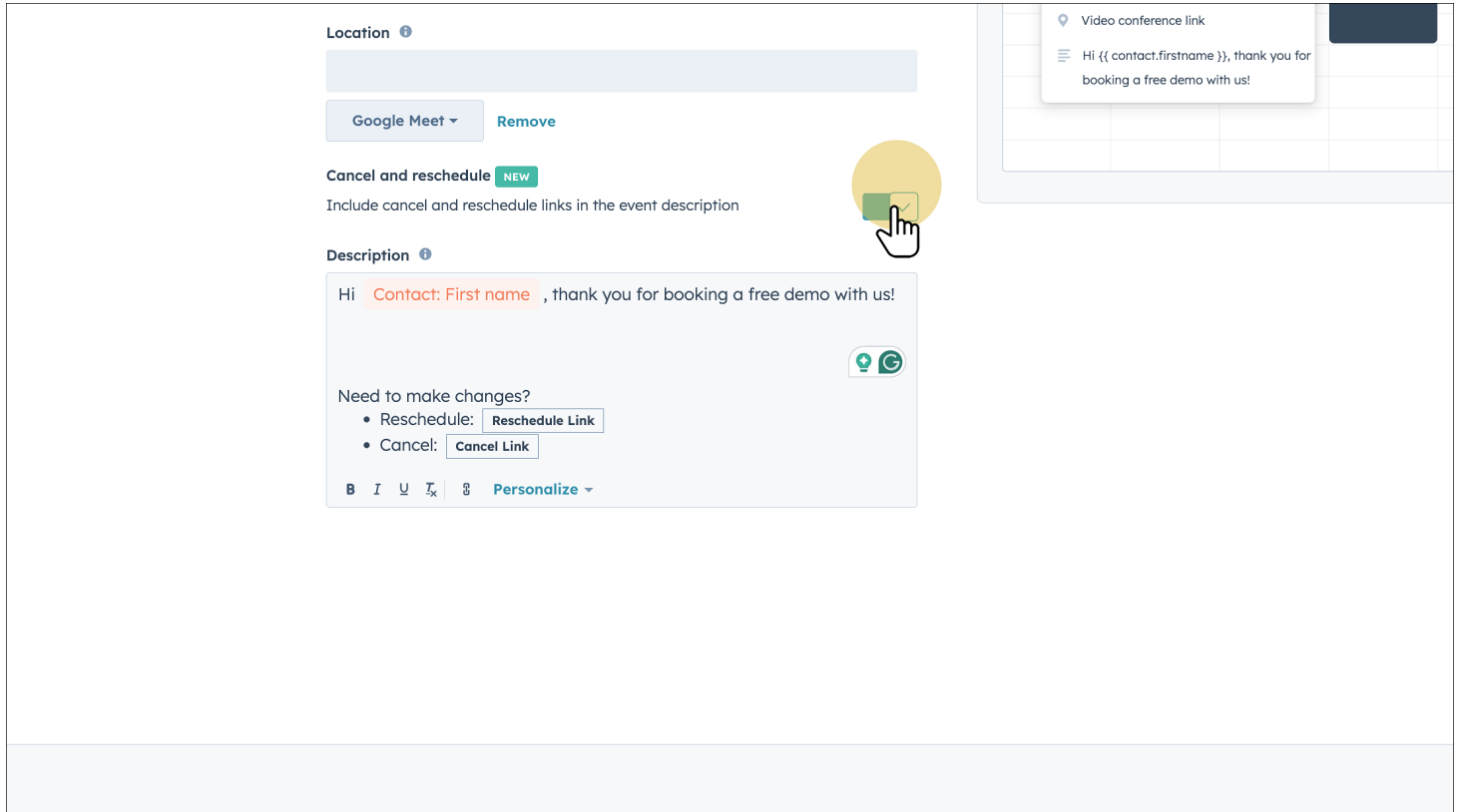
The description field is the meeting description which is sent along with the meeting invite. You can personalize it by clicking on the personalise option



The screenshot displays the HubSpot meeting creation interface. On the left, the 'Location' section shows a 'Google Meet' dropdown and a 'Remove' button. Below it, the 'Cancel and reschedule' section has a 'NEW' badge and a toggle switch for 'Include cancel and reschedule links in the event description'. The 'Description' section contains a text area with 'Hi' and a 'Personalize' button highlighted by a hand cursor. A tooltip above the 'Personalize' button lists 'Reschedule: Reschedule Link' and 'Cancel: Cancel Link'. On the right, a calendar view shows a 'Video conference link' and 'Hi' in a meeting slot.

8 Enable/Disable Cancel and rescheduling of meetings

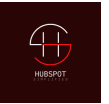
You can provide the contact who books your calendar the capability to cancel or reschedule a meeting by toggling the highlighted option.



The screenshot displays the configuration interface for a meeting page. It includes several sections:

- Location:** A text input field with a "Google Meet" dropdown and a "Remove" button.
- Cancel and reschedule:** A toggle switch labeled "NEW" with the text "Include cancel and reschedule links in the event description". A hand icon is shown clicking the toggle.
- Description:** A text area containing the message: "Hi **Contact: First name**, thank you for booking a free demo with us!". Below the text area are icons for adding a video link and a refresh button.
- Need to make changes?:** A section with two options: "Reschedule: Reschedule Link" and "Cancel: Cancel Link".
- Rich Text Editor:** A toolbar with icons for bold, italic, underline, link, and a "Personalize" dropdown.

In the top right corner, a preview of the meeting page is visible, showing a "Video conference link" and the same message as in the description field.



9 Configure your availability window

Duration options

30 min ×

Your time zone

UTC +05:30 New Delhi, Mumbai, Calcutta

Availability window

Monday from 9:00 AM to 5:00 PM

Tuesday from 9:00 AM to 5:00 PM

Wednesday from 9:00 AM to 5:00 PM

Thursday from 9:00 AM to 5:00 PM

Friday from 9:00 AM to 5:00 PM

+ Add hours

Consider working hours **NEW**

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

9:45 am

10:00 am

10:15 am

10:30 am



10 Configure working hours so that meetings can only be booked during working hours

Scheduling title
Book an audit with HubSpot Simplified

Duration options
30 min

Your time zone
UTC +05:30 New Delhi, Mumbai, Calcutta

Availability window

Monday	from	9:00 AM	to	5:00 PM	
Tuesday	from	9:00 AM	to	5:00 PM	
Wednesday	from	9:00 AM	to	5:00 PM	
Thursday	from	9:00 AM	to	5:00 PM	
Friday	from	9:00 AM	to	5:00 PM	

[+ Add hours](#)

Consider working hours NEW
Check working hours to know when users are available for meetings. Users will not be booked outside of their working hours.

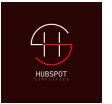
[Additional settings](#)

(A yellow circle with a hand cursor icon highlights the 'Consider working hours' section.)

(A calendar view shows the current date as 17th, with a time slot list on the right showing 9:15 am, 9:30 am, 9:45 am, 10:00 am, 10:15 am, and 10:30 am.)



11 Click here



12 Under additional settings you can configure some more meeting settings as per your needs

Meetings

app.hubspot.com/meetings/43619239/link/new

Create one-on-one meeting

OVERVIEW SCHEDULING AUTOMATION Step 2 of 3

+ Add hours

Consider working hours new

Check working hours to know when users are available for meetings. Users will not be booked outside of their working hours.

Additional settings

Image

Organizer avatar Company avatar Custom image

When a meeting can be scheduled

Over a period of rolling time Custom date range

Set a period of rolling time or custom date range people can book on your calendar

2 Weeks

Minimum notice time

Minimum amount of time before a meeting can be booked

15 minutes

Buffer time

Padding around your meetings you can't be booked for

15 minutes

Start time increment

Set the frequency of your meetings start times.

15 minutes

Booking page language [Ⓜ]

Use visitor's browser settings

Date and time format [Ⓜ]

Use visitor's browser settings

The country or area you choose affects how dates and times appear on your booking page.

Back Cancel Next >



13 Once you make all the configurations, click on 'Next'

Company avatar Custom image

cheduled

All day time Custom date range

custom date range people can book on your calendar

Weeks

ore a meeting can be booked

gs you can't be booked for

etings start times.

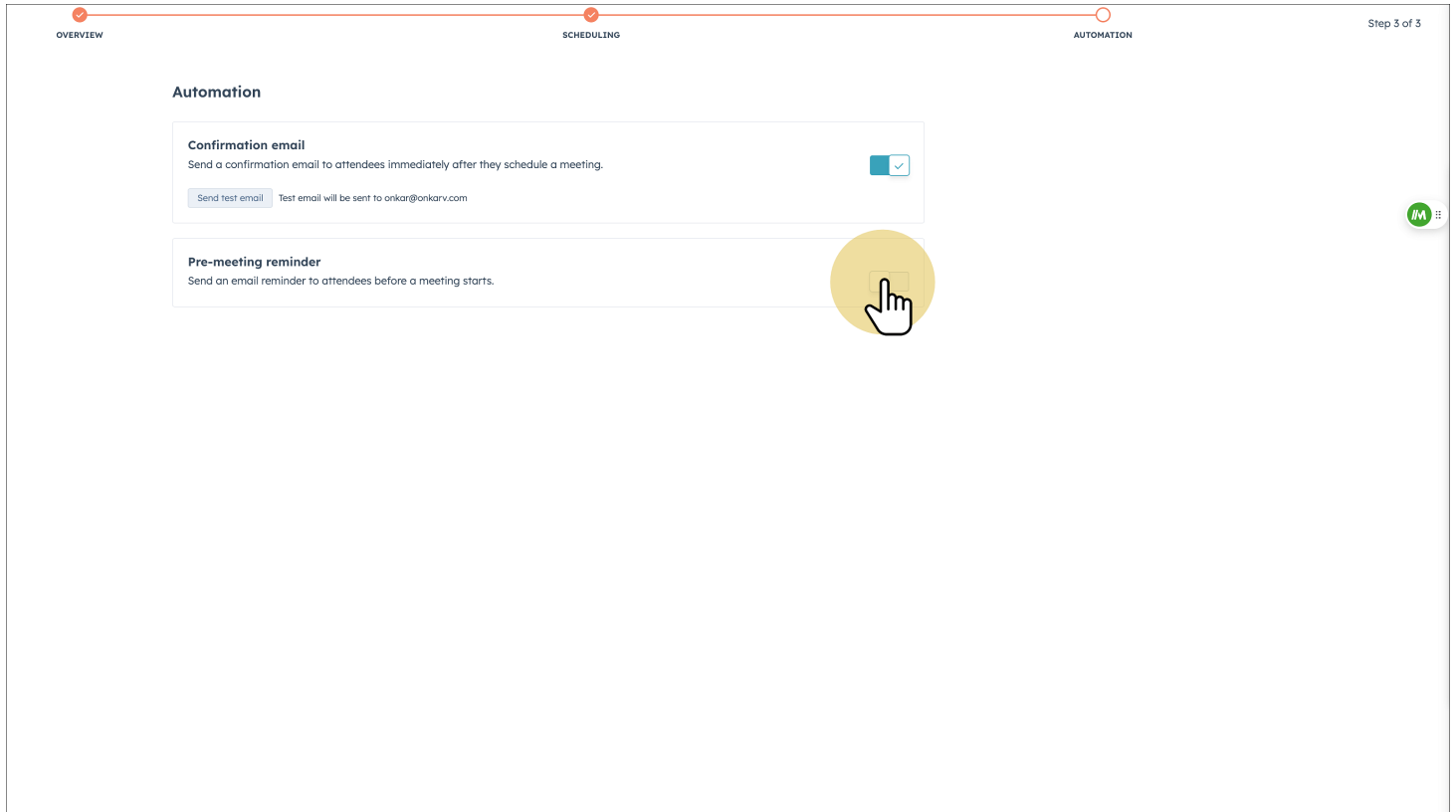
ettings

ettings

se affects how dates and times appear on your booking

Next

14 Configure the settings for sending out an automated confirmation and a pre-meeting reminder mail



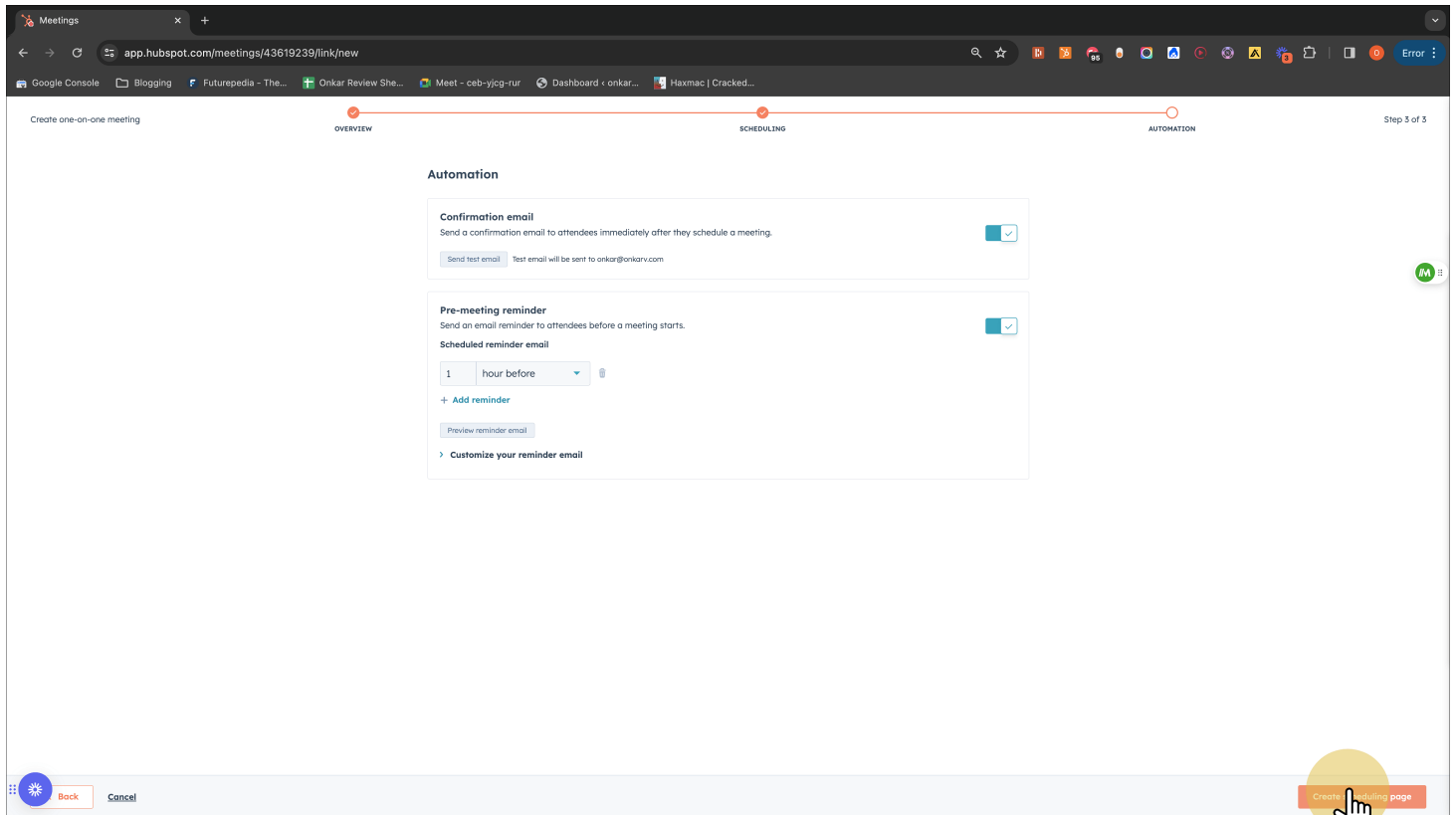
The screenshot shows the 'Automation' settings for a meeting page in HubSpot. At the top, there are three tabs: 'OVERVIEW', 'SCHEDULING', and 'AUTOMATION', with 'AUTOMATION' being the active tab. The page is labeled 'Step 3 of 3' in the top right corner. Under the 'Automation' heading, there are two main sections:

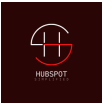
- Confirmation email:** This section includes a description: 'Send a confirmation email to attendees immediately after they schedule a meeting.' To the right of this text is a blue toggle switch that is currently turned on, with a checkmark icon. Below the description is a 'Send test email' button and a note: 'Test email will be sent to onkar@onkarv.com'.
- Pre-meeting reminder:** This section includes a description: 'Send an email reminder to attendees before a meeting starts.' To the right of this text is a grey toggle switch that is currently turned off. A yellow circular callout with a hand cursor icon is positioned over this toggle switch, indicating that it should be turned on.

On the far right side of the interface, there is a green circular icon with a white 'AM' and a three-dot menu icon.

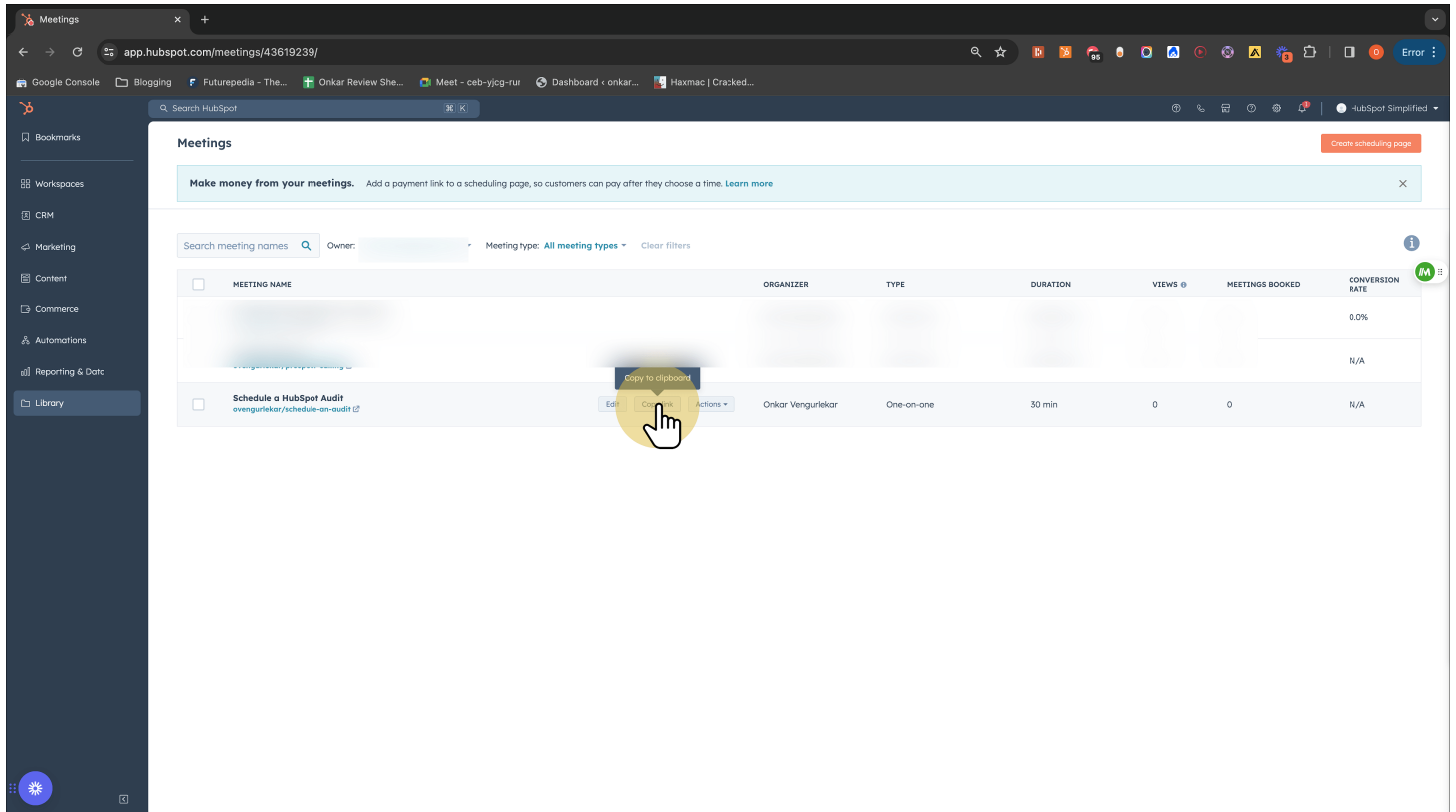


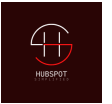
15 Click on 'Create Scheduling page'



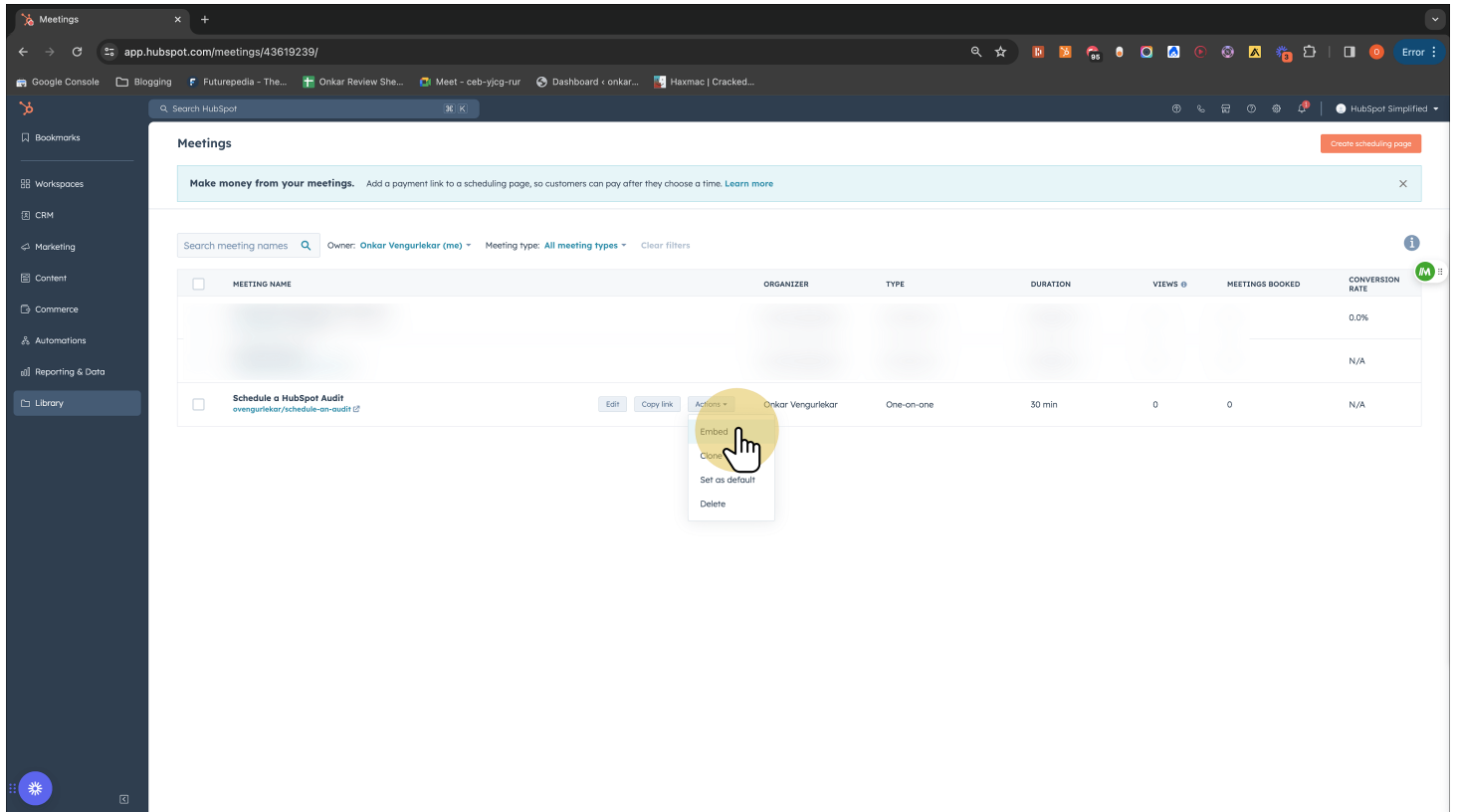


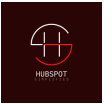
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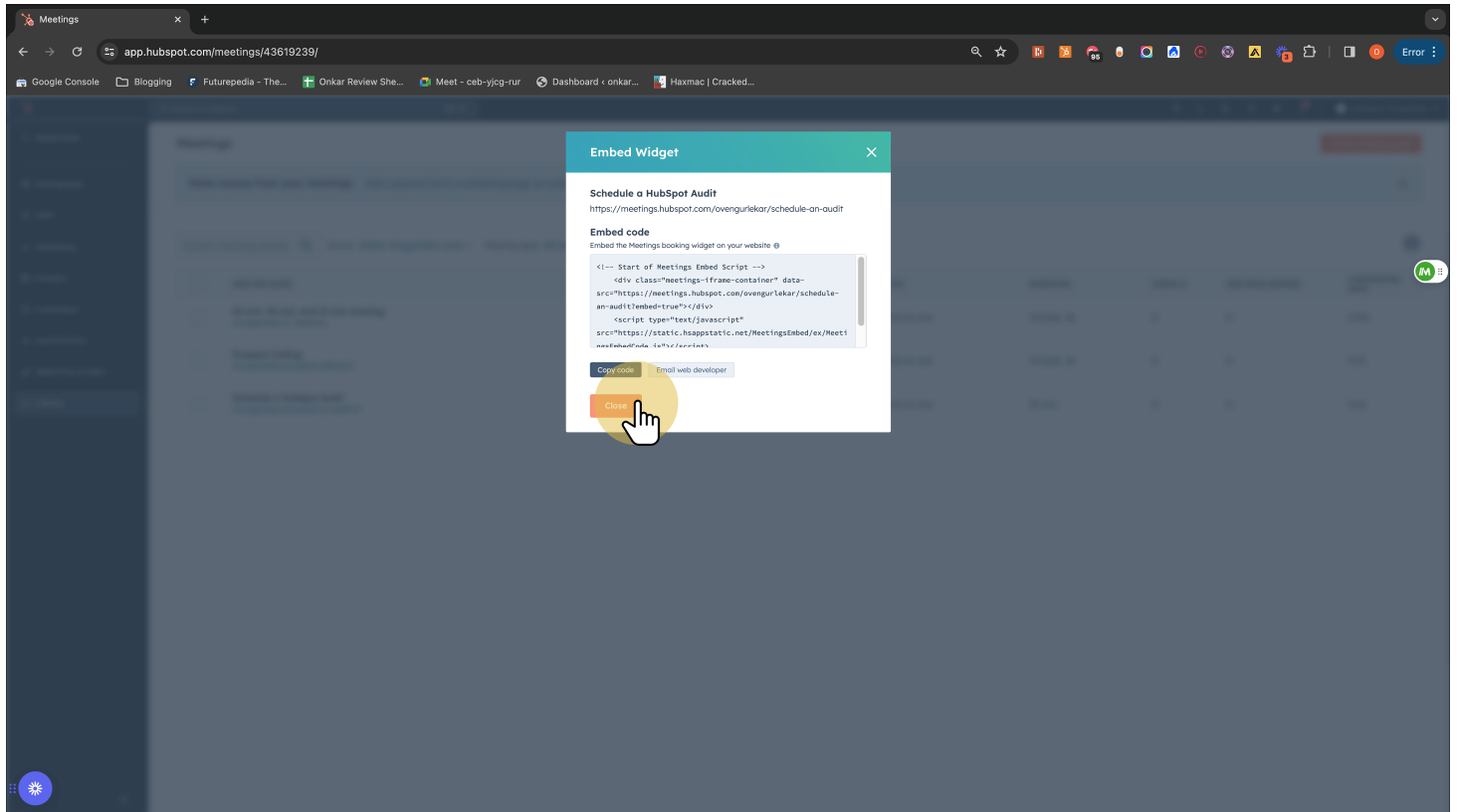


17 If you want to embed the link on your landing page or website, click on Actions > Embed





18 Copy the code you get and share it with your website developer to embed it into the website





19 You've successfully created a personalized meeting link for yourself

