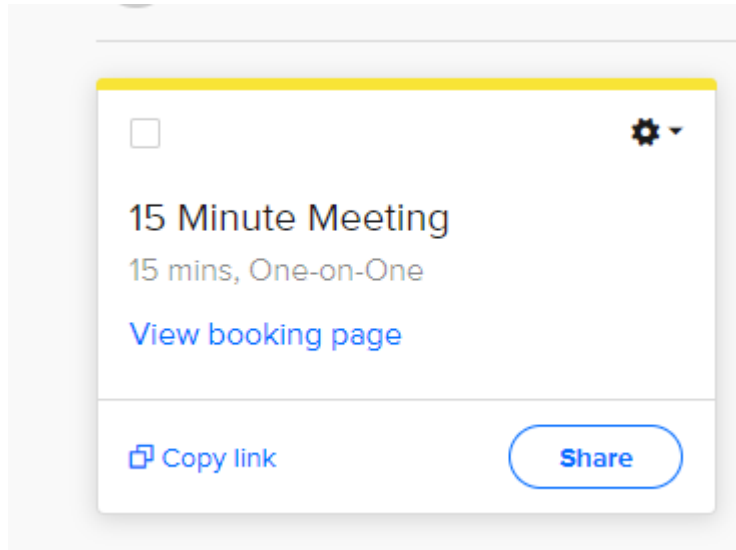




Instructions for Configuring Calendly

1. Visit <https://calendly.com/> and create an account with the email address that you want the notifications to go to
2. Set up the URL – Your company name could be used here
3. During this stage you have the ability to integrate to an existing calendar – This is optional and your availability can be scheduled within Calendly
4. Set your availability - we suggest that this step is ignored and configured later within Calendly
5. Once your account has been created you can personalise your availability – Please note, the free version of Calendly only allows one type of meeting after the first 30 days. For more information on plans, please visit - <https://calendly.com/pricing>
6. Click the edit button in the top right-hand corner of the meeting:






7. Click 'What Event is this?'

What event is this?
RMS Test Demo, 


Event name * 






RMS Test Demo

Location * 


 Zoom [Edit](#) 

Want to offer choices to your invitee?
[Add a location option](#)


Description/Instructions 










  **B** *I* U   

Test Meeting

Event link * 

calendly.com/acelay-rms/
15min

Event color * 

Edit the Event Name

Set a location: you can integrate a number of virtual platforms such as Zoom or Teams here. If integrated with an account, the system will automatically create an event within the platform

Add a description

8. Click 'When can people book this event?'

When can people book this event?
15 min, 7 Jun - 18 Jun 2021

Date range

Invitees can schedule...

- ☐ 60 calendar days into the future
- ☒ Within a date range 5 Jul – 16 Jul 2021
- ☐ Indefinitely into the future

Select 'within a date range': select a maximum date range of 5 – 16 July 2021 or a date range that suits your organisation.

Duration

15 min

Select the duration of the meeting

How do you want to offer your availability for this event type?

Use an existing schedule

Set custom hours

Which schedule do you want to use?

Default Hours

UK, Ireland, Lisbon Time

WEEKLY HOURS

SUN	Unavailable
MON	9:00am – 5:00pm
TUE	9:00am – 5:00pm
WED	9:00am – 5:00pm
THU	9:00am – 5:00pm
FRI	9:00am – 5:00pm
SAT	Unavailable

9. Click 'Invitee Questions' – Add any questions which you would like to the capture during the appointment booking

10. Click 'View Live Page' button on tab on the top of the screen

Invitee language - English ▾ Last edited 19 May 2021. [view live page](#)

What event is this?
RMS Test Demo, Zoom

When can people book this event?
15 min, 7 Jun - 18 Jun 2021

11. This should then show your Calendly bookable calendar:

Adam Clay

RMS Test Demo

15 min

Web conferencing details provided upon confirmation.

Test Meeting

Select a Date & Time

June 2021 < >

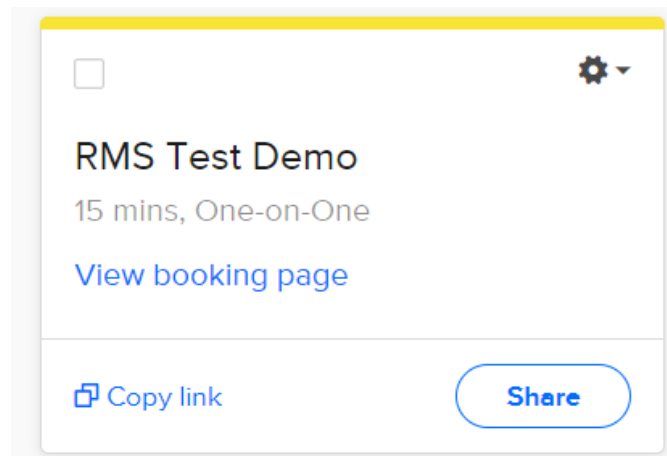
MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

UK, Ireland, Lisbon Time (10:08am) ▾

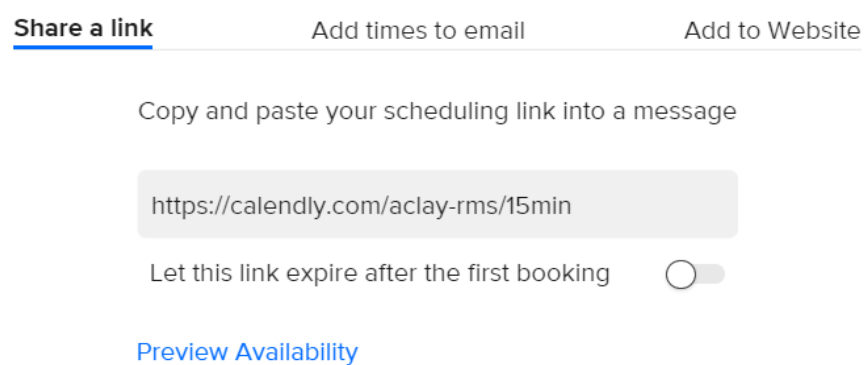
POWERED BY
Calendly

12. Test the booking process and check the emails that you receive

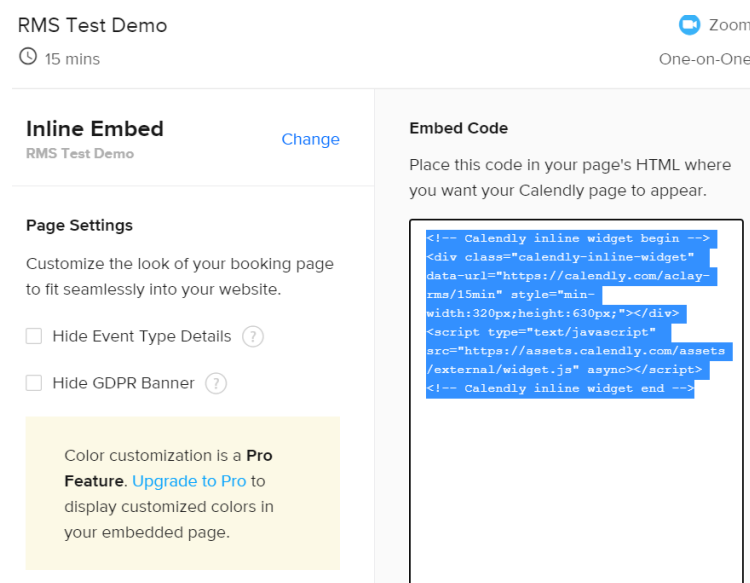
13. Once you are happy with the calendar click 'home' and then please provide the embed code to the RMS by clicking 'Share':



14. Click 'Add to Website'



15. Click 'Embed inline' then 'continue'
16. Copy the HTML code as shown below:



17. Upload HTML Code to Stand Submission Form