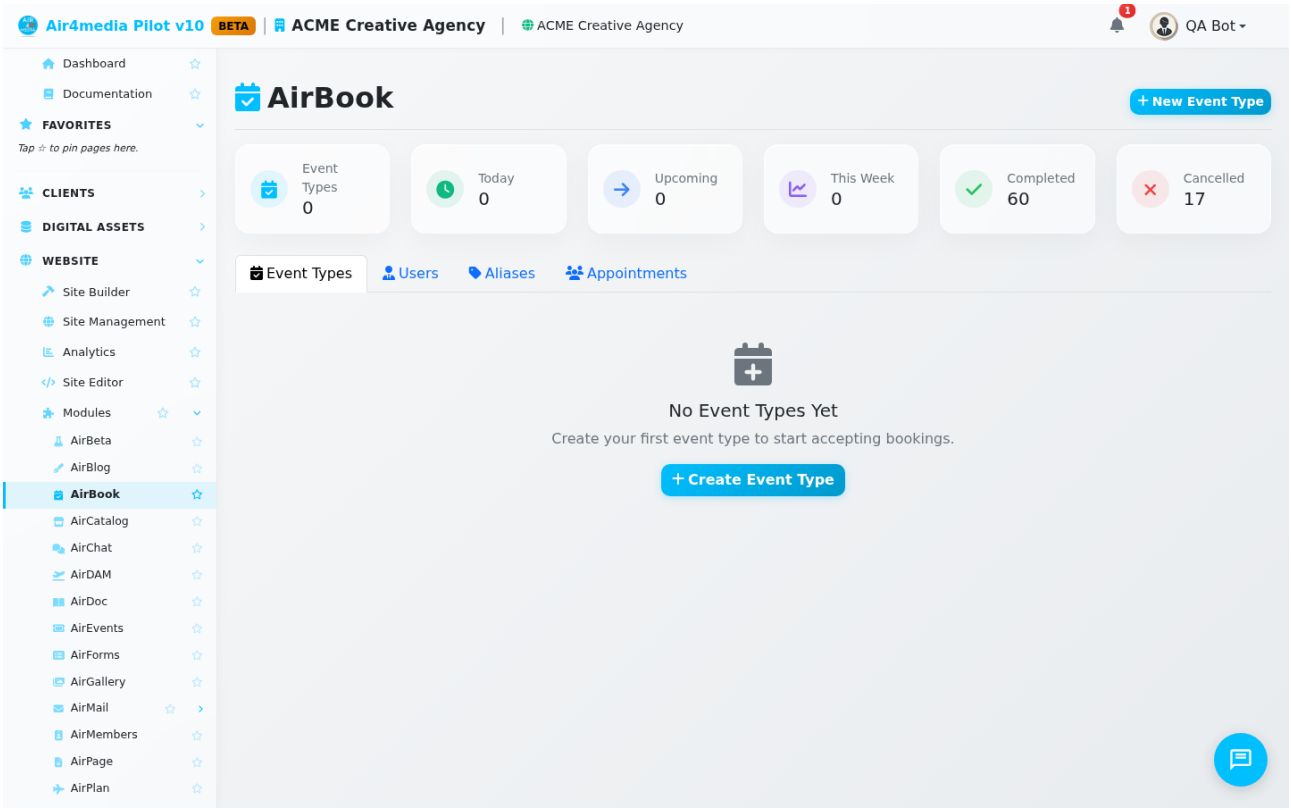

AirBook

AirBook lets you create shareable booking pages so clients can schedule appointments with you — no back-and-forth emails required.

Key Features

- **Event Types**: Create multiple booking types (consultations, demos, check-ins) each with their own duration, location, color, and availability rules
- **Shareable Booking Links**: Each event type gets a unique public link you can share with clients or embed on your website — no account needed to book
- **Flexible Availability**: Set which days and hours you accept bookings per event type, with multiple time slots per day. New event types default to Monday–Friday, 9am–5pm
- **Buffer Times**: Add automatic buffer before and/or after appointments so you're never double-booked or rushed
- **Booking Controls**: Set how far in advance clients can book, minimum notice required (default 24 hours), and a daily cap
- **Approval Mode**: Optionally require your approval before a booking is confirmed
- **Confirmation Message**: Add a custom message shown to clients after they book
- **Appointment Dashboard**: View all upcoming appointments with client name, email, phone,

and any notes they left

- **Stats Overview**: At-a-glance counts for active event types, today's bookings, upcoming, this week, completed, and cancelled

How to Use

Create an Event Type

1. Go to **AirBook** in the sidebar
2. Click **New Event Type**
3. On the **Details** tab: enter a name, description, duration (15 min to 2 hours), location type, and pick a color
4. On the **Availability** tab: adjust the days and times — click **Add Time Slot** to add multiple windows per day
5. On the **Settings** tab: set buffer times, booking window, minimum notice, daily cap, and whether approval is required
6. Click **Create**

Share Your Booking Link

1. On the **Event Types** tab, click the ⋮ menu on any event card
2. Select **Booking Link**
3. Copy the URL and send it to clients — anyone with the link can book directly

Manage Appointments

1. Click the **Appointments** tab to see upcoming bookings
2. Click the **eye icon** on any row to view full details: client name, email, phone, date, time, and notes
3. For **pending** appointments, choose **Confirm** or **Decline**
4. For **confirmed** appointments, choose **Complete** or **Cancel**

Manage Event Types

From the ⋮ menu on any event type card:

- **Edit** — update any settings at any time
- **Booking Link** — copy the shareable booking URL
- **Duplicate** — copy an event type with all its settings intact

- **Deactivate / Activate** — pause bookings without deleting the event type
- **Delete** — permanently removes the event type and all its associated bookings

Tips

- Set a minimum notice of at least a few hours to avoid last-minute surprises (24 hours is the default)
- Use different colors to tell event types apart at a glance
- Buffer time after appointments gives you breathing room before the next call
- The booking window controls how far ahead clients can schedule — 60 days is the default
- Deactivate an event type instead of deleting it if you want to reuse it later