

Configure a consultation calendar

Offer a 30-minute appointment in a controlled availability window.

THE FINISHED RESULT

A valid slot appears at the correct local time and respects the chosen duration and availability rules.

Before you start

Environment: HighLevel sub-account; feature availability varies by account

Access and plan: Authorized demo sub-account and relevant user permissions. Calendar, messaging and AI features may require additional plan access or usage charges. No purchase is part of these guides.

Practice project: Harbor Demo

Use a separate demo project and fictional information. Record the exact project and version you use. Keep passwords, verification codes and private customer information out of screenshots and notes.

Official walkthroughs

HighLevel: [Personal booking calendar](#)

Open the credited publisher walkthrough for current interface instructions and available screenshots, then return to the SETLY exercise. External courses remain with their publishers; this PDF does not reproduce their complete tutorial.

Your practice task

Finish one action at a time. Inspect the resulting screen or record before moving on. If a control differs, check the matching official instructions instead of guessing.

01 / Step 1

Open the demo location's calendar settings and create a personal booking calendar. Name it Harbor consultation and select its responsible user.

Check: record what changed and confirm you are still working in the intended demo project.

02 / Step 2

Set a 30-minute duration, business time zone and a narrow test window. Check notice periods and buffers before publishing any booking link.

Check: record what changed and confirm you are still working in the intended demo project.

03 / Step 3

Review the booking form, confirmation behavior and connected conflict calendars. Turn off outbound notifications for a dry run where supported.

Check: record what changed and confirm you are still working in the intended demo project.

04 / Step 4

Preview the booking page in a visitor time zone and compare the displayed appointment to the configured availability.

Check: record what changed and confirm you are still working in the intended demo project.

Test, troubleshoot, repeat.

If something goes wrong

If all slots disappear, check the assigned user's availability, conflicts, notice period and time zone together.

If your screen is different

Compare the product, editor, user permissions and selected account with the guide. Open the official reference for your version. Do not perform a live change whose effect you cannot verify.

Final verification

A valid slot appears at the correct local time and respects the chosen duration and availability rules.

Repeat the task with one small variation. Record the test date, project/version, expected result, observed result and a non-sensitive evidence reference. Mark skipped checks as untested.

Your evidence record

Test date: _____ Project/version: _____

Observed result: _____

Evidence reference: _____

Remaining issue and next action: _____

Sources and guide status

Original exercise by Ray / SETLY. Credited technical references are linked on page one. Prepared 1 October 2026. SETLY screen recording and independent learner reproduction are not yet complete. No platform affiliation is implied.

[Open the online practice guide and editable checklist](#)