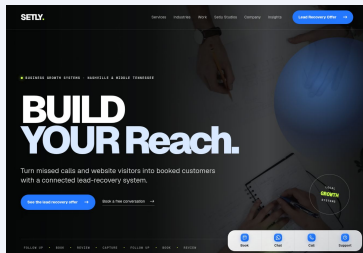


Booking-page planning kit

Define appointment rules before connecting a calendar.



FROM THE SETLY PROJECT LIBRARY

A real project screenshot for visual inspiration. Follow the written steps for your own business.

YOUR ACTION PLAN

- 1 List service names, durations, preparation instructions and the person delivering them.
- 2 Choose working hours, buffer times and the calendar used to prevent conflicts.
- 3 Write cancellation and rescheduling information in plain language.
- 4 Test booking, confirmation, cancellation and a second booking for the same time.

EXAMPLE - ILLUSTRATIVE

A 30-minute consultation uses a 15-minute buffer so consecutive appointments do not collide.

CHECK YOUR RESULT

Does a test booking appear in the correct calendar with the correct time zone?

Booking-page planning kit

Use the prompts below to make this resource specific to your business. Save a local copy after completing it. Keep passwords and private customer data out of this worksheet.

Service:

Duration:

Availability:

Buffer:

Calendar owner:

Rescheduling instructions:

DONE WHEN

Does a test booking appear in the correct calendar with the correct time zone?

FURTHER READING

[Wix Help Center](#)

Independent Setly planning resource. Platform settings and requirements can change; use the linked official help for current configuration details.