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, and availability rules
- **Shareable Booking Links**: Each event type gets a unique public link you can share with clients or embed on your website
- **Flexible Availability**: Set which days and hours you accept bookings per event type, including multiple time slots per day
- **Buffer Times**: Add automatic buffer time 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, and a daily booking cap
- **Approval Mode**: Optionally require you to approve bookings before they're confirmed
- **Confirmation Message**: Add a custom message shown to clients after they book
- **Appointment Dashboard**: View all upcoming and past appointments in one place with full

client details

- **Stats Overview**: At-a-glance counts for today's bookings, upcoming appointments, completed, and cancelled

How to Use

Create an Event Type

1. Go to **AirBook** in the sidebar
2. Click **New Event Type**
3. Fill in the **Details** tab: name, description, duration (15 min to 2 hours), and location type (video call, phone, in-person, Zoom, Google Meet, or custom)
4. Switch to the **Availability** tab and set which days and times you're available — click **Add Time Slot** to add multiple windows per day
5. Switch to the **Settings** tab to configure buffer times, booking window, minimum notice, and whether approval is required
6. Click **Create**

Share Your Booking Link

1. On the Event Types tab, find your event and click the **link icon**
2. Copy the booking URL that appears
3. Send it to clients or add it to your website — anyone with the link can book without needing an account

Manage Appointments

1. Click the **Appointments** tab to see all bookings
2. Click any appointment to view full details: client name, email, notes, and booking time
3. From the detail view you can confirm, cancel, or add private host notes to any appointment

Duplicate or Toggle an Event Type

- Use the **duplicate** option on any event type card to create a copy with the same settings
- Toggle an event type off to stop accepting new bookings without deleting it

Tips

- Set a minimum notice of at least a few hours to avoid last-minute surprises

- Use different colors for each event type to tell them apart at a glance
- Buffer time after appointments gives you prep time before the next call
- The booking window controls how far ahead clients can schedule — 60 days is the default