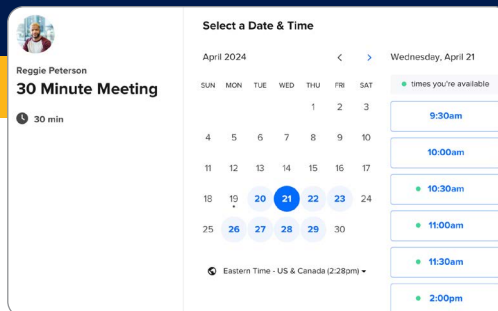




STEP BY STEP GUIDE

for Activating Your Account & Locating Embed Code



Step 1: Go to <https://calendly.com> and click on the blue **"Get Started"** button.

Step 2: Create an account (enter email and create your password).

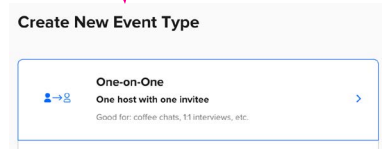
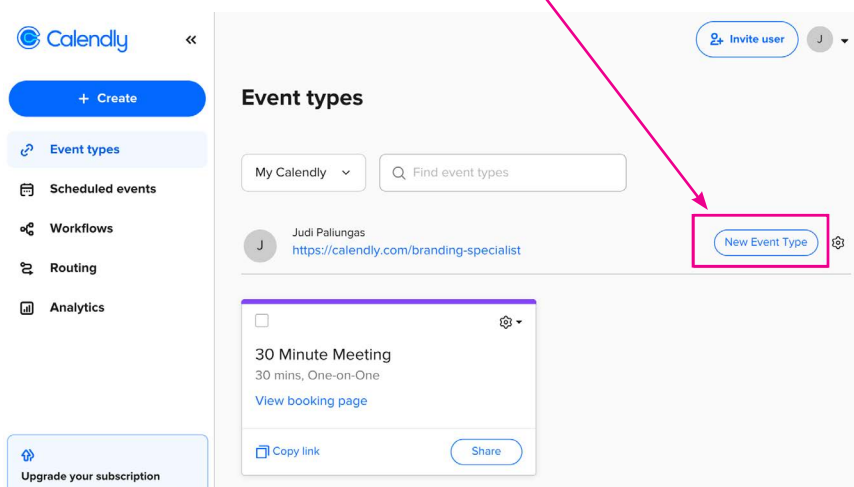
Step 3: Verify your email address. Open another tab in your browser and go to your email (check spam or promotions tab if you don't see the confirmation email. Within the email, click on the large blue **"Confirm My Email"** button.

Step 4: You will be directed to your new account login page. Enter your email and the password you just created and log in to your new Calendly account.

Step 5: Create Your Calendly URL: **Enter your business name or your first and last name in lower case letters using a hyphen for any spaces.**

Step 6: Connect Calendly to your Calendar. Choose the Calendar option you desire and follow the instructions

Step 7: Navigate to the page **"Event Types."** You will see a default session of 30 Minutes. To create a 60 Minute option, click on the **"New Event Type"** button, and then select **"One-on-One"**



Step 8: You will see “Who will host this one-on-one event type” with your name below. Click the blue **“Next”** button, which will bring you to the popup allowing you to **create your 60 minute option**, and click the blue **“Continue”** button below.

Step 9: Click on the **“Done”** button at top left of next screen to return to the **“Events Type”** page

Step 10: You will now see both the 30 minute and 60 minute options. Choose the session you want to embed on your website (usually the 60 minute option) and click on the **“Share”** button. Next select **“Add to Website”** and choose the **“Inline Embed”** option, then **“Continue”** button.

Step 11: You will now see both the 30 minute and 60 minute options. Choose the session you want to embed on your website (usually the 60 minute option) and click on the **"Share" button**. Next select **"Add to Website"** and choose the **"Inline Embed"** option.

Step 12: You will now see the **"Embed Code"** displayed in a box.

Click on the **"Copy Code"** button, and then paste the code into a Word Doc so you can access it later, or paste it into an email for your Webmaster.

Inline Embed
30 Minute Brand Strategy Session [Change](#)

Booking Page Settings
Customize the look of your booking page to fit seamlessly into your website.

☐ Hide Event Type Details ⓘ

☐ Hide Cookie Banner ⓘ

Background Color □

Text Color ■

Button & Link Color ■

Embed Code
Place this code in your HTML where you want your Calendly widget to appear.

```
<!-- Calendly inline widget begin -->
<div class="calendly-inline-widget"
data-url="https://calendly.com/branding-specialist/30min" style="min-width:320px;height:780px;"></div>
<script type="text/javascript"
src="https://assets.calendly.com/assets/external/widget.js" async></script>
<!-- Calendly inline widget end -->
```

Need help? See our guides for embedding Calendly on [Wix](#), [Squarespace](#), or [WordPress](#), check our [common questions](#), or [explore advanced embed options](#).

[< Back](#) [Close](#) [Copy Code](#)

For more information on how to use Calendly, schedule calls, reminders, etc., go to the Calendly website and follow the instructions on **"Getting Started with Calendly."**

Help Center

Access the Calendly Help Center at: <https://help.calendly.com/hc/en-us>

How to Add Your Calendly Embed Code to Your Website

- Step 1:** Log into your WordPress website (click the **"Admin Login"** text link in the footer of your site to bring up the login window).
- Step 2:** From the dashboard, click on **"Pages"** and locate the page **"Schedule Your Discovery Session."** Hover over the page and then click on the text link **"Edit with Elementor"**.
- Step 3:** Scroll down to the placeholder Calendar and hover over the top right edge to bring up the pink **"Edit"** icon, then click on it.

To the left you will see the HTML code. Select and **delete the current code**. Then locate your Word doc with your Calendly code, copy the code to your pasteboard, **then paste the code into the HTML area**.

IMPORTANT: Once you have pasted in your new Calendly HTML Code, don't forget to **click the pink "Update" button** at the bottom of the edit window.

That's it – you're now done!

