Calendly Setup Guide

Property Viewing Scheduling for yoseth.com

Seth Watte Properties

yoseth.com

Twin Falls, Idaho

Step 1: Create Your Calendly Account

1.   Go to calendly.com and click Sign Up

2.   Sign up with the email you want booking notifications sent to (e.g., sethwatte@hotmail.com)

3.   Choose the Free plan (one event type, unlimited bookings)

4.   Set your name to: Seth Watte

5.   Set your Calendly URL to: seth-watte

> This gives you the URL: calendly.com/seth-watte -- This matches what is already configured on yoseth.com

Step 2: Connect Google Calendar

This syncs your availability so Calendly only shows times when you are actually free.

1.   In Calendly, go to Account (top-right menu) > Calendar Connections

2.   Click Connect New Calendar

3.   Select Google Calendar

4.   Sign in with your Google account and grant permissions

5.   Under "Check for Conflicts," make sure your primary Google Calendar is selected

6.   Under "Add to Calendar," select your Google Calendar

> When someone books a viewing, it automatically appears on your Google Calendar.
>
> If you have a dentist appointment on Google Calendar, that time will not show as available on Calendly.

Step 3: Create the Property Viewing Event

1. From your Calendly dashboard, click + Create New Event Type

2. Select One-on-One

Event Name & Link

-   Event Name: Property Viewing

-   Location: Select "In Person" and enter: Twin Falls, ID (address confirmed after booking)

-   Event Link slug: property-viewing

This creates: calendly.com/seth-watte/property-viewing -- The exact URL already used across yoseth.com

Duration & Availability

-   Duration: 30 minutes

-   Date Range: Allow bookings 60 days into the future

-   Monday-Friday: 9:00 AM - 6:00 PM

-   Saturday: 10:00 AM - 4:00 PM

-   Sunday: Unavailable (adjust to your preference)

-   Buffer Time: 15-30 minutes before and after (travel time between properties)

-   Minimum Notice: At least 4 hours

Questions for the Booker

Click Invitee Questions and add these custom questions:

1. Which property are you interested in? (Dropdown - Required)

    -   Options: 155 Ash St, 229/231 Addison Ave, 354 4th Ave West, 420 Main Ave S, 461 2nd Ave S, 552 Shoup Ave West, 641-645 2nd Ave West, Airbnb Property, Commercial Space, Not sure yet

2. Phone number (Short text - Required)

3. How many people will be moving in? (Short text - Optional)

4. Anything else Seth should know? (Multi-line text - Optional)

Notifications

-   Email Confirmation: ON

-   Email Reminder: ON, set to 24 hours before

-   Cancellation Policy: Allow cancellations up to 2 hours before

Click Save & Close when done.

Step 4: Verify It Works on yoseth.com

The site is already configured to use your Calendly. Once your account and event are created, everything connects automatically.

Embedded Widget (Homepage)

The homepage at yoseth.com has an embedded Calendly widget in the "Schedule a Property Viewing" section. It loads from calendly.com/seth-watte/property-viewing. Visitors can book directly without leaving the site.

"Schedule Viewing" Buttons (All Pages)

Every property card on the Residential, Airbnb, and Commercial pages has a button that links to calendly.com/seth-watte/property-viewing and opens Calendly in a new tab.

To Test

1. Go to yoseth.com

2. Scroll to the "Schedule a Property Viewing" section

3. You should see your available time slots loading in the widget

4. Go to yoseth.com/residential.html

5. Click any "Schedule Viewing" button on a property card

6. It should open your Calendly booking page

Step 5: Customize Branding (Optional)

1. Go to Account > Branding

2. Upload your logo (use the watte_logo.png file)

3. Set brand color to #001A47 (navy) or #e67e22 (orange) to match yoseth.com

How It All Works Together

1. Visitor clicks "Schedule Viewing" on yoseth.com

   ∨

2. Calendly shows your available time slots (hides times blocked on Google Calendar)

   ∨

3. Visitor picks a time, enters info + which property they want to see

   ∨

4. You get an email notification + it appears on your Google Calendar

   ∨

5. Visitor gets a confirmation email + reminder 24 hours before

   ∨

6. You show up and show the property

Quick Reference

Item	Value
Calendly URL	calendly.com/seth-watte
Event URL	calendly.com/seth-watte/property-viewing
Notification Email	sethwatte@hotmail.com
Calendar Sync	Your Google Calendar
Site Widget	yoseth.com homepage
Button Links	Every "Schedule Viewing" button

Troubleshooting

Widget not loading on homepage?

- Make sure your Calendly URL is exactly "seth-watte" and the event slug is "property-viewing"

- If you chose a different username, update the URL in index.html (line ~355)

Times showing as unavailable?

- Check Google Calendar connection: Calendly > Account > Calendar Connections

- Verify Available Hours in event settings match your showing schedule

Not getting email notifications?

- Check spam/junk folder

- Verify email in Calendly > Account > Notifications

Want to block off a vacation?

- Add it to your Google Calendar as an all-day event. Calendly hides those days automatically.

Cost

- Free plan: 1 event type, unlimited bookings, Google Calendar sync, email notifications

- That is all you need for the "Property Viewing" event type

- Paid plans ($10-16/month): Only if you need multiple event types or SMS reminders