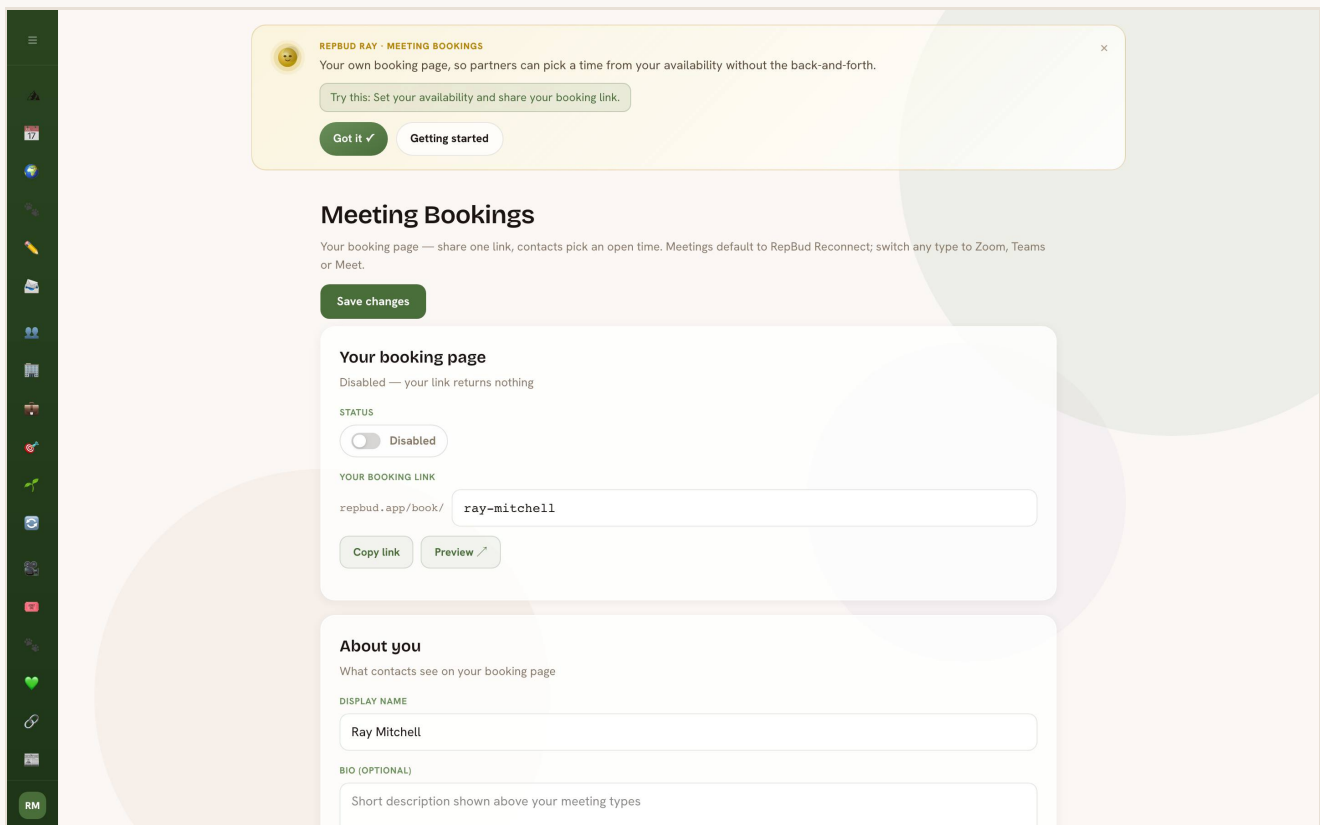


GETTING SET UP

Set up your Meeting Links booking page

Give contacts one link, and let them pick a time that already fits around your calendar — here's how to set up your Meeting Links page in about a minute.

Covers /dashboard/meeting-links · for rep, dmc



The screenshot shows the RepBud Meeting Bookings setup interface. At the top, a yellow notification box titled "REPBUD RAY · MEETING BOOKINGS" contains a smiley face icon, the text "Your own booking page, so partners can pick a time from your availability without the back-and-forth.", a button "Try this: Set your availability and share your booking link.", and two buttons: "Got it ✓" and "Getting started". Below this is the "Meeting Bookings" section, which includes a "Save changes" button and a "Your booking page" card. The "Your booking page" card shows a "STATUS" toggle set to "Disabled", a "YOUR BOOKING LINK" field with the text "repbud.app/book/ ray-mitchell", and "Copy link" and "Preview" buttons. Below this is an "About you" section with a "DISPLAY NAME" field containing "Ray Mitchell" and a "BIO (OPTIONAL)" field with the placeholder text "Short description shown above your meeting types". A sidebar on the left contains various icons, including a calendar, a pencil, a mail icon, a people icon, a calendar icon, a heart icon, and a link icon, with a "RM" button at the bottom.

The steps

01 Open Meeting Links

In the sidebar, open Meeting Links under MORE to build your personal booking page.

02 Claim your link & go live

Pick a tidy URL slug — it checks availability as you type — then flip the status to Live so contacts can book.

03 Add your details

Your display name and short bio are what contacts see at the top of the page. Set your timezone, or let it auto-detect.

04 Set when you're available

Tick the days you work and set start/end times. Slots are only offered inside these windows.

05 Sync your calendar

Paste your calendar's private ICS feed so busy events block those slots — works with Apple, Google and Outlook.

06 Set your booking rules

Add a buffer between meetings, a booking window, and how much notice you need before a slot can be taken.

07 Add a meeting type

Each type is a bookable option — name, length, format and the link to send. Add one to start taking bookings.

08 Save and share

Save your changes, then copy your link to drop into emails and your signature — or Preview to see it as a contact would.

Next: Meeting Prep

Questions

What is the booking link and where does it live?

It's your personal page at repbud.app/book/<your-slug>. Share it in emails or your signature and contacts pick a time from the slots you've opened.

Does it check my calendar so I don't get double-booked?

Yes — paste your calendar's private ICS feed and busy events block those slots automatically. It supports Apple Calendar, Google Calendar and Outlook.

Can I offer more than one kind of meeting?

Yes. Add a meeting type for each option — different lengths, formats (phone, Zoom, Teams, Google Meet, in person) and links — and toggle any of them on or off.

What do the booking rules do?

They shape what contacts can pick: a buffer between meetings, how far ahead bookings are allowed, and the minimum notice you need before a slot opens.