



PRODUCT GUIDE · EDITION 2026-06-05

Getting started with Caledee

The illustrated dashboard guide — from your first event type to team management, with what each plan unlocks.

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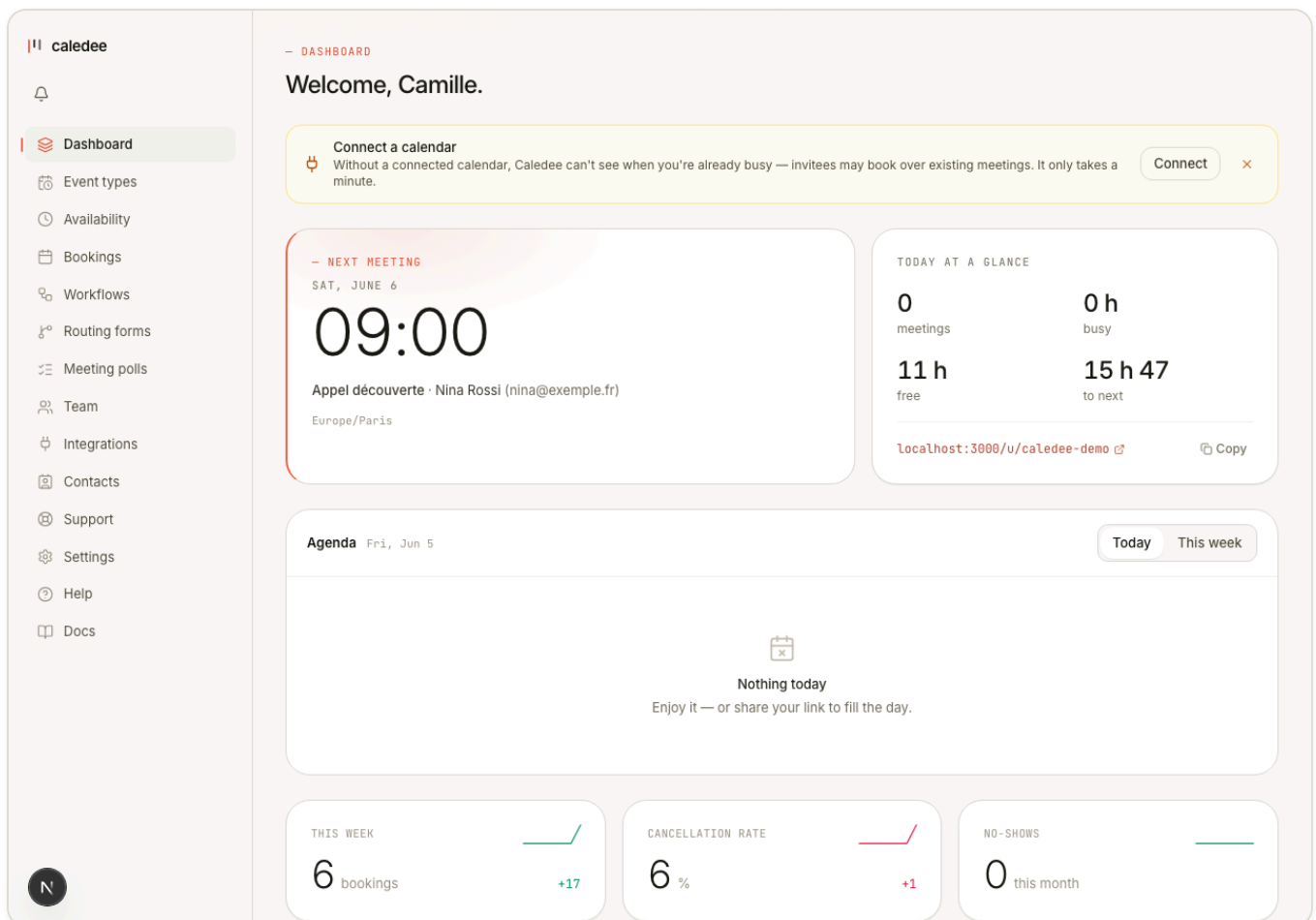
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Getting started (10 minutes)

Five steps between signing up and sharing your first booking link.

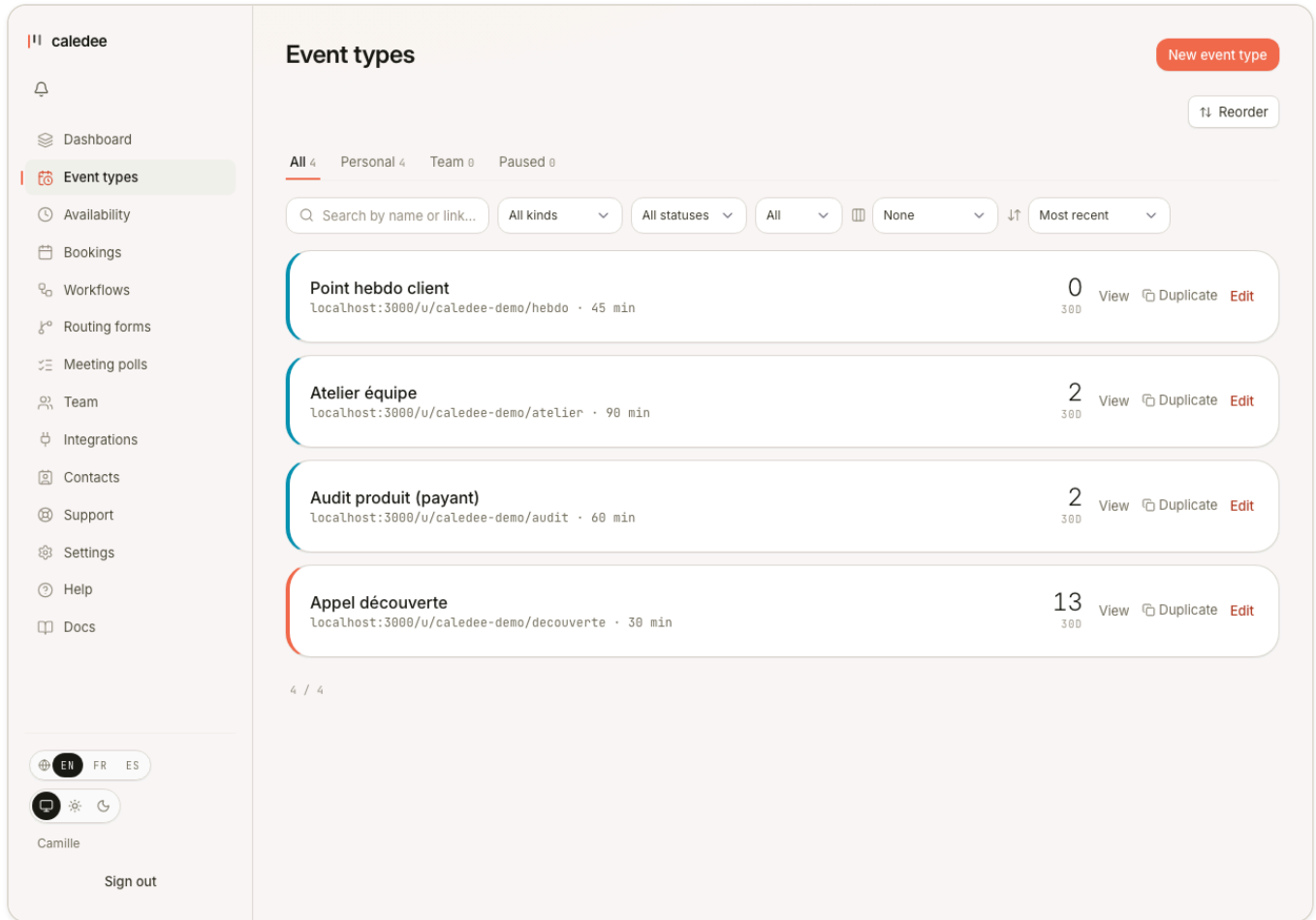
1. **Create your account** — email + password or Google/Microsoft. Free needs no card.
2. **Explore the dashboard** — today's bookings, your public page's visit funnel, shortcuts.
3. **Create an event type** — a name is enough; the permalink derives itself.
4. **Set your availability** — weekly hours + date overrides, in your timezone.
5. **Share your link** — `caledee.com/u/your-name/30min`. Invitees pick a time; everything else is automatic.



The dashboard — today's bookings, visit funnel, shortcuts.

Your event types

Every booking link in one list: public link in one click, duplicate, pause/activate.



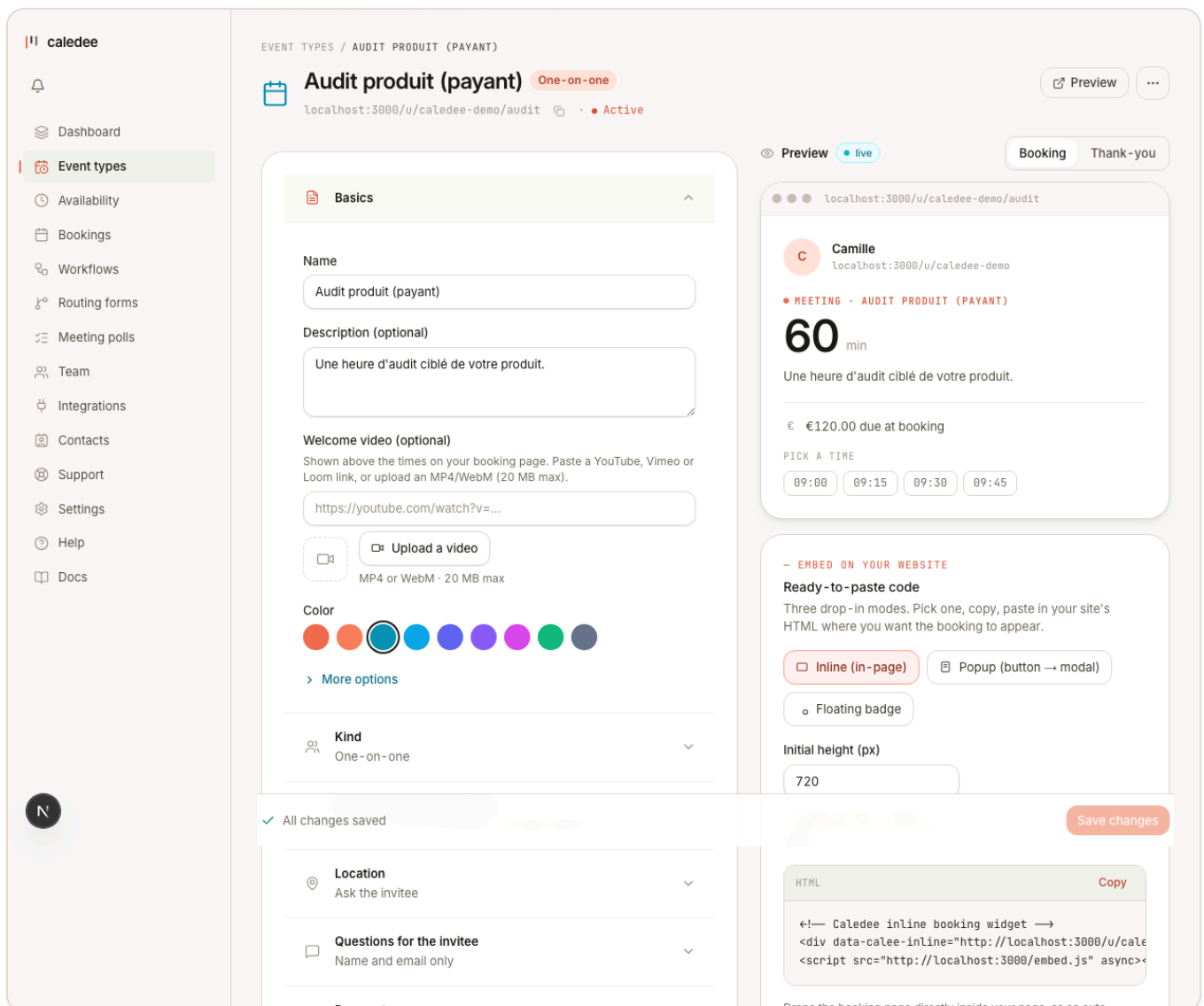
The event-types list.

FREE → PRO Free includes 1 active event type; Pro makes them unlimited.

The editor, in depth

Everything lives in one editor, section by section.

- **Basics** — name, duration(s), color, a **welcome video** (YouTube, Vimeo, Loom or upload) shown on your booking page.
- **Location** — Google Meet, Teams, Zoom, phone, address, or “ask the invitee”.
- **Custom questions** — text, selects... and a **file upload** (PDF/JPG/PNG) to collect a brief.
- **Payment** — price via Stripe; a **deposit** as % or fixed amount, balance settled at the session. Caledée fee: 0% on paid plans (3% on Free).
- **Scheduling rules** — buffers, minimum notice, daily cap, booking window.

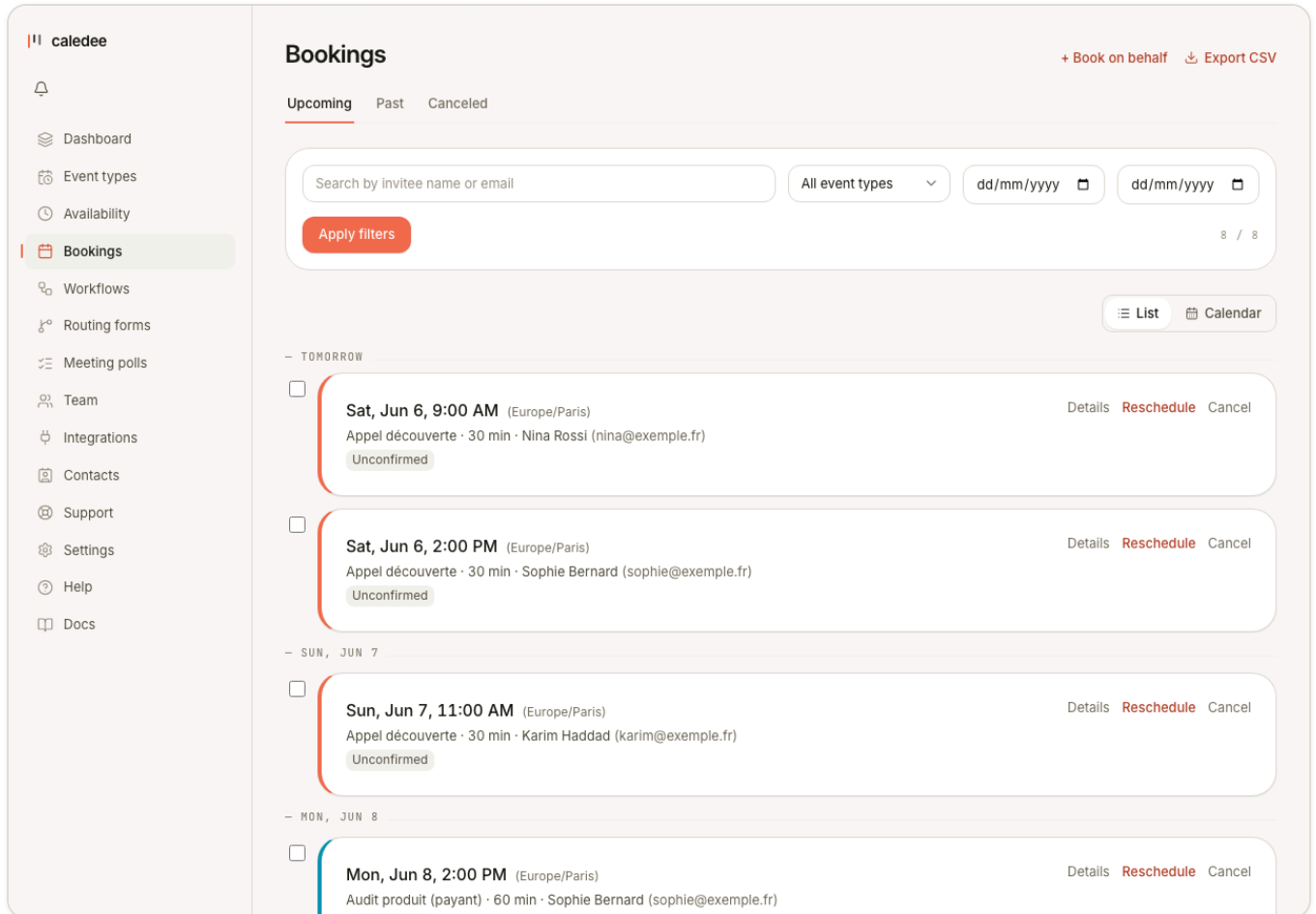


The full editor (scrolled view): basics, video, location, questions, payment, scheduling.

GOOD TO KNOW The file question, welcome video and recurring bookings are Pro. Payments + deposits are open to every plan — 0% Caledee fee on paid plans, 3% on Free.

Bookings, day to day

Upcoming, past, canceled — rescheduling or canceling sends the emails and updates calendars and webhooks automatically. No-shows are one click.



The bookings list with per-row actions.

caledee

- Dashboard
- Event types
- Availability**
- Bookings
- Workflows
- Routing forms
- Meeting polls
- Team
- Integrations
- Contacts
- Support
- Settings
- Help
- Docs

Availability

Working hours per schedule. The Default schedule applies to event types that don't explicitly pick a different one.

Schedules + New schedule

✓ **Semaine type** DEFAULT Rename

Timezone

Europe/Paris

Your weekly hours below are in this timezone.

Weekly hours

Monday 09:00 to 12:30 ×
14:00 to 18:00 ×
+ Add hours Apply to all other days

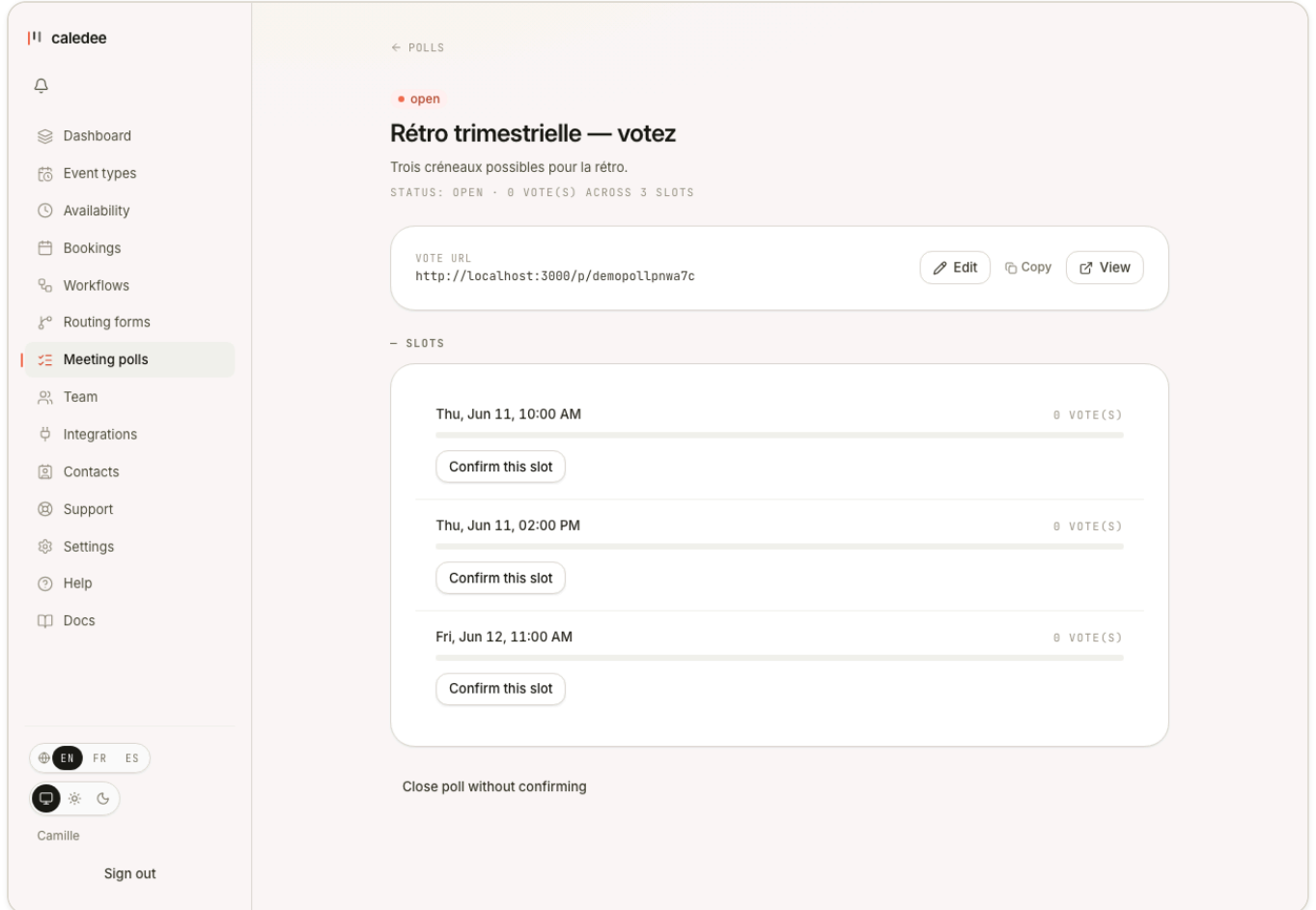
Tuesday 09:00 to 12:30 ×
14:00 to 18:00 ×
+ Add hours Apply to all other days

Wednesday 09:00 to 12:30 ×
14:00 to 18:00 ×
+ Add hours Apply to all other days

Availability: weekly hours + date overrides.

Meeting polls

Propose 2–20 slots, invitees vote (with anti-spam email confirmation), you confirm the winner — which becomes a real booking.



A poll's detail: votes per slot, winner confirmation.

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← BACK TO POLL

- POLLS · EDIT

Rétro trimestrielle — votez

Adjust the details or the proposed times — votes on kept slots are preserved.

Title

Rétro trimestrielle — votez

Description (optional)

Trois créneaux possibles pour la rétro.

Confirm into event type (optional) **Auto-close after** ⌵

— none — Keep current expiry

Let invitees propose times
Visitors can add their own slots on the vote page, not just vote on yours.

Proposed slots 3/20

Removing a time slot also removes the votes it received.

June 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

⌵ Morning ⌵ Afternoon

⌵ End of day

↻ Repeat first day everywhere

Thursday, June 11 2 slots + 🗑

⌵ 10:00 ×

⌵ 14:00 × + Slot

Friday, June 12 1 slot + 🗑

⌵ 11:00 × + Slot

🌐 All times in your time zone (Europe/Paris).
Invitees see them in their own time zone.

Vote preview what the invitee sees

caledee.com/p/_

Rétro trimestrielle — votez

Trois créneaux possibles pour la rétro.

Thu, Jun 11 10:00-10:45

Thu, Jun 11 14:00-14:45

Fri, Jun 12 11:00-11:45

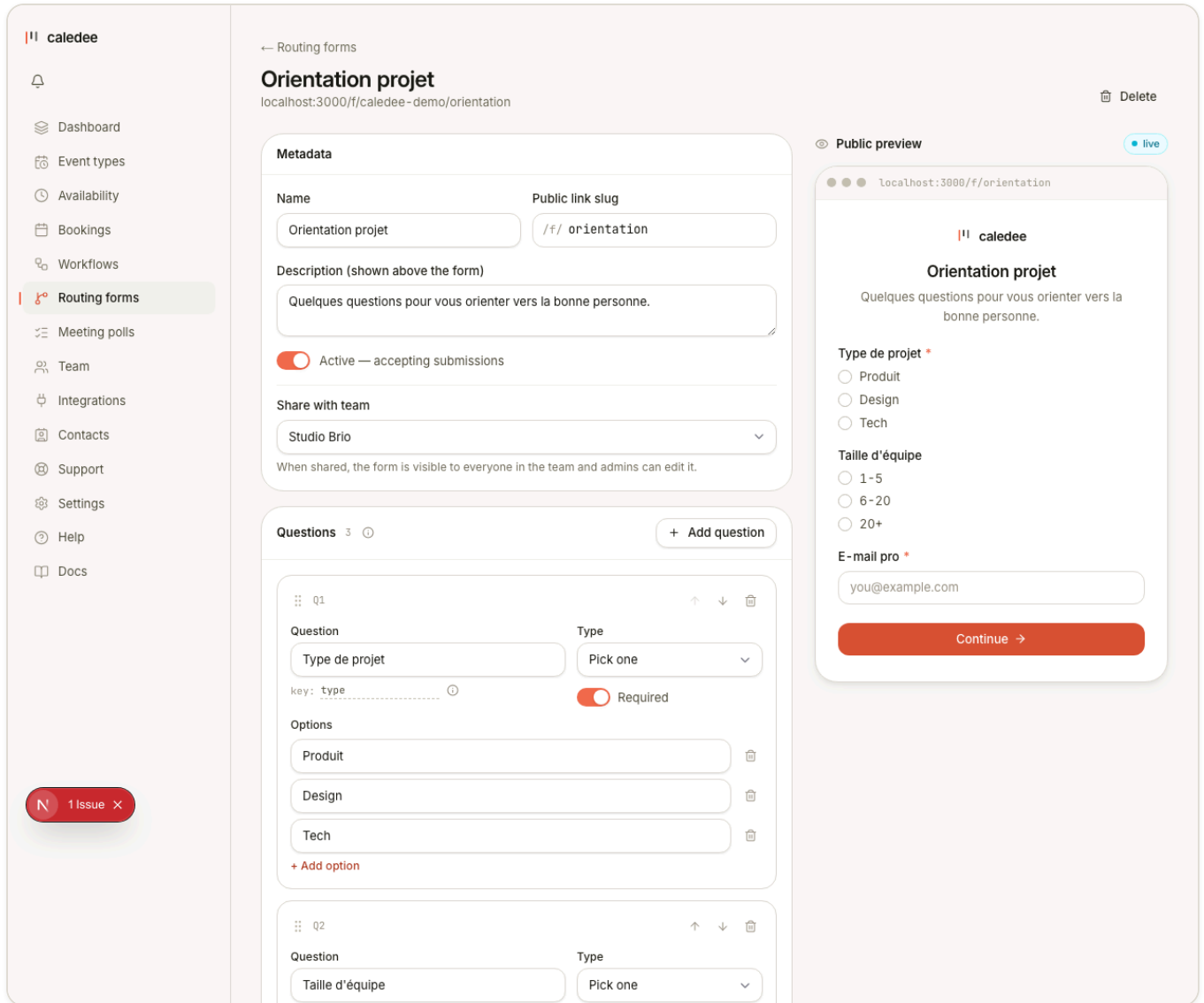
Send my availability

An open poll stays editable — kept slots keep their votes.

INCLUDED Meeting polls are available on every plan, Free included.

Routing forms

Questions + rules: the visitor is routed to the right event type, a URL, or a message.

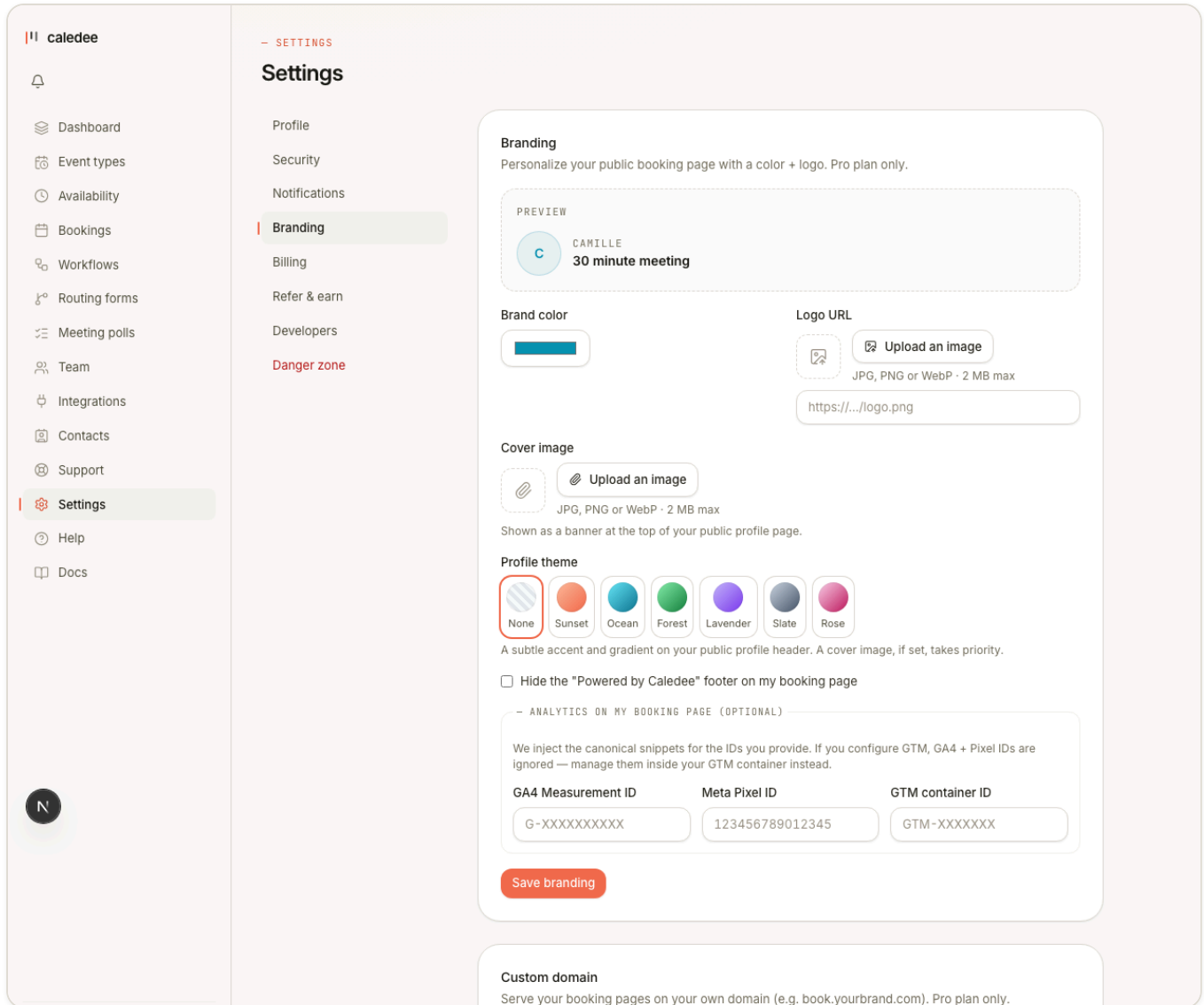


The builder: fields, rules, and org sharing.

TEAM Shared with your organization: admins edit, members view.

Your brand

Your public page looks like you: logo, theme, cover image.

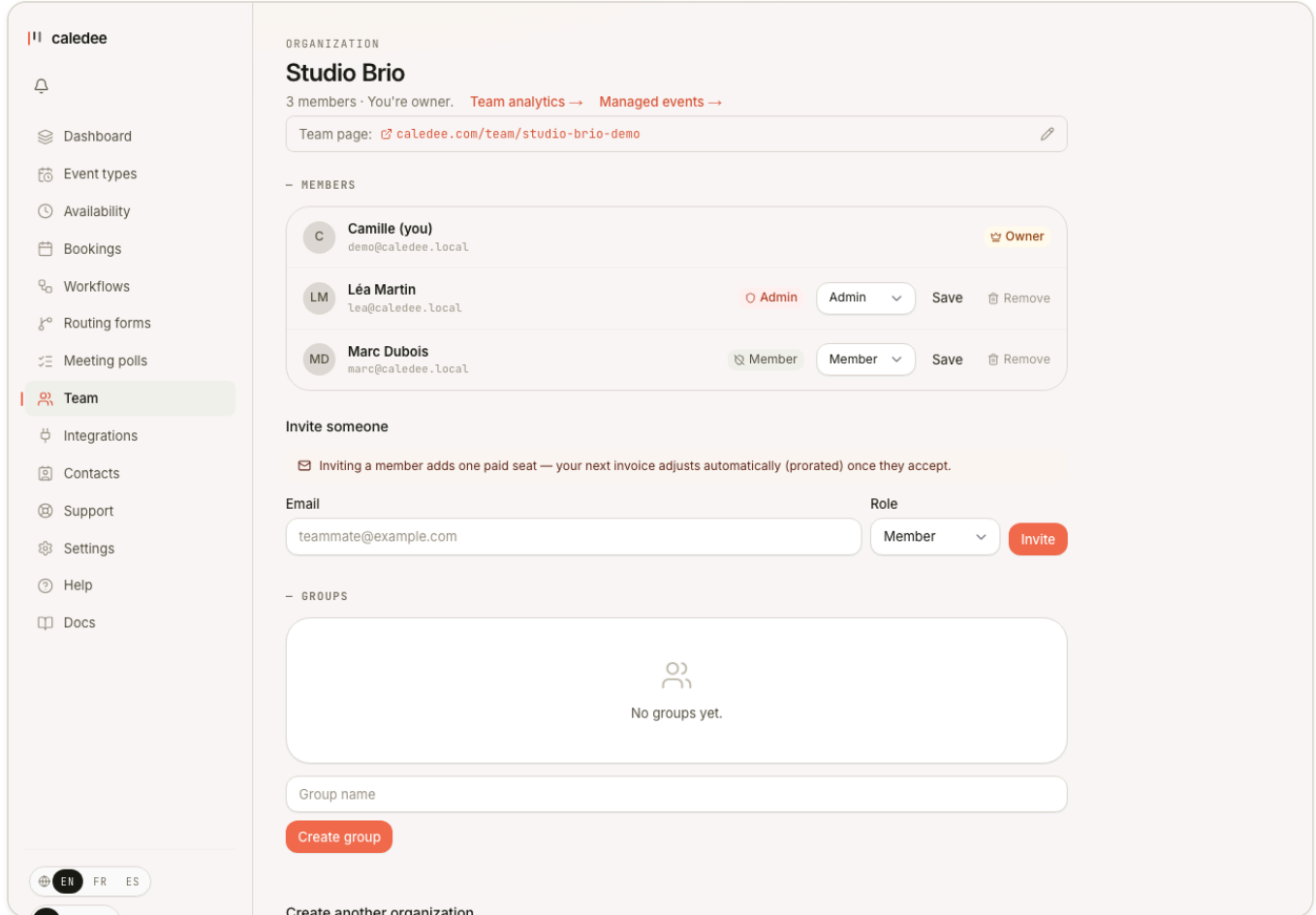


Branding: logo, profile theme, cover, analytics, custom domain.

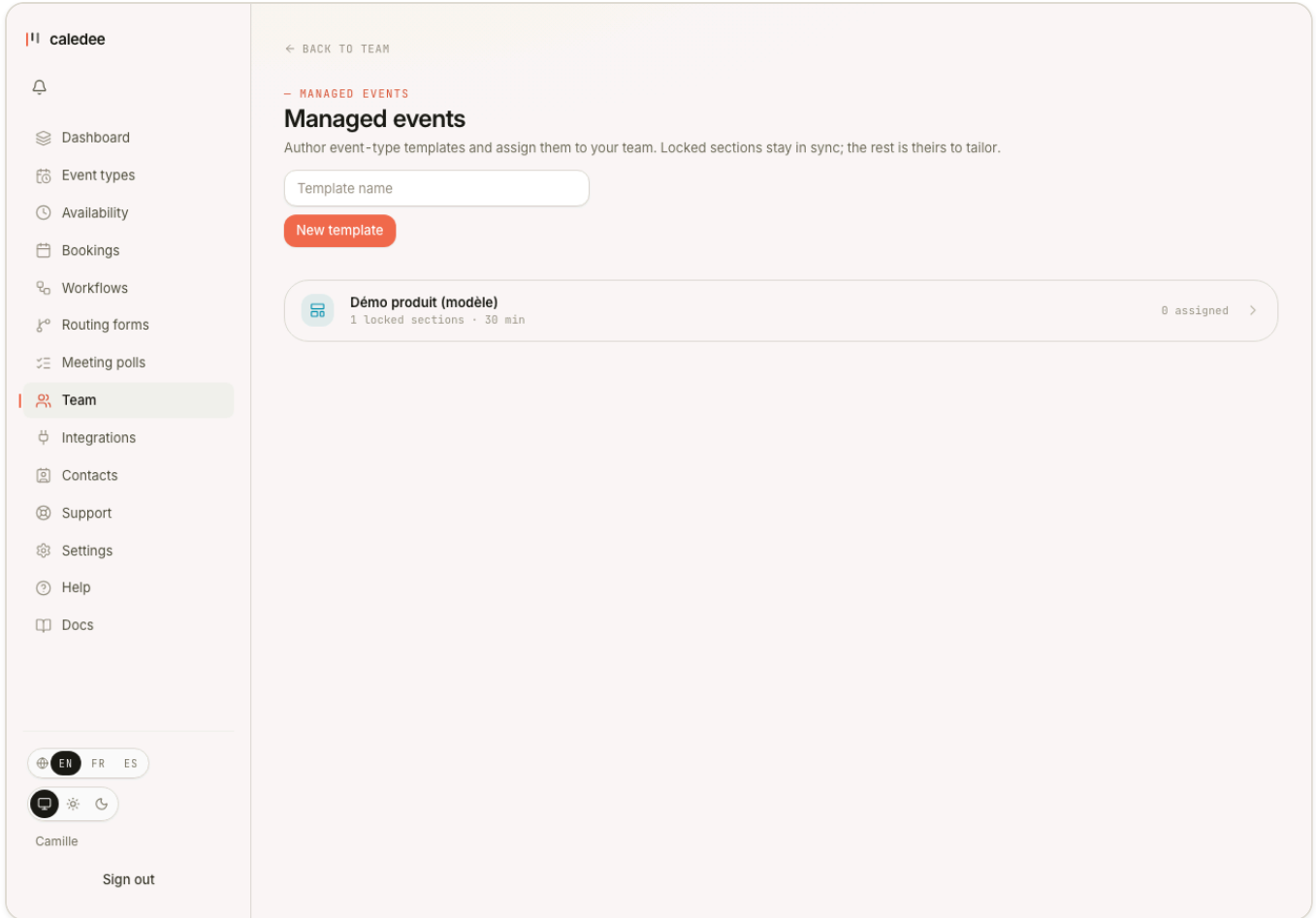
PRO Removing the Caledée footer and full branding are Pro. The custom domain is coming soon.

Team

Members and roles, invitations, shared types (round-robin or collective) — and managed events: templates whose locked sections stay in sync for every assignee.



The Team page: members, roles, invitations.

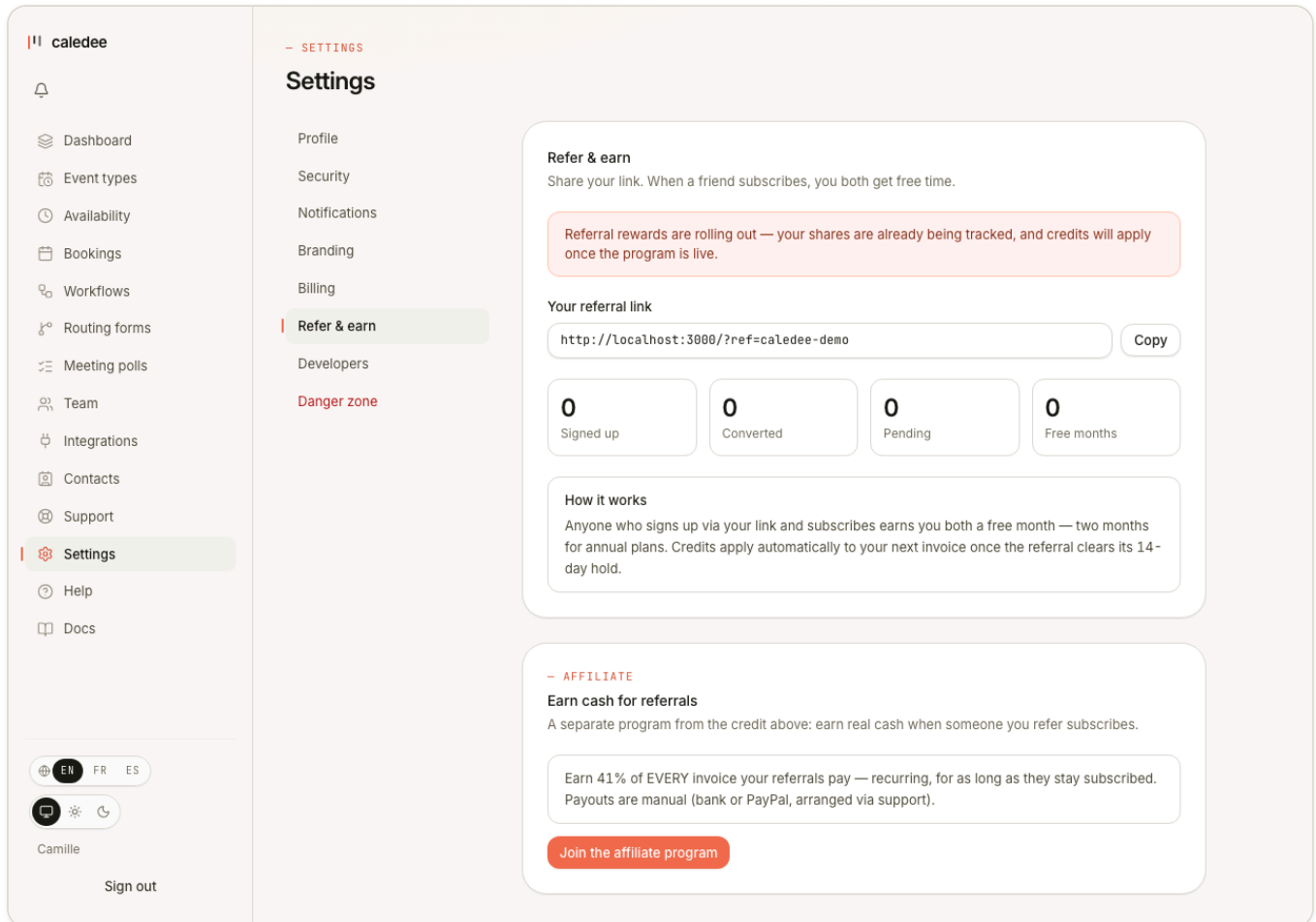


Managed events: lockable templates assigned to members.

TEAM This whole chapter is the Team plan.

Referrals, affiliation, help

Refer friends (free months on both sides) or join the affiliate program: a recurring 41% of every invoice your referrals pay. And when you're stuck: a public help center + in-app support.



Referrals + affiliate program in settings.

Help center

— HELP CENTER

How can we help?

Step-by-step guides for everything you can do in Caledee — from your first booking link to teams, polls, and billing.

Help articles are published in English.

Q Search the help center...

Getting started with Caledee →

Create your account, connect a calendar, set availability, and share your first booking link.

Event types: durations, buffers & questions →

Build a bookable link — pick durations, add buffer time, and ask invitees questions (including file uploads on Pro).

Availability & schedules →

Set weekly working hours, add date overrides, control buffers and notice, and reuse named schedules across event types.

Managing bookings →

Cancel, reschedule, mark no-shows, and understand what invitees can do from their confirmation email.

Meeting polls →

Propose several times and let invitees vote. Votes now need email confirmation; invitees can propose their own slots.

Routing forms →

Qualify visitors with questions, then route each answer to the right event type or URL. Share forms across your org.

Teams & managed event types →

Invite members, run round-robin and collective events, and roll out admin-managed templates with locked sections.

Integrations overview →

Connect Google, Microsoft, and Zoom; add video links automatically; and reach the developer API, webhooks, and embed.

GET STARTED

Getting started with Caledee

SCHEDULING

Event types: durations, buffers & questions

Availability & schedules

Managing bookings

POWER FEATURES

Meeting polls

Routing forms

Teams & managed event types

Integrations overview

ACCOUNT & BILLING

Billing & plans

Branding your booking page

The public help center — caledee.com/help.

What each plan unlocks

A faithful summary of the billing code — not a marketing promise.

CAPABILITY	FREE	PRO	TEAM
Event types	1	Unlimited	Unlimited
Connected calendars	1	Unlimited	Unlimited
Workflows (reminders, follow-ups)	1	Unlimited	Unlimited
Payments + deposits — Caledee fee	3%	0%	0%
Meeting polls	✓	✓	✓
File question · Recurring	—	✓	✓
Branding (logo, theme, cover)	—	✓	✓
Lead capture · Waitlist	—	✓	✓
Round-robin · Shared types · Managed events	—	—	✓
Organizations · Webhooks & API	—	—	✓

SMS reminders and custom domains: coming soon. Need help? caledee.com/help · in-app support.

– PART 2 – DIVE IN

Complete reference

For those who want EVERY detail: each option of the four deep modules, what it does, and a concrete example.

The event-type editor — every option

OPTION	WHAT IT DOES	EXAMPLE
Name	The title invitees see; the permalink derives automatically.	Discovery call → /discovery
Description	Shown under the title on your public page.	"30 min to scope your need"
Durations	One or several durations the invitee picks from.	30 · 45 · 60 min
Color	The dot in your lists and the page accent.	coral
Welcome video	YouTube, Vimeo, Loom or upload — plays on the booking page.	youtu.be/xyz (Pro)
Location	Video (Meet/Teams/Zoom), phone, address, or "ask the invitee".	Google Meet auto
Questions	Text, paragraph, selects, checkboxes, email, phone... and file upload (Pro).	"Your brief" (PDF, required)
Payment	Fixed price charged via Stripe at booking. Fee: 0% paid plans, 3% Free.	€120 EUR
Deposit	As % or fixed amount; balance settled at the session.	30% → €36 now
Buffer before / after	Time blocked around each meeting.	15 min after → 14:30 blocks till 14:45
Minimum notice	Prevents last-minute bookings.	4 h
Daily cap	Caps meetings per day.	6 / day
Booking window	How far ahead invitees can book.	30 days
Recurring	The invitee books a series (weekly, biweekly...).	4 × weekly (Pro)
Confirmation	Message, CTA button or redirect after booking.	redirect → yoursite.com/thanks

Meeting polls — every option

OPTION	WHAT IT DOES	EXAMPLE
Title + description	What voters see on the public page.	“Quarterly retro”
Slots	2 to 20 proposals; kept slots keep their votes on edit.	3 × 45-min slots
Expiry	Closes the vote automatically after N days.	7 days (0 = never)
Invitee suggestions	Voters can propose their own slots.	enabled
Email confirmation	Every vote is confirmed via an anti-spam link.	automatic
Confirm a winner	The chosen slot becomes a real booking.	“Confirm” button

Routing forms — every option

OPTION	WHAT IT DOES	EXAMPLE
Fields	Text, paragraph, email, phone, number, single/multi select.	“Project type” (select)
Required	Blocks submission client AND server side.	email required
Rules	If answer X → event type Y, external URL, or message.	Product → /audit
Fallback	Message or URL when no rule matches.	“We'll get back within 24 h”
Org sharing (Team)	Visible to all members; admins edit.	Studio Brio

Workflows — every option

OPTION	WHAT IT DOES	EXAMPLE
Triggers	created · N min before start · N min after end · canceled · no-show.	booking_starts -1440
Email actions	invitee reminder · host reminder · invitee follow-up.	reminder at D-1
In-app action	bell notification for the host.	notify_host_inapp
Invitee SMS	SMS reminder — coming soon.	(coming soon)
Offset	Minutes relative to the trigger (negative = before).	-60 = 1 h before
Scope	All your event types or a selection.	Audit only