

Reschedule or Cancel a Calendly Visit

1. When you schedule an event, you will automatically receive a calendar invite. This invite includes the information you provided. At the bottom of the invite there are links for cancelling or rescheduling your visit.

✓ Accept ▾ ? Tentative ▾ ✗ Decline ▾ 🕒 Propose New Time ▾ 📅 Calendar...

Tue 10/20/2020 3:02 PM

Visit Slot 1

In Person: ██████████-Information Technology

Required ██████████

i Please respond.
This appointment conflicts with another one on your calendar.

When Tuesday, November 3, 2020 2:00 PM-3:00 PM | **Location** Friendly Home - Slot 1

2 ^{PM}	In Person: ██████████-Information Technology Friendly Home - Slot 1 Visit Slot 1
3	
4	

Visitor Name: ██████████

Email Address: ██████████

Phone Number: ██████████

Location: Friendly Home - Slot 1

Visit Type: In Person

Member Name: ██████████

Member Neighborhood: Information Technology

Need to make changes to this event?
Cancel: <https://calendly.com/cancellations/CHRWLFGMTZZG5PJS>
Reschedule: <https://calendly.com/reschedulings/CHRWLFGMTZZG5PJS>

2. Once you accept the invite, this same information (including the cancel/reschedule links) will be found on the appointment on your calendar. For example, in Microsoft Outlook, if you open your calendar to the date and time at which you scheduled the visit you can open the appointment to view the information and access the links.

The screenshot displays the Microsoft Outlook interface. On the left, a calendar view shows the date Tuesday, November 3, 2020. A calendar appointment is selected, titled "In Person: Friendly Home - Slot 1". The main pane shows the appointment details:

- Accepted on 10/20/2020 3:11 PM.** This appointment conflicts with another one on your calendar.
- Organizer:** Visit Slot 1
- Subject:** In Person: [Redacted] Information Technology
- Location:** Friendly Home - Slot 1
- Start time:** Tue 11/3/2020 2:00 PM
- End time:** Tue 11/3/2020 3:00 PM
- Visitor Name:** [Redacted]
- Email Address:** [Redacted]
- Phone Number:** [Redacted]
- Location:** Friendly Home - Slot 1
- Visit Type:** In Person
- Member Name:** [Redacted]
- Member Neighborhood:** Information Technology

At the bottom of the appointment details, there is a red-bordered box containing the following text:

Need to make changes to this event?
Cancel: <https://calendly.com/cancellations/CHRWLFGMTZZGSPJS>
Reschedule: <https://calendly.com/reschedulings/CHRWLFGMTZZGSPJS>

Reschedule Visit

- The reschedule link will bring up the calendar and allow you to choose a new time slot.

Friendly Home Visit
1 hr

Former Time
2:00pm - 3:00pm, Tuesday, November 3, 2020
Eastern Time - US & Canada

Please select a time slot for an in person visit or window visit.

Reschedule Event
Select a Date & Time

October 2020 < > Thursday, October 29

SUN	MON	TUE	WED	THU	FRI	SAT
				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	31

10:00am **Confirm**

11:00am

3:15pm

Eastern Time - US & Canada (3:27pm) ▼

- Confirm your information is accurate. There is an optional field to provide the reason for rescheduling. Select "Update Event".

Friendly Home Visit
1 hr
10:00am - 11:00am, Thursday, October 29, 2020
Eastern Time - US & Canada

Former Time
2:00pm - 3:00pm, Tuesday, November 3, 2020
Eastern Time - US & Canada

Enter Details

Reason for change
Example Reason

Phone Number *
+1 585-123-4567

Visit Type *
 In Person
 Window

Member Name *
Joseph Example

Member Neighborhood *
Information Technology

Send text reminder to
[Country Selector]

Update Event

- You will receive a new calendar invite the new time and date.

Cancel Visit


6. The cancel link will open Calendly and ask for a reason for canceling. Provide your reason and select "Cancel Event".

The Friendly Home - Slot 1

Visit

 1 hr

 Friendly Home - Slot 1

 **10:00am - 11:00am, Thursday, October 29, 2020**

 Eastern Time - US & Canada

Cancel Event?

Reason for canceling

Example Reason

[Cancel Event](#)

Cancellation Confirmed

Your meeting with The Friendly Home - Slot 1 has been canceled.

Visit

 ~~10:00am - 11:00am, Thursday, October 29, 2020~~

 ~~Eastern Time - US & Canada~~

 ~~Friendly Home - Slot 1~~
