Connect Calendly to Google Calendar

> *“People book Calendly slots that collide with real meetings because Calendly isn't checking my actual calendar.”*

Category: scheduling **Setup Time:** ~10 minutes **Estimated Hours Saved:** 1 hrs/week **Direct Software Cost:** $0 / month

SOLUTION SUMMARY

In Calendly, go to Account → Integrations & apps → Google Calendar → Connect, sign in with the Google account that holds your real schedule, and grant both permissions: adding new events AND checking for conflicts. The connection is two-way by design — Calendly writes bookings in and reads busy blocks out. If bookings still collide, the usual cause is connecting the wrong Google account or a second calendar (shared, holiday) that isn't marked as a conflict source. Setup takes about five minutes and works on Calendly's free plan.

REQUIRED TOOLS & DIRECT WHOLESALE UTILITIES

- **Calendly calendar connection:** **(Free Tier / Wholesale)**

STEP-BY-STEP APPLICATION INSTRUCTIONS

1. **Connect from Calendly's side, not Google's**
   Calendly → Account menu → Integrations & apps → Google Calendar → Connect → sign in to Google and approve both permission prompts. One direction is write (new bookings); the other is read (busy blocks).

2. **Pick which calendars count as busy**
   In Calendar connections, mark every calendar Calendly should treat as a conflict — your main calendar plus shared or personal ones. Anything not checked is invisible to the scheduler.

3. **Decide where bookings land**
   Set the 'add new events to' calendar to the one you actually watch — bookings write there with the invitee's details attached.

4. **Test with a self-booked slot**
   Put a fake busy block on your Google calendar in an open Calendly window, then load your booking link — that slot should not be offered. Book one yourself and confirm it lands on the calendar.

5. **If slots still collide, check for a second Google account**
   Calendly connects one Google account. If your real meetings live on a different account or a calendar shared BY someone else, add that calendar to the connected account's conflict list.

5-POINT QUALITY VERIFICATION PROTOCOL

[ ] **Carrier & Webhook Test:** Confirm webhook listener receives test payload and returns HTTP 200 within 500ms.

[ ] **End-to-End Simulation:** Execute live test event from personal device and verify SMS/email delivery.

[ ] **Anti-Spam & Rate Limit Check:** Verify repeated submissions do not trigger duplicate messages to clients.

[ ] **Direct Ownership Audit:** Confirm all API keys, accounts, and credentials belong directly to your practice.

[ ] **Staff Notification Verification:** Verify practice manager/receptionist receives real-time push alert with dial link.

FREQUENTLY ASKED QUESTIONS

Q: Does Calendly work on the free plan with Google Calendar?

A: Yes — the free plan includes one calendar connection for both conflict-checking and event creation. The limits are elsewhere: one event type and one connected calendar.

Q: Why do bookings still overlap my real meetings?

A: Almost always one of three: the connected Google account isn't the one holding those events, the calendar holding them isn't checked as a conflict source, or the events are marked 'free' instead of 'busy' in Google Calendar itself.

Q: Can Calendly check more than one calendar?

A: On free, one connected account — but any calendar visible inside that account can be checked as a conflict source, so share your other calendars INTO the connected Google account. Multiple connected accounts need a paid tier.