

How to Create a Calendar

What Is This?

A calendar is the foundation of your reservation system. It's where your customers go to pick a date, choose a timeslot, and book with your business. Creating one takes just a few minutes using a guided setup wizard.

Real-Life Example


Siti runs a wellness studio in Petaling Jaya and wants her clients to book massage sessions online. Before Pixalink, she relied on WhatsApp messages and sometimes double-booked her therapists. She created a calendar called "Massage Bookings", set the session capacity to 1 guest, and added her weekly timeslots — all in one go through the setup wizard. Within a week, her no-shows dropped and her schedule stayed organised.

How to Set It Up

The setup wizard guides you through 3 steps: Calendar details, Configuration, and Timeslots.

1. Go to **Admin Panel** → **Reservation** → **Calendars** and tap **Create**.

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2. Step 1 — Calendar Details. Fill in:

- **Space** — which outlet this calendar belongs to
- **Name** — e.g., "Massage Bookings" or "Group Classes"
- **Slug** — auto-filled from the name (used in booking links)
- **Requires Approval Before Reservation** — turn on to review each booking manually
- **Active** — turn on to make the calendar live
- **Visibility** — Public (anyone), Private (logged-in only), or Hidden (direct link only)
- **Enable QR Code Check-in** — turn on for check-in QR codes

Details
Configure the details

Space
Siti's Wellness Studio

Name*
Message Bookings

Slug*
message-bookings

Requires Approval Before Reservation*
If this is enabled, the reservation will be pending until the admin approves it.

Active*
If this is disabled, the calendar will not be available for reservation.

Visibility*

Public
Anyone can view the calendar and make reservations without logging in.

Private
Only logged-in customers can view and make reservations.

Hidden
Calendar is not listed publicly. Only accessible via direct link.

Enable QR Code Check-in*
When enabled, customers can present a QR code to vendors for check-in verification.

Description

3. Step 2 — Configuration. Set your booking rules:

- **Min / Max Capacity** — guest limits per reservation (e.g., 1–6 guests)
- **Cancellation Window** — how early customers can cancel (30 min to 1 day, or no cancellation)
- **Reminder Window** — when to send a reminder before the booking
- **Terms & Conditions** — optional text shown to customers during booking

Configurations
Configure the calendar

Terms and Conditions

B I U x₂ x² H₂ H₃

Terms and Conditions for this calendar. This will be shown to your customer when they are making a reservation.

Minimum Capacity*
1
Minimum number of guests per reservation

Maximum Capacity*
6
Maximum number of guests per reservation


Cancellation Window*
2 hours
How long before the reservation start time can the customer cancel the reservation?

Reminder Window*
2 hours
How long before the reservation start time should the customer be reminded of the reservation?

Booking Window*
1 hour
How far in advance can customers make a reservation?

4. Step 3 — Timeslots. Set your weekly schedule for each day — start time, end time, slot duration, and how many bookings per slot. Days marked as closed won't show up for

customers.

 **Timeslots**
Configure reservation timeslot

Monday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Monday ▾	Monday	09:00 AM ⌚	05:00 PM ⌚	1 hour ▾	10 available	<input type="checkbox"/>

Tuesday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Tuesday ▾	Tuesday	09:00 AM ⌚	05:00 PM ⌚	1 hour ▾	10 available	<input type="checkbox"/>

Wednesday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Wednesday ▾	Wednesday	09:00 AM ⌚	05:00 PM ⌚	1 hour ▾	10 available	<input type="checkbox"/>

Thursday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Thursday ▾	Thursday	09:00 AM ⌚	05:00 PM ⌚	1 hour ▾	10 available	<input type="checkbox"/>

Friday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Friday ▾	Friday	09:00 AM ⌚	05:00 PM ⌚	1 hour ▾	10 available	<input type="checkbox"/>

Saturday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Saturday ▾	Saturday	10:00 AM ⌚	02:00 PM ⌚	1 hour ▾	5 available	<input checked="" type="checkbox"/>

Sunday

Day	Title*	Start at*	End at*	Duration*	Space available*	Closed
Sunday ▾	Sunday	10:00 AM ⌚	02:00 PM ⌚	1 hour ▾	5 available	<input checked="" type="checkbox"/>

5. Tap **Create** to save your calendar.

What Your Customers Will See

Customers visiting your booking page will see the calendar name, available dates, and open timeslots. They pick a date, choose a slot, fill in their details, and submit — all in a few taps.

Good to Know

- You can create multiple calendars under one space — handy for different services (e.g., "Haircuts" and "Colouring").

- Turning a calendar inactive doesn't delete existing bookings — it just stops new ones.
- Need to pause bookings temporarily? Use Block Dates instead of deactivating the calendar.
- After creating, you can fine-tune timeslots from the **Default Timeslots** tab on the calendar edit page.

What's Next?

- **Edit timeslots** — fine-tune your weekly schedule after creation.
- **Block dates** — close off specific days for holidays or maintenance.
- **Add custom fields** — collect extra details from customers when they book.