

Air4media Pilot v10 BETA | ACME Creative Agency OWNER | ACME Creative Agency | Laurent P Groult

### AirBook

+ New Event Type

Event Types: 6 | Today: 2 | Upcoming: 8 | This Week: 3 | Completed: 60 | Cancelled: 17

Event Types | Appointments

- Discovery Call**: Free 30-minute call to discuss your project needs. 30 min, Video Call. 1 upcoming, 24 total.
- Brand Strategy Session**: In-depth 90-minute session to map your brand direction. 1.5 hrs, In Person. 1 upcoming, 23 total.
- Event Planning Consultation**: 60-minute deep dive into your event vision and logistics. 1 hr, Video Call. 2 upcoming, 24 total.
- Portfolio Review**: 45-minute review of past work samples relevant to your project. 45 min, Video Call. 2 upcoming, 29 total.
- Photography Pre-Shoot Meeting**: Meet to discuss shot list, locations, and creative vision. 1 hr, In Person. 3 upcoming, 20 total.
- Post-Project Debrief**: 30-minute wrap-up to review deliverables and gather feedback. 30 min, Video Call. 3 upcoming, 13 total.

# AirBook

AirBook lets you create shareable booking pages so clients can schedule appointments with you — no back-and-forth emails required.

## Key Features

- **Event Types:** Create multiple booking types (consultations, demos, check-ins) each with their own duration, location, color, and availability rules
- **Shareable Booking Links:** Each event type gets a unique public link you can share with clients or embed on your website — no account needed to book
- **Flexible Availability:** Set which days and hours you accept bookings per event type, with multiple time slots per day. New event types default to Monday-Friday, 9am-5pm
- **Buffer Times:** Add automatic buffer before and/or after appointments so you're never double-booked or rushed
- **Booking Controls:** Set how far in advance clients can book, minimum notice required (default 24 hours), and a daily cap
- **Approval Mode:** Optionally require your approval before a booking is confirmed
- **Confirmation Message:** Add a custom message shown to clients after they book
- **Appointment Dashboard:** View all upcoming appointments with client name, email, phone,

and any notes they left

- **Stats Overview:** At-a-glance counts for active event types, today's bookings, upcoming, this week, completed, and cancelled

## How to Use

### Create an Event Type

1. Go to **AirBook** in the sidebar
2. Click **New Event Type**
3. On the **Details** tab: enter a name, description, duration (15 min to 2 hours), location type, and pick a color
4. On the **Availability** tab: adjust the days and times — click **Add Time Slot** to add multiple windows per day
5. On the **Settings** tab: set buffer times, booking window, minimum notice, daily cap, and whether approval is required
6. Click **Create**

### Share Your Booking Link

1. On the **Event Types** tab, click the **⋮** menu on any event card
2. Select **Booking Link**
3. Copy the URL and send it to clients — anyone with the link can book directly

### Manage Appointments

1. Click the **Appointments** tab to see upcoming bookings
2. Click the **eye icon** on any row to view full details: client name, email, phone, date, time, and notes
3. For **pending** appointments, choose **Confirm** or **Decline**
4. For **confirmed** appointments, choose **Complete** or **Cancel**

### Manage Event Types

From the **⋮** menu on any event type card:

- **Edit** — update any settings at any time
- **Booking Link** — copy the shareable booking URL
- **Duplicate** — copy an event type with all its settings intact

- **Deactivate / Activate** — pause bookings without deleting the event type
- **Delete** — permanently removes the event type and all its associated bookings

## Tips

- Set a minimum notice of at least a few hours to avoid last-minute surprises (24 hours is the default)
- Use different colors to tell event types apart at a glance
- Buffer time after appointments gives you breathing room before the next call
- The booking window controls how far ahead clients can schedule — 60 days is the default
- Deactivate an event type instead of deleting it if you want to reuse it later