Calendly

Information about the tool

Target group:	☒ Administration/Management ☒ Coordinators ☒ Volunteers	
Category:	☐ Online Tool ☐ Learning platforms ☒ Software/ Desktop application	☐ (Social) Network ☒ App ☐ Others
Work area:	☒ Project Management ☒ Communication Management ☐ Video Conferencing ☒ Collaboration/Team Work ☒ Self-Management ☐ Marketing	☒ Personnel Management ☐ E-Learning/Knowledge Management ☐ Financial Management ☐ Presentations/Learning Material Development ☐ Others
Language:	8 languages including English	
Previous knowledge/Degree of complexity	basic	
Link:	https://calendly.com/	
Provider:	Calendly	
Brief Description:	Calendly is a virtual availability and booking app used to schedule meetings, appointments, and events for individuals and organisations. Rather than email chains, instructional teams can use Calendly to share their calendars	
Access and usage Information (Costs, requirements cloud based, mobile usability, …)	free Basic plan, other plans beginning at 8 USD per month. Desktop app for Mac and PC, iOS and Android.	
Instructions/ Tutorials:	https://help.calendly.com/hc/en-us https://help.calendly.com/hc/en-us/p/video-tutorials	