Creating an Event with multiple services

The **Services Setup** feature lets you offer multiple appointment types — each with its own duration — under a single event. This is especially useful for businesses like health & wellness providers, photo studios, auto shops, and law offices.

Example use cases:

- A photo studio offering 20-minute headshots and 40-minute family sessions
- An auto shop scheduling 30-minute oil changes and 60-minute brake jobs
- A law office offering 15-minute consultations and 45-minute client meetings

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Step 1: Create a New Event

1. Go to the pickAtime dashboard.
2. Create a new **Normal** event.

Step 2: Create Time Slots (Using Your Shortest Duration)

1. Click **Go To Event**, then select the **Appointments** tab.
2. Create your time slots using the **shortest** service duration you offer.

> **Example:** If you offer both 20-minute and 40-minute services, create all base slots as **20 minutes**. Longer services will later combine multiple slots (see Step 3).

Step 3: Set Up Services

1. Go to **Settings → Services Setup**.
2. Click the green **+** to add a new service.
3. Enter a description, and specify how many base slots this service should occupy.

> **Example:** If your base slot is 20 minutes and this service takes 40 minutes, enter **2** in the **Slots** column.

The system will automatically reserve the correct number of consecutive slots for longer services, preventing overbooking.

Step 4: Customize Service Details

For each service, add a clear **name** and **brief description** so participants can easily identify it when booking.

What Participants See

1. On the scheduling site, participants first select a **service** from a drop-down list.
2. They click **Filter Slots**.
3. Only time slots that fit the selected service's duration will appear as bookable.

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