

Setup Instructions

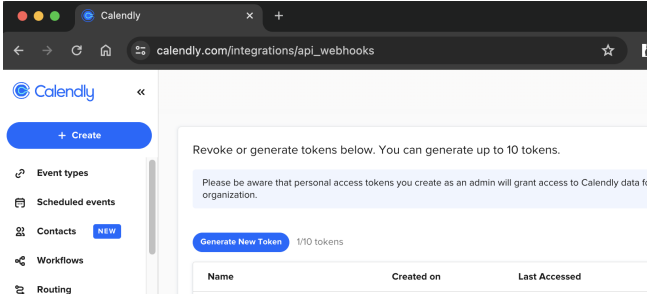
Thank you for purchasing the Calendly to Google Sheets integration. This solution enables you to log Calendly events in Google Sheets, as well as to pass user information from a prior registration to a Calendly widget. The solution also offers a webhook that Calendly can message to when an event is created or canceled. All information is tracked in the Log tab.

To use this solution, make sure to follow these instructions:

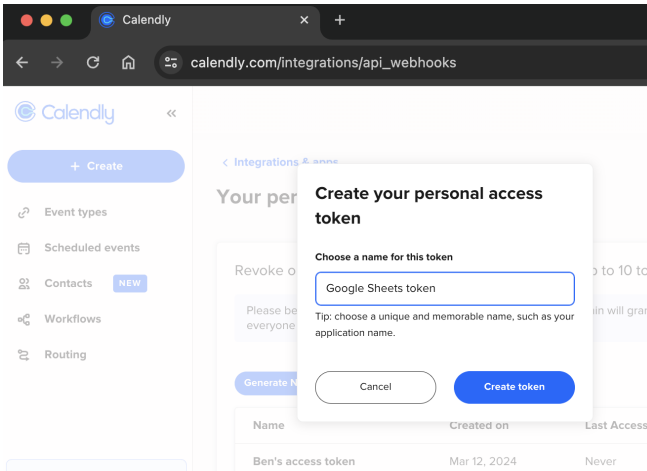
Step 1: Sign up for a Calendly account and log into Calendly.

Step 2: Go to the "API and connectors" page at https://calendly.com/integrations/api_webhooks

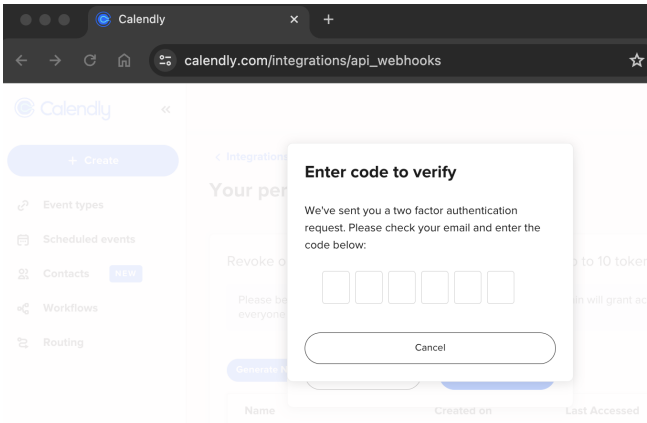
Step 3: Click on "Generate New Token".



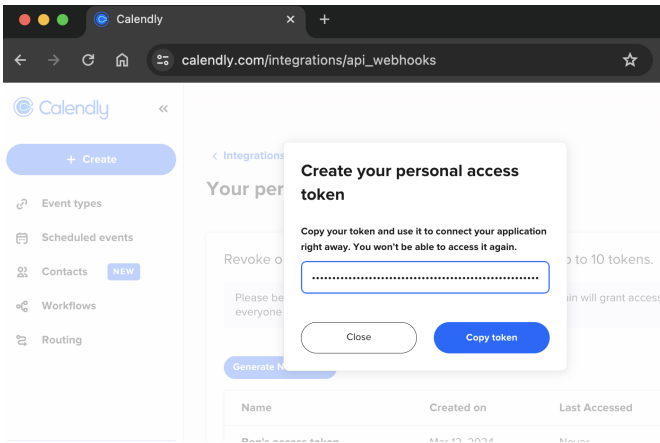
Step 4: Enter whatever name you like and click "Create token".



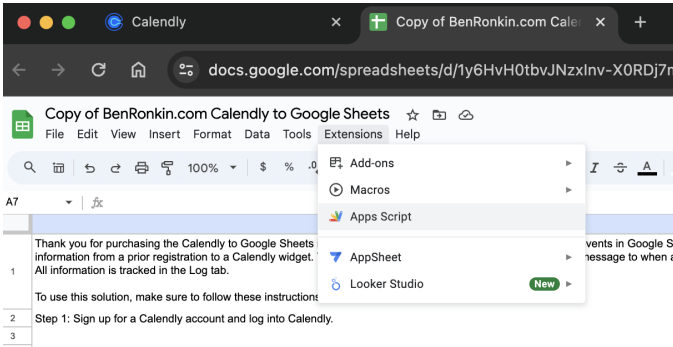
Step 5: You may be asked to provide a 2-form authentication token (sent to your email or to your phone). Copy/paste it here:



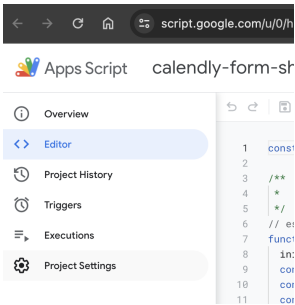
Step 6: Click "Copy token".



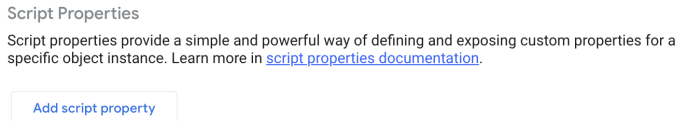
Step 7: Return to this Google Sheet and click Extensions > Apps Script.



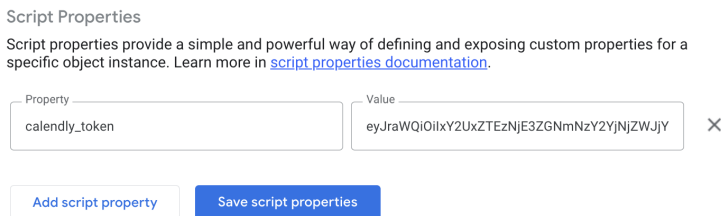
Step 8: Click on "Project Settings" next to the gear icon.



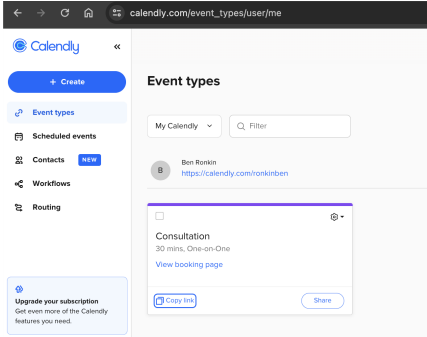
Step 9: Scroll to the "Script Properties" section, and click "Add script property".



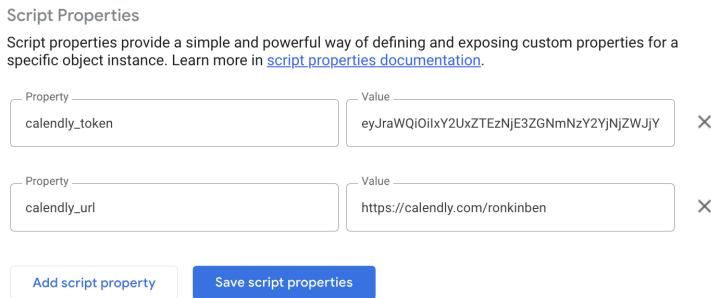
Step 10: In the "Property" field, type: calendly_token, Paste the token you copied from Calendly into the "Value" field.



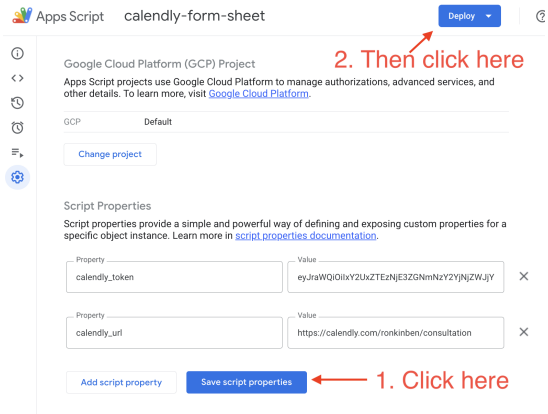
Step 11: Go to the "Event types" page on Calendly at https://calendly.com/event_types/user/me and click "Copy link".



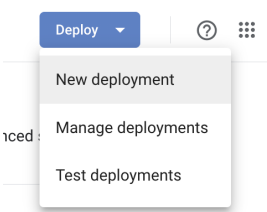
Step 12: Return to the Apps Script tab and click "Add script property". Type calendly_url in the "Property" field. Then paste your link into the "Value" field.



Step 13: Click "Save script properties". Then click the "Deploy" button at the top of the page.



Step 14: Click "New deployment"



Step 15: Make sure that the deployment type is "Web app", that Executes as is "Me", and that Who has access is "Anyone". Then click "Deploy".

New deployment

Select type ⊗ Configuration ?

Web app

Description

New description

Web app

Execute as

Me (your email address)

The web app will be authorized to run using your account data.

Who has access

Anyone

This can also be used as a library. [Learn more](#)

Cancel Deploy

Step 16: Click "Authorize access"

New deployment

The Web App requires you to authorize access to your data.

Authorize access

Step 17: Choose your Google Account.

Sign in with Google


Choose an account

to continue to [calendly-form-sheet](#)

Ben R
ronkinben@gmail.com

Use another account

Step 18: Click "Advanced".




Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer ([ronkinben@gmail.com](#)) verifies this app with Google, you shouldn't use it.

Advanced

BACK TO SAFETY

Step 19: Click "Go to calendly-form-sheet (unsafe)".



Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer ([ronkinben@gmail.com](#)) verifies this app with Google, you shouldn't use it.

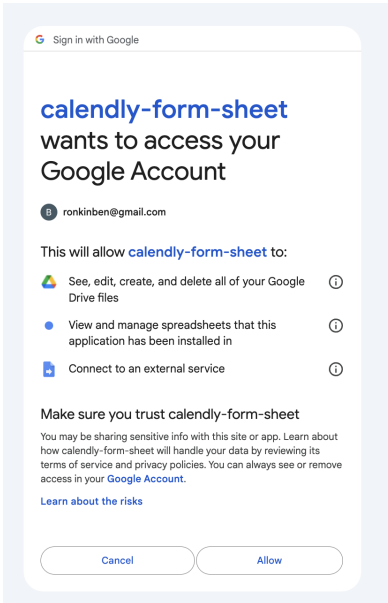
Hide Advanced

BACK TO SAFETY

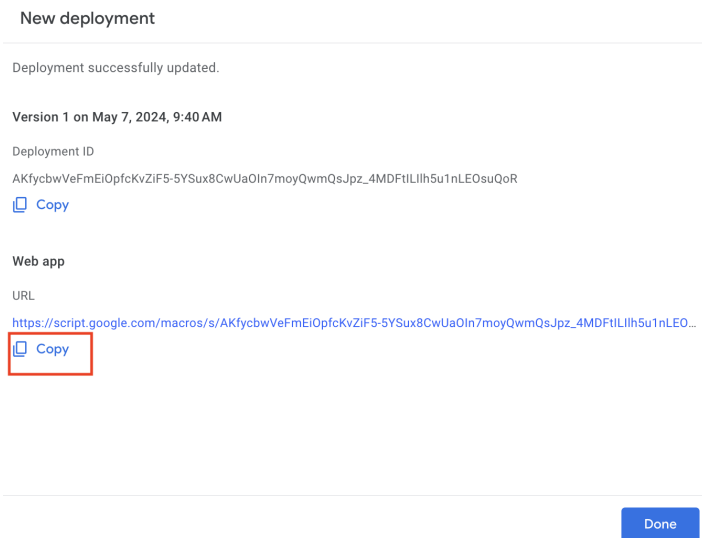
Continue only if you understand the risks and trust the developer ([ronkinben@gmail.com](#))

Go to calendly-form-sheet (unsafe)

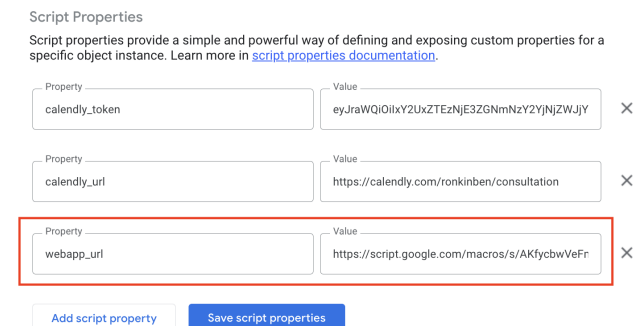
Step 20: Click "Allow".



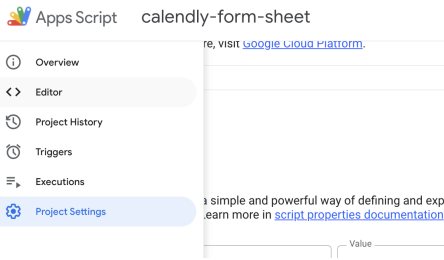
Step 21: Click "Copy" under "Web app" (not under "Deployment ID"). Then click "Done".



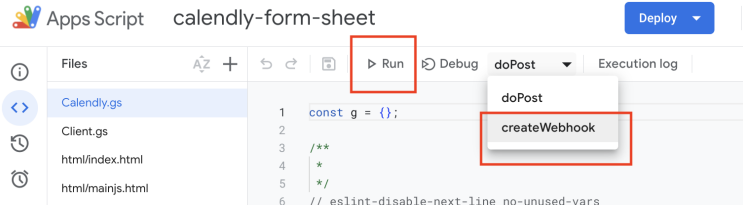
Step 22: Back in the "Project settings" tab, click "Add script property". Type webapp_url in the input field and paste your web app link in the "Value" field. Then click "Save script properties".



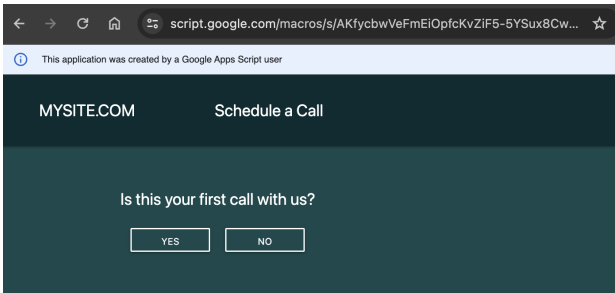
Step 23: Click on the "Editor" link.



Step 24: Select createWebhook from the dropdown menu. Then click "Run". This will register the webapp as a webhook with Calendly.



Step 25: The integration with Calendly is complete. Check that the current flow works by copying the webapp URL that you placed in the Script Properties and pasting it into a web browser.



Step 26: You will need to adjust the data that you capture in your Calendly form with the data that the webhook receives and what it stores in the form. Go back to the editor and make your adjustments here:

