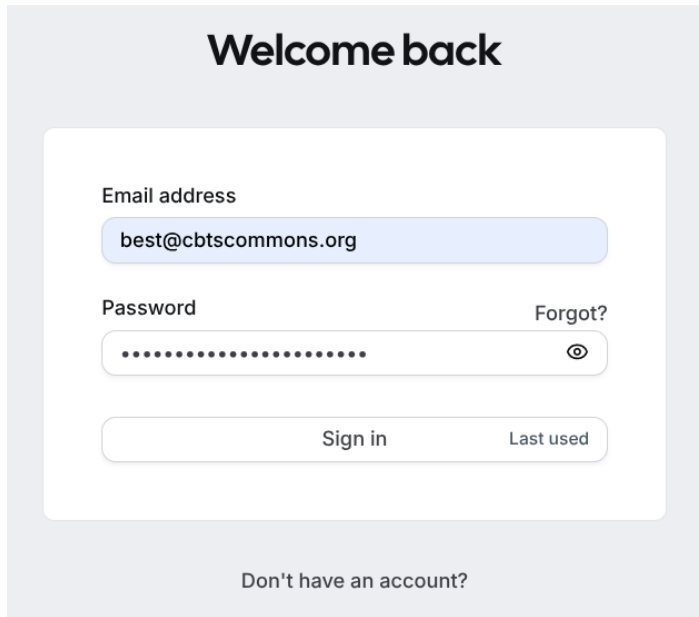


Setting up your Calcom account

Once you receive your CBTSCommons onboarding email, you already have a Calcom account, it just needs to be set up.

1. Using your CBTSCommons credentials, sign in to Calcom -

<https://calcom.cbtscommons.org>

A screenshot of the Calcom login page. The page has a light gray background. At the top, the text "Welcome back" is displayed in a bold, black font. Below this, there is a white rectangular box containing the login form. Inside the box, the "Email address" field is pre-filled with "best@cbtscommons.org". Below the email field is the "Password" field, which is masked with dots. To the right of the password field is a "Forgot?" link. At the bottom of the form box are two buttons: "Sign in" and "Last used". Below the white box, centered on the gray background, is the text "Don't have an account?".

Welcome back

Email address
best@cbtscommons.org

Password [Forgot?](#)
.....

[Sign in](#) [Last used](#)

Don't have an account?

2. Confirm your Full Name and Timezone. (You can also change your username if you desire.) Select "Connect your calendar".

Welcome to Cal.com!

We just need some basic info to get your profile setup.

Step 1 of 5

Username

calcom.cbtscommons.org/isaac.best ✓ **Update** Cancel

Full name

Isaac Best

Timezone

America/Chicago ▼

Current time 9:39 am

Connect your calendar →

3. Connect your Google calendar. Specific instructions are available in the [Connect your Google Calendar](#) page; start on step #5. (You may also choose to connect your calendar later; simply scroll down and select "I'll connect my calendar later".)

Connect your calendar

Connect your calendar to automatically check for busy times and new events as they're scheduled.

Step 2 of 5

	Google Calendar	Connect 1
	Apple Calendar	Connect
	CalDav (Beta)	Connect
	Microsoft Exchange 2013 Calendar	Connect
	Microsoft Exchange 2016 Calendar	Connect
	Microsoft Exchange	Connect
	ICS Feed	Connect

Connect a calendar first → 2

I'll connect my calendar later 1

4. On the "Connect your video apps" screen, select Jitsi Video. It will install in the background and then read "Installed".

Do not select Zoom Video unless your name is Rexford Semrad. It will not work for you.

Connect your video apps

Connect your preferred video conferencing app to use it for your meetings.

Step 3 of 5



Jitsi Video

Connect



Zoom Video

Connect



Nextcloud Talk

Connect

Set your availability →

Set up later

Sign out

You can also add the Nextcloud Talk app if you want. But make sure to set Jitsi Video as the default.

5. Select "Set your availability".
6. Use this screen to set your usual availability. Then select "Complete your profile".
7. Use the + to add multiple time slots on the same day (useful if you want to insert a break during the day) and the copy icon to duplicate one day to other days.

Set your availability

Define ranges of time when you are available. Customize it later in the availability page.

Step 4 of 5

☒ Monday	9:00am	-	5:00pm	+	
☒ Tuesday	9:00am	-	5:00pm	+	
☒ Wednesday	9:00am	-	5:00pm	+	
☒ Thursday	9:00am	-	5:00pm	+	
☒ Friday	9:00am	-	5:00pm	+	
☐ Saturday					
☐ Sunday					

Complete your profile →

8. Optionally, add your CBTS profile picture (and maybe some details about yourself) on the next screen. Then select "Finish setup and get started".

Nearly there!

Last thing, a brief description about you and a photo really helps you get bookings and let people know who they're booking with.

Step 5 of 5



Add profile photo

About

B I

A few sentences about yourself. This will appear on your scheduling link.

Finish setup and get started →

9. You have set up your Calcom event and are ready to start accepting meeting invitations. From here, you can [connect your Google calendar](#) (if you didn't during set up) or customize your offered "events".

You will need to [change your default meeting email](#) to be able to show your CBTSeminary.org address to registrants. By default, your CBTSCommons email address will be shown.

Revision #12

Created 2026-04-10 14:35:22 UTC by Isaac Best

Updated 2026-07-01 17:31:16 UTC by Isaac Best