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Create Individual Staff Booking Links and QR Codes in GLM

Laura Gibson - 2026-10-12 - [Calendars](#)

You can give each staff member their own **individual booking link** on a shared calendar in Gym Lead Machine, so an athlete or lead books directly with that coach. You can also turn any of these links into a **QR code** to print on flyers and business cards or post at your front desk.

Individual booking links work well for personal training, goal reviews, athlete check-ins, and any appointment where the person booking should see one coach's schedule.

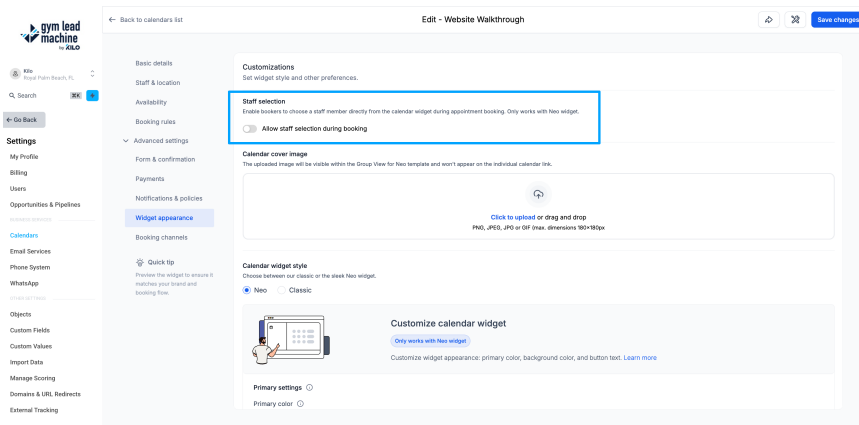
What you can do with individual booking links and QR codes

- Give each staff member a personal booking link on a shared calendar
- Show only that staff member's availability on their link
- Let anyone booking from your general calendar link or website calendar choose a staff member
- Turn a booking link into a scan-to-book QR code
- Download QR codes as PNG files for print or on-screen use

Step 1: Turn on staff selection for the calendar

Before you start, make sure the staff member is added as a user on the calendar and has their availability set.

1. Go to **Settings → Calendars**.
2. Click the **three dots** next to the calendar and select **Edit**.
3. Go to **Advanced settings → Widget appearance**.
4. Turn on **Allow staff selection during booking**.



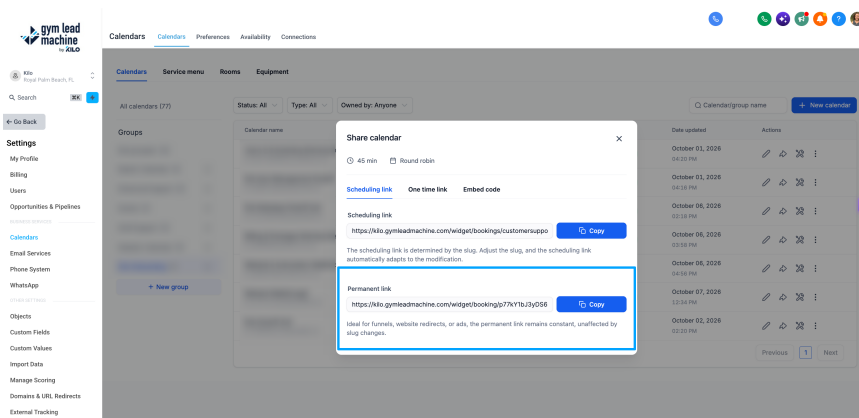
5. Click **Save**.

Warning

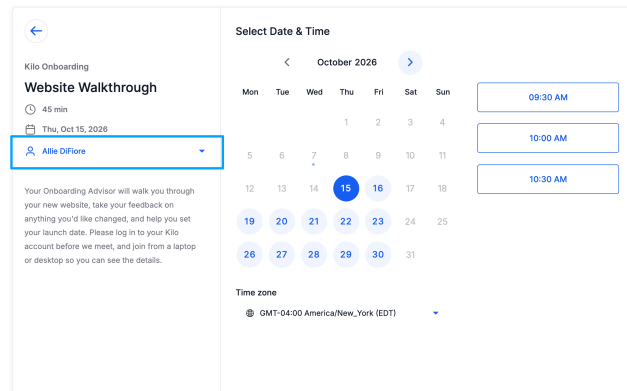
Leave the calendar's URL as it is while you're in the calendar settings. If the calendar is on your website, changing its URL disconnects it from your site.

Step 2: Copy each staff member's booking link

1. Click the **share icon** to the right of the calendar name.



2. Copy the **permanent link**. The permanent link keeps working even if the calendar's name or calendar group changes later.
3. Paste the link into a new browser tab.
4. Select the staff member on the booking page. The link in your browser's address bar updates to include that staff member's ID at the end.



5. Copy the updated link from the address bar and save it somewhere you'll find it, labeled with the staff member's name.
6. Repeat steps 4 and 5 for each staff member who needs their own link.

Each individual link shows only that staff member's availability.

Step 3: Decide whether to leave staff selection on

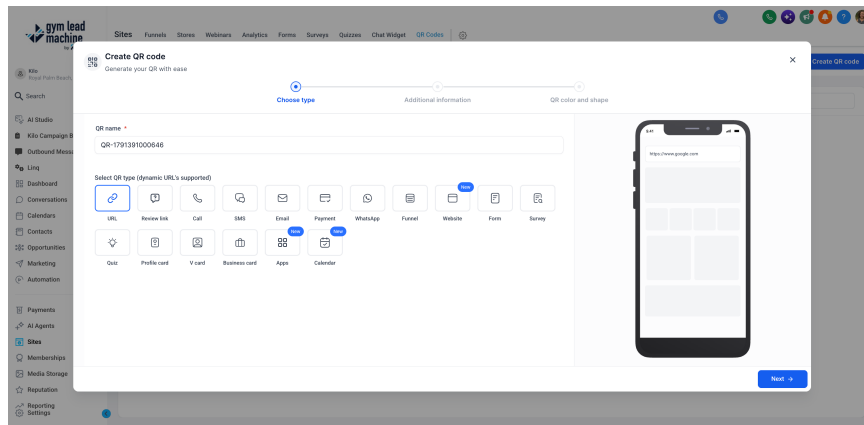
Your individual booking links keep working whether staff selection stays on or off. The setting controls what appears on the booking page.

- **Leave it on** if you want each staff member's name to show at the top of their booking page. Anyone booking from your general calendar link, including the calendar embedded on your website, can also choose a staff member.
- **Turn it off** if you want your general calendar link and website calendar to keep booking with whoever is available. Individual links still show only that staff member's times, but their name no longer appears on the page.

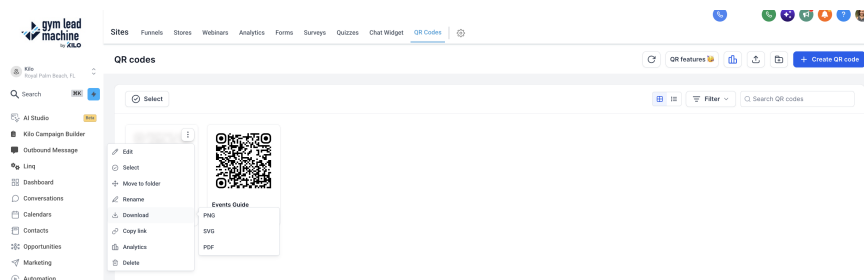
To turn it off, follow the steps in Step 1, turn off **Allow staff selection during booking**, and click **Save**.

Step 4: Create a QR code for the booking link

1. Go to **Sites → QR Codes**.
2. Create a new QR code and choose **URL** as the type.



3. Paste the staff member's booking link as the destination.
4. Customize the design, if you'd like.
5. Give the QR code a name you'll recognize, for example, "Jordan's Booking Link."
6. Click **Save**.
7. Download the QR code as a PNG.



From the QR code list, you can also edit a QR code or copy its link.

Tip

Before you print, scan the QR code with your phone and make sure it opens the right staff member's booking page.

Individual booking link vs. separate calendar: which should you use?

Situation	What to use
Your coaches use the same appointment length, reminders, and settings	An individual booking link on a shared calendar
Each coach needs their own appointment length, reminders, or settings	A separate calendar for each coach

To set up a separate calendar, submit the Add Calendar Request Form and our team will build it for you.

Frequently asked questions

Do individual booking links stop working if I turn off staff selection?

No. Individual booking links keep working after you turn staff selection off. Each link still shows only that staff member's availability, but the staff member's name no longer appears at the top of the booking page.

Will the staff picker show on the calendar on my website?

Yes, while staff selection is turned on. The staff picker appears anywhere the calendar is embedded, including your website. Turn staff selection off if you want your website calendar to book with whoever is available.

Why should I copy the permanent link?

The permanent link keeps working if the calendar's name or calendar group changes later. Copy it from the share icon next to the calendar name, then select a staff member to create their individual link.

What's the difference between an individual booking link and a one-time link?

A one-time link expires after a single booking. An individual booking link is permanent and shows that staff member's availability every time someone opens it.

Can I make a QR code for a form, funnel, or landing page?

Yes. A URL QR code works with any link. Follow the same steps in **Sites → QR Codes** and paste the link to your form, funnel, landing page, or any other page you want people to scan and open.

Can I change a calendar's URL after it's on my website?

Changing the URL of a calendar that's on your website disconnects it from your site. Leave the URL as it is when you edit the calendar's settings.

Helpful tips

- Label each saved booking link with the staff member's name so it's easy to find later
- Start every individual link from the calendar's permanent link
- Name each QR code after the staff member so you can find it in the QR code list
- Scan every QR code with your phone before you print it
- Leave the calendar URL unchanged when you edit a calendar that's on your website

If you have questions about individual booking links or QR codes in Gym Lead Machine, our Support team is happy to help. Reach us at hello@usekilo.com.

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