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Offer Multiple Meeting Locations With GLM Calendars

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The **Multiple Meeting Location Selector** feature in Gym Lead Machine allows you to provide multiple meeting locations on your calendar. These options are displayed on the booking widget, giving clients the flexibility to choose their preferred meeting location when scheduling an appointment. This feature is particularly useful if you offer services at multiple locations or want to give clients a choice of where to meet.

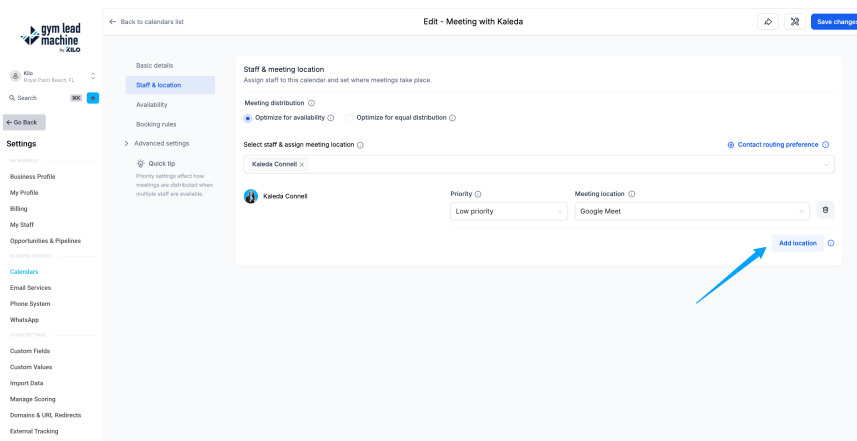
Which Calendars and Widgets Support Multiple Meeting Locations?

This feature is only available for the Event Calendar and the Round Robin Calendar (when there is only one team member assigned). Before setting up multiple meeting locations, keep the following limitations in mind:

- **Calendar Types Supported:** Event Calendar and Round Robin Calendar with only one team member assigned.
- **Form Compatibility:** It is only supported with default forms and will not work with custom forms.
- **Widget Compatibility:** This feature is supported exclusively on the Neo widget, which is the standard calendar type set up for your account.

How Do I Set Up Multiple Meeting Locations?

1. **Navigate to calendar settings.** Log into your Gym Lead Machine account, go to **Settings** from the left-side menu, and select **Calendars**.
2. **Select the desired calendar.** Choose the calendar (either Event Calendar or Round Robin Calendar) you want to configure.
3. **Locate the meeting location section.**
 - For the Event Calendar: Scroll down to the **Meeting Location** section.
 - For the Round Robin Calendar: Scroll down to the **Team Members** section.
4. **Add locations.** Click the **+ Add Location** button.



5. **Select and configure your desired locations.** You can choose from predefined options or select **Custom** to add a specific location.

Tip: If using **Custom**, you can add a display label. For example, if your meeting location is an office address but you prefer not to show it before booking, enter the address in the input box and use a label like "New York Office." The booking widget will display "New York Office" until the booking is made. After booking, the actual address will be shown and sent to the booker.

6. **Save your changes.** Once all meeting locations are added and configured, click **Save** to apply the changes.

What Meeting Location Options Are Available?

The options for meeting locations vary depending on the calendar type:

Location option	Event Calendar	Round Robin Calendar
Phone	Yes	Yes
Address	Yes	Yes
Custom	Yes	Yes
Zoom (unique links)	No: static Zoom links only, via Custom	Yes, if Zoom is integrated
Google Meet (unique links)	No	Yes, if Google is integrated
Ask the Booker	Yes	Yes

Option details:

- **Phone:** The default is the subaccount's phone number, but this can be edited to any number.
- **Address:** The default is the subaccount's business address, but you can edit this to any other address as needed.
- **Custom:** Enter any custom value (e.g., an alternative address, a message, or a static Zoom link). Note that the Event Calendar does not support dynamic Zoom/Google Meet link generation.
- **Zoom** (Round Robin only): Unique Zoom links will be generated if Zoom is integrated. Ensure Zoom integration by going to **My Profile → Calendar Settings → Video Conferencing**.
- **Google Meet** (Round Robin only): Unique Google Meet links will be generated if Google is integrated and Google Calendar is selected as the linked calendar in **My Profile → Calendar Settings**.

- **Ask the Booker:** This option prompts the booker to enter their preferred meeting location. If more than one location is added, the label "Elsewhere" will appear on the booking widget to indicate this choice.
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How Do Bookers Choose the Location?

Once multiple locations are set up, all configured options are displayed on the booking widget, and the booker selects their preferred location. The chosen location will then be:

- Shown on the confirmation page
- Included in the confirmation email
- Used in automated workflows
- Displayed in the in-app appointment modal
- Reflected anywhere else the meeting location is displayed

This functionality allows you to offer flexibility and choice to your clients while maintaining control over your appointment scheduling process.

If you have questions about meeting locations in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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