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Use a One-Time Calendar Link for GLM Calendars

Mavilyn Carlos - 2026-07-25 - [Calendars](#)

A **One Time Link** is a unique scheduling link to your calendar that automatically expires after an appointment is booked. Unlike a permanent scheduling link that provides ongoing access to your calendar, a One-Time Link allows for a single use only. This makes it an ideal tool for offering controlled, one-time access to your schedule.

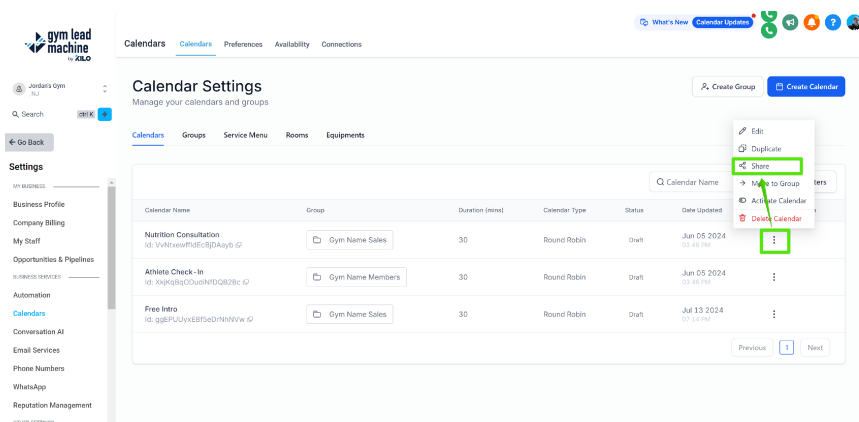
Why Are One-Time Links Important?

One Time Links offer several benefits:

- **Enhanced control over availability:** They allow you to maintain more control over your schedule by limiting access to your calendar. Once someone uses the link to book an appointment, it cannot be used again unless you provide a new link.
- **Prevents unwanted bookings:** Because these links expire after use, they prevent multiple or unwanted bookings by the same person.
- **Protects privacy:** One-Time Links ensure that your availability isn't shared with individuals you don't know. This is particularly useful for those who prefer not to share their entire calendar with all potential clients or leads.
- **Better management of appointments:** They help manage appointments more effectively by preventing misuse of scheduling links and maintaining a clean and organized booking process.

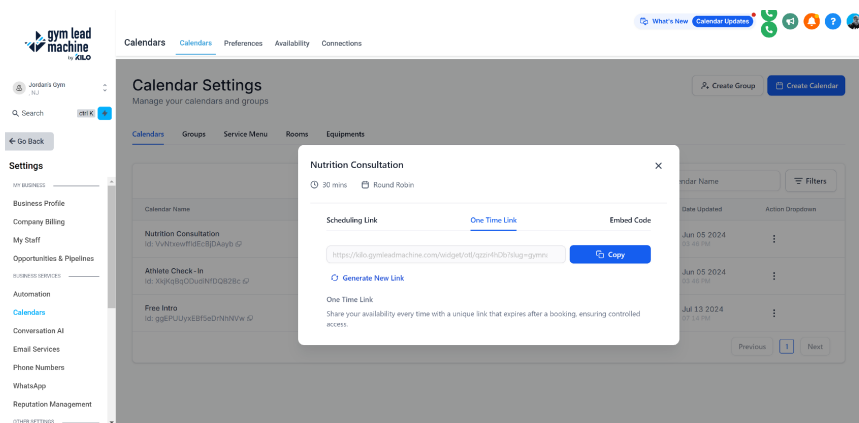
How Do I Share a One-Time Link?

1. **Navigate to calendar settings.** Go to your Gym Lead Machine account, select **Settings** at the bottom of the left menu, and choose **Calendars**.



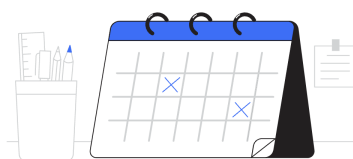
2. **Select the share option.** Click the three dots next to the calendar you want to share and select **Share**.

3. **Locate the One Time Link tab.** In the sharing options, go to the **One Time Link** tab.
4. **Copy and share the link.** Click **Copy** to copy the One Time Link to your clipboard, then paste it wherever you need to share it (e.g., in an email, text message, or chat).
5. **Generate a new link (if needed).** If you need a fresh One Time Link, click **Generate New Link** to create a new URL for one-time use.



What Happens After the Appointment Is Booked?

Once an appointment is booked using a One Time Link, the link automatically expires. If someone tries to use the same link to schedule another appointment, they will see a message prompting them to contact the calendar owner, as the link is no longer valid. This ensures that only active, current links are available for scheduling, helping maintain the integrity and privacy of your calendar.



Uh-oh! The link is no longer active.

Please reach out to the event owner for a new link.

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

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