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FREE GUIDE

AI appointment scheduler: the prompt and the pre-share checklist

A prompt to write your booking-page text with ChatGPT or Claude, a check before you share the link, and the price comparison from the full guide.

WHAT THIS ADDS

Most lists of AI appointment schedulers repeat marketing. This guide takes only what each company shows on its own page, opened on November 2, 2026, says plainly where a page lists no AI at all, and adds the part no tool does for you: booking one test appointment yourself before a customer does.

Step 4: write the booking-page text with ChatGPT or Claude (my suggestion)

This step is not a company's feature; it is a way to get a first draft of the words on your booking page. Paste this into ChatGPT or Claude:

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Write the text for my appointment booking page. My business is [what you do]. Write a short, friendly description of what happens in the appointment. Say how long it takes, what to bring, and what to do if you need to reschedule. Then write a confirmation message, a reminder message for the day before, and a polite reply for someone who missed their appointment. Keep every message under sixty words. Do not promise anything I have not told you. Do not invent prices, times or policies. If anything is missing, put it in [square brackets].
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Two examples I wrote, not from any tool. Confirmation: *Thank you for booking. We will see you on the day you chose. If something changes, please reply to this message and we will find another time.* Missed appointment: *Hi, we missed you today. No problem. Here is the link to pick a new time.*

Why the rules: an AI helper may invent a cancellation policy you never had, promise a price, or sound the same in every message. You are the one who has to honor what it writes.

Step 5: the check before you share the link

1. Book an appointment yourself, from a phone, with a different email address.
2. Check the time zone.
3. Check the minimum lead time, so nobody can book for ten minutes from now.
4. Add buffer time between appointments.
5. Make sure the calendar used for conflicts is the one you really use.

6. Read every message out loud, especially the reminder.

What it costs

Option	Per month (list price on the page)
Google Calendar appointment schedules (Google account you have; some features need Workspace or Google One)	$0 extra
Calendly Free	$0
Calendly Standard (per seat, yearly billing)	$10
Calendly Teams (per seat, yearly billing)	$16
Cal.com Free	$0
Cal.com Teams (per user, yearly)	$12
Cal.com Organizations (per user, yearly)	$28

Prices are list prices before tax from each company's page on November 2, 2026, and can change.

Honest limits

- None of these tools was run on a live account for this guide.
- This guide cannot rate how well any AI feature writes or handles a real conversation.
- Plans and prices change often, so open the page before you decide.
- No software knows when your customer needs a longer slot. That part is yours.

DO THIS

Do not buy anything this week. Build your first booking page in Google Calendar or a free plan, write the words with the prompt above, and run the check. If you hit the one-event-type wall, or you need payments or a team, then look at a paid plan. If a company will not show a price before a sales call, ask yourself whether you need it.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact

- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT API key** — no markup on it. No SMS or phone calls yet. $49/month per business, $149 Agency, and we move your contacts over for you.

Fynl.io is for the business around the appointment: one portal for your contacts, calendar, quotes, invoices and email, with AI that runs on your own key. Fynl is not a replacement for the scheduling tools in this guide.

Sources

- Google Calendar Help: Create an appointment schedule — https://support.google.com/calendar/answer/10729749
- Calendly pricing — https://calendly.com/pricing
- Cal.com pricing — https://cal.com/pricing