

# Google Calendar sync with Rainbow Booking

Please follow the steps below to complete the sync setup.

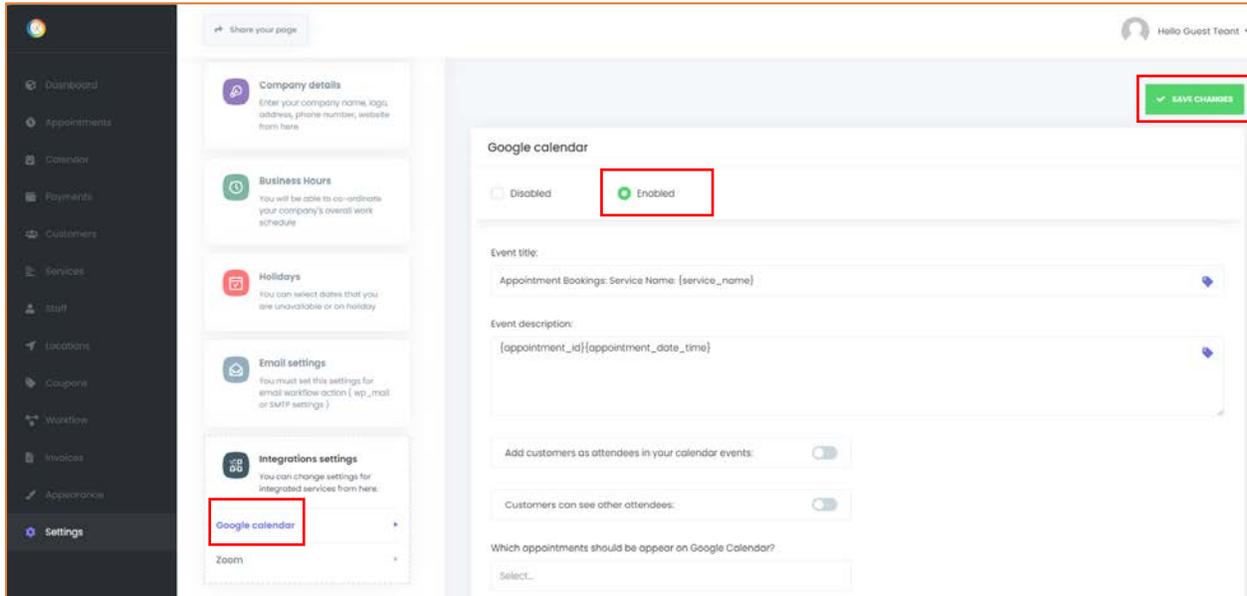
When the setup is completed, your customer's bookings will automatically appear in Google Calendar, and the Google Calendar events will also appear on your **Rainbow Booking** dashboard Calendar.

**NOTE:** Please be aware that **Days** and **Hours** you select as busy in the Google calendar will be perceived as busy in the **Rainbow Booking** calendar, and your customers will be unable to book for your services in the busy days and hours.

Each of your staff can connect his(her) Google Calendar to the dashboard individually in the event that you have multiple employees with different calendars.

To synchronize your Google Calendar, you must first enable it in settings.

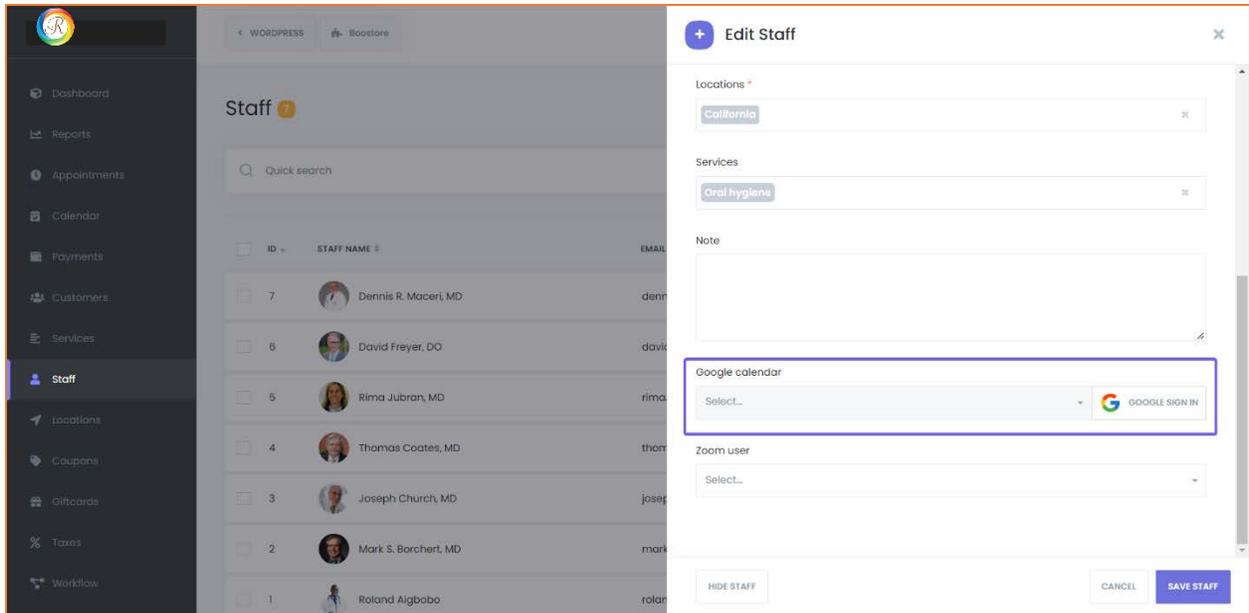
1. To do this, go to **Settings > Integrations settings > Google Calendar**, then Click **SAVE CHANGES**



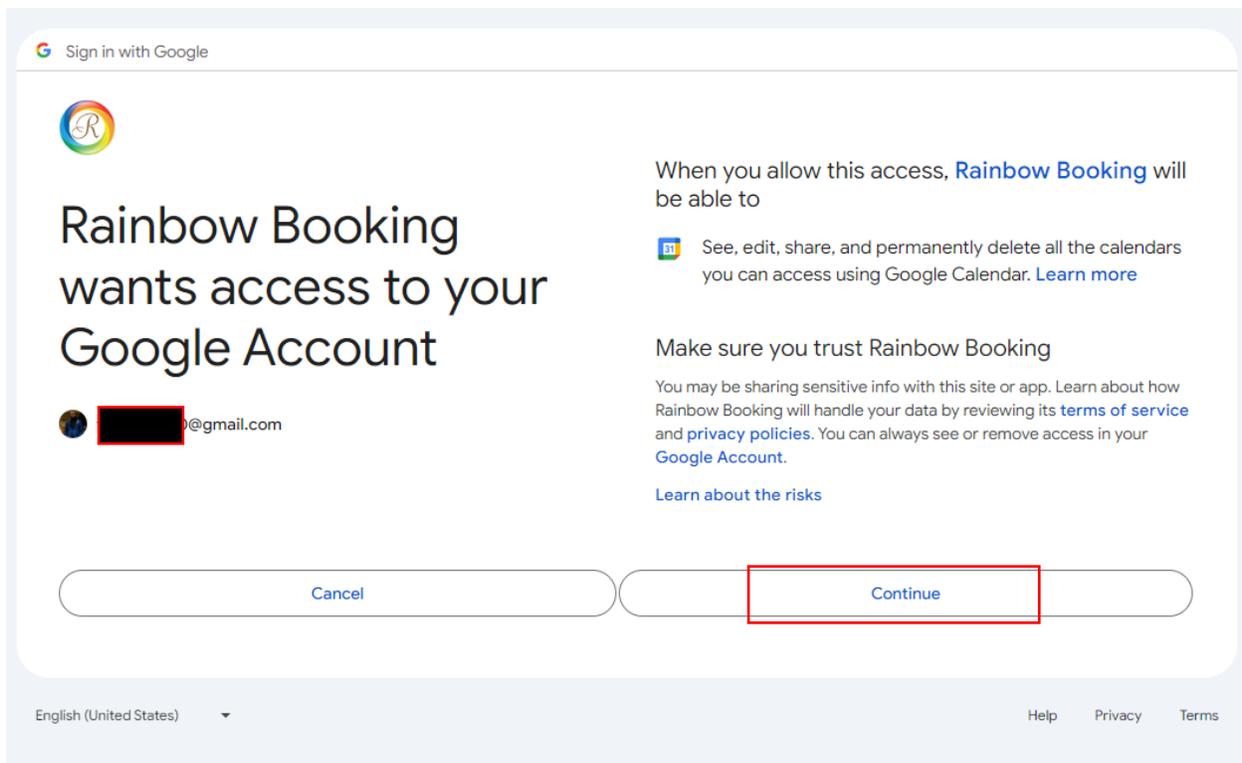
Now is the time to keep track of your single admin or all staffs with Google Calendar.

To do this, go to the Staff tab and edit the Staff which you want to connect to Google Calendar with the choice from the list. Click the "**GOOGLE SIGN IN**" button as shared in the screenshot below:

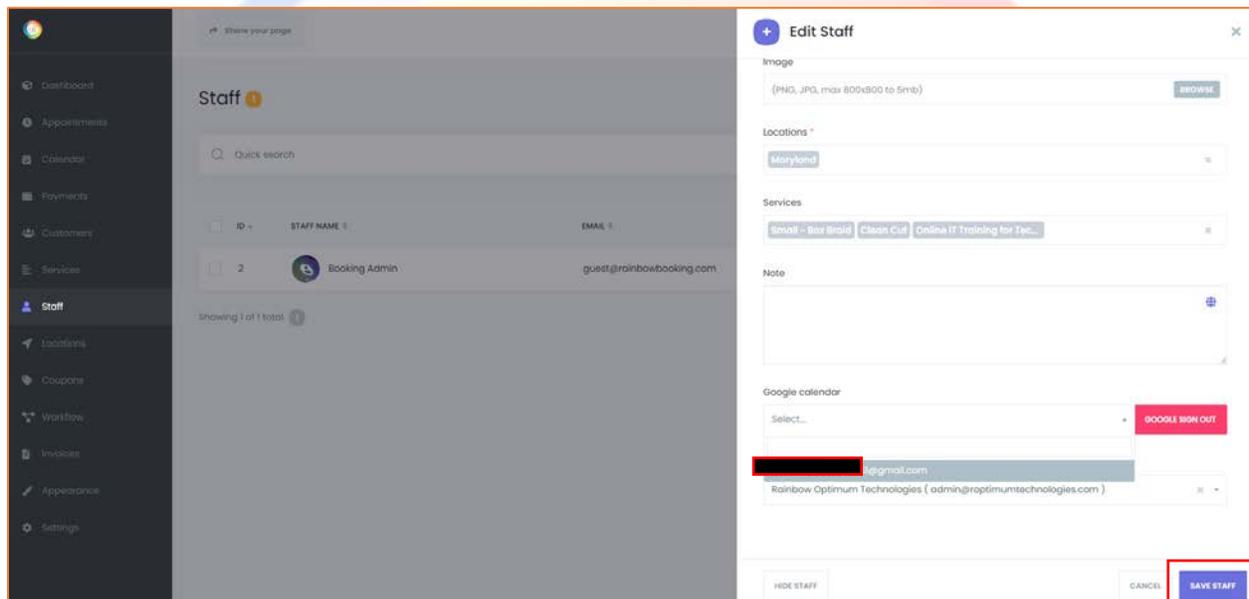




You will be directed to the Sign-in window from Google as shown in the screenshot below. Sign-in to your Gmail account if you are not yet signed in. Click **Continue**.



Once you click continue, you will then be redirected to **Rainbow Booking** dashboard from the initial popup window, select the "Google calendar" option, click on the email you allowed/Added, and click the save staff.



That's it. Now connections between your staff/Rainbow Booking dashboard and Google Calendar is completed, and all your appointments will sync as you get booked.