

RallyCal Participant Quick Start

Open your invitation, mark what does not work, and send your answer.

1 Open the invite

Use the link your organizer sent. Enter **Your name** and choose **Continue to availability**. Check the dates and the event time zone.

2 Mark when you cannot attend

For a meeting, use **Block a busy period** or mark individual meeting options. For whole days, tap each date you cannot attend. **Red means unavailable; unmarked means available.**

9:00 AM – 10:00 AM Available	9:30 AM – 10:30 AM × Can't attend	10:00 AM – 11:00 AM × Can't attend
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Example: the red meeting options do not work for this participant.

3 Review every option and send

Scroll to **Review your availability**. Check the totals and the review checkbox, then choose **Send my availability**. Wait for **Availability Saved!**

Review your availability

7 of 10 meeting options available · 3 unavailable

☐ I've checked every option. The unmarked options work for me.

Send my availability

The Send button is enabled after you check the review statement.

Coming back later? Choose **Continue on another device**, then **Copy my private response link**. Keep it private. After edits, review and send again. A saved draft does not count as a submitted answer.

All options work? Leave them unmarked, review, and send.

No options work? Mark them all unavailable, review, and send.

The plan is confirmed? Open the invite to see the details and add them to Google Calendar.