

RallyCal User Guide

How to plan an event and respond to an invitation

RallyCal helps your group find a meeting time or consecutive days that work. This guide takes organizers and participants from the first invite to the confirmed plan. No RallyCal account or calendar connection is needed.

Start here

Organizing an event: Create a poll, share the group invite, collect submitted answers, and choose the final option. Start on page 2 for a meeting or page 3 for whole days.

Responding to an invite: Open the link your organizer sent, enter your name, mark what does not work, and send your availability. Start on page 5 for a meeting or page 6 for whole days.

Three things to remember

Mark what does not work. A red date or meeting option means you cannot attend. An unmarked option counts as available.

Send your answer. A saved draft does not appear in the organizer's results. Use Send my availability after reviewing your choices.

Save your private link. The group invite is for participants. Your private organizer or response link is what lets you return on another device with the same access.

Find a task

Create a meeting or whole-day poll · pages 2–3

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Screenshots show example events. Use your own invite link and dates. On a phone, the same controls may stack vertically; scroll to reach the review and send controls.

Create a meeting poll

1. Open rallycal.co and choose **Create event**. Select **Meeting time** and enter an **Event name** your group will recognize.
2. Set **From** and **Through** to the first and last possible dates. Use the same date for a single day.
3. Choose a **Meeting length**, then **Earliest start** and **Latest finish**. These hours apply to every date; possible starts are spaced 30 minutes apart.
4. Check the **Event time zone**, such as America/Chicago. Everyone sees times in that zone. Choose **Create event & get link**.

Example: A 60-minute meeting between 9 AM and noon offers starts from 9 AM through 11 AM. The latest finish is the end of the meeting.

RallyCal My events [Create event](#)

From
10/06/2026

Through
10/07/2026

Meeting length
15 min 30 min 45 min **60 min** 90 min

Between which hours?
Earliest start
09:00 AM
Latest finish
12:00 PM

Applies to every date. Possible starts are spaced 30 minutes apart.

Event time zone
America/Chicago
Everyone sees times in this zone, wherever they are. Times that repeat, don't exist, or cross a clock change are excluded.

Create event & get link

Free to use. No account or calendar connection needed.

YOUR PLAN, AT A GLANCE

Team planning session

[Privacy policy](#) [Terms](#) [Cookie settings](#) built by billysticker.com

Meeting length, daily hours, time zone, and the button that creates your invite.

Create a poll for whole days

1. Choose **Create event**, then **Whole days**. Enter the event name.
2. Set **From** and **Through** to the full range of dates your group could consider.
3. Under **Consecutive days needed**, use + or – to set the length. Choose 1 for an all-day event, 2 for two consecutive days, and so on.
4. Choose **Create event & get link**, then share the group invite as described on the next page.

Example: For a two-day trip within October 16–20, RallyCal compares each pair of consecutive dates in that range. A person must be available on both days to count as available for a pair.

The screenshot shows the RallyCal interface for creating an event. At the top, there's a header with the RallyCal logo, a 'My events' link, and a 'Create event' button. Below the header, a progress bar shows '01 Set up' as the active step, followed by '02 Share' and '03 Choose'. The main heading is 'Bring everyone together.' with a subtext 'Start with a few possibilities. Your group will help find the best one.'

The form is titled 'What are you planning?' and has two tabs: 'Meeting time' and 'Whole days'. The 'Whole days' tab is selected. Below the tabs, there's a text input field for 'Event name' with the value 'Weekend at the lake'. The next section is 'Which dates could work?' with a subtext 'Use the same date for a single day.' It has two date pickers: 'From' (10/16/2026) and 'Through' (10/20/2026). Below these is a 'Consecutive days needed' section with a minus button, the text '2 days', and a plus button. At the bottom of the form is a large blue button labeled 'Create event & get link'. Below the button, it says 'Free to use. No account or calendar connection needed.'

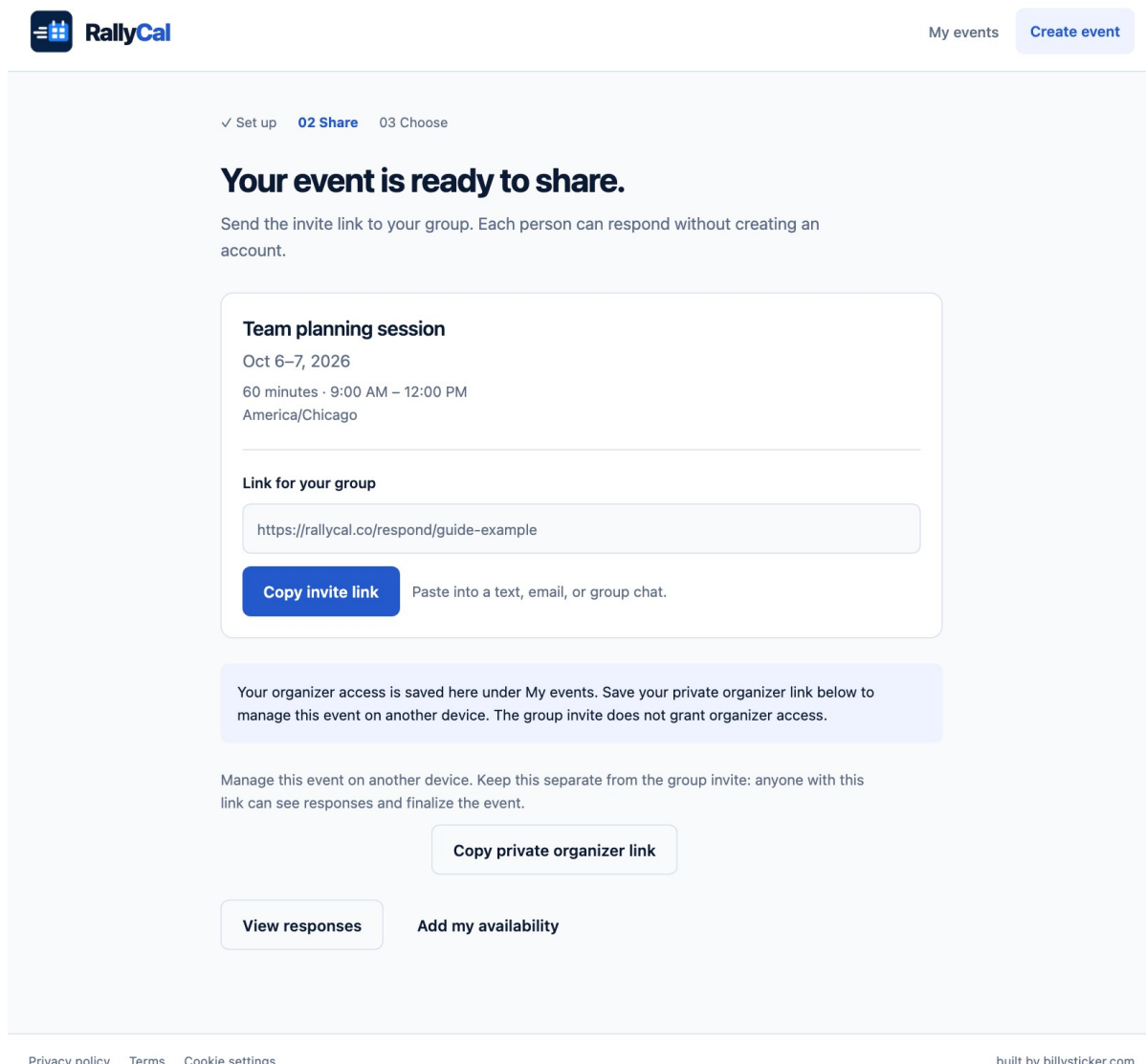
At the very bottom of the page, there are links for 'Privacy policy', 'Terms', and 'Cookie settings', and a note 'built by billystick.com'.

Use Whole days for a trip or an event that needs consecutive dates.

Share the invite and keep organizer access

1. On the confirmation screen, choose **Copy invite link** under **Link for your group**. Paste it into your text, email, or group chat.
2. Choose **Copy private organizer link** and save it somewhere private. Use this link to manage the event on another device.
3. Choose **Add my availability** if you will attend. Creating the event does not submit an answer for you.
4. Choose **View responses** to see submitted answers. Later, open **My events** in the original browser or use your private organizer link.

Keep the links separate. Anyone with your private organizer link can see responses and finalize the event. The group invite does not give those permissions.



RallyCal My events [Create event](#)

✓ Set up **02 Share** 03 Choose

Your event is ready to share.

Send the invite link to your group. Each person can respond without creating an account.

Team planning session
Oct 6–7, 2026
60 minutes · 9:00 AM – 12:00 PM
America/Chicago

Link for your group

<https://rallycal.co/respond/guide-example>

Copy invite link Paste into a text, email, or group chat.

Your organizer access is saved here under My events. Save your private organizer link below to manage this event on another device. The group invite does not grant organizer access.

Manage this event on another device. Keep this separate from the group invite: anyone with this link can see responses and finalize the event.

Copy private organizer link

View responses **Add my availability**

[Privacy policy](#) [Terms](#) [Cookie settings](#) built by [billysticker.com](#)

Copy invite link is for the group. Copy private organizer link is for you.

Respond to a meeting invitation

1. Open the group invite, enter **Your name**, and choose **Continue to availability**. If your response opens directly, continue editing it.
2. Check the event dates, meeting length, and time zone. Mark times you **cannot attend**. Leave times that work unmarked.
3. Under **Block a busy period**, enter the **Date**, **From**, and **Until** times. Choose **Block this period**. Every overlapping meeting option becomes unavailable.
4. You can also select individual meeting options, or use **Unavailable all day** for a date. Select a marked option again to make it available. **Undo** reverses your last availability change; **Clear all** removes all unavailable marks.

Next: Scroll to **Review your availability** and send your answer. Saving a draft does not send it.

The screenshot shows the RallyCal interface for responding to a meeting invitation. At the top, the RallyCal logo is on the left, and "My events" and "Create event" links are on the right. The main heading is "YOU'RE INVITED" followed by "Team planning session". Below this, it says "Oct 6–7, 2026 · 60 minutes · America/Chicago" and "Draft saved — not sent to organizer". A link "Continue on another device" is present. The "When can't you make it?" section has two radio buttons: "Can't make it" (selected) and "Available". Below this is a text box for "YOUR NAME" with the value "Alex". A note states: "Unmarked options count as available. You'll review the total before sending." The "Block a busy period" section has a "Date" field with "10/06/2026", "From" and "Until" time fields with "10:00 AM" and "11:00 AM" respectively, and a "Block this period" button. A message below says: "3 overlapping meeting options marked unavailable. Use Undo below to reverse this action." The "Tuesday, October 6, 2026" section shows an "Unavailable all day" status. Below this are time slots: "9:00 AM – 10:00 AM" (Available), "9:30 AM – 10:30 AM" (x Can't attend), "10:00 AM – 11:00 AM" (x Can't attend), "10:30 AM – 11:30 AM" (x Can't attend), and "11:00 AM – 12:00 PM" (Available). The footer includes "Privacy policy", "Terms", "Cookie settings", and "built by billysticker.com".

Blocking 10–11 AM also excludes meeting options that partly overlap that hour.

Respond to a whole day invitation

1. Open the invite, enter your name, and choose **Continue to availability**.
2. Select each date you **cannot attend**. A marked date turns red. Leave dates that work untouched; select a marked date again to clear it.
3. Use **Undo** to reverse the last availability change, or **Clear all** to make every date available again.
4. Scroll to **Review your availability**, check the totals, select the review checkbox, and choose **Send my availability**.

Example: In this two-day trip poll, marking October 18 unavailable rules you out of both October 17–18 and October 18–19. Mark individual dates, not a preferred pair.

My events [Create event](#)

Continue on another device

When can't you make it? ☒ Can't make it ☐ Available

Tap any date you cannot make it.
Leave available dates untouched.

YOUR NAME

Alex

Unmarked options count as available. You'll review the total before sending.

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18 x	19	20	21	22	23	24
25	26	27	28	29	30	31

Undo

Clear all

Review your availability

4 of 5 dates available · 1 unavailable

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

Send my availability

Start a separate response for someone else

[Privacy policy](#) [Terms](#) [Cookie settings](#)built by billysticker.com

A selected date means you cannot attend. Dates outside the poll range are disabled.

Review and send your availability

1. Scroll through all offered dates or meeting options. Unmarked options count as available, including any you have not looked at yet.
2. Under **Review your availability**, check the available and unavailable totals.
3. Select the checkbox confirming that you checked every option. Its wording changes if all options work or none work.
4. Choose **Send my availability**. Wait for **Availability Saved!** before leaving. Your submitted answer now counts in the organizer's results.

If everything works: Leave every option unmarked, check the review statement, and send. **If nothing works:** Mark every option unavailable, then review and send. Even an all-available answer must be submitted.

My events [Create event](#)

☒ **Unavailable all day**
Some times blocked - check to block the whole day

9:00 AM – 10:00 AM
Available

9:30 AM – 10:30 AM
x Can't attend

10:00 AM – 11:00 AM
x Can't attend

10:30 AM – 11:30 AM
x Can't attend

11:00 AM – 12:00 PM
Available

Wednesday, October 7, 2026

☐ **Unavailable all day**

9:00 AM – 10:00 AM
Available

9:30 AM – 10:30 AM
Available

10:00 AM – 11:00 AM
Available

10:30 AM – 11:30 AM
Available

11:00 AM – 12:00 PM
Available

Undo

Clear all

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](#)

[Start a separate response for someone else](#)

[Privacy policy](#) [Terms](#) [Cookie settings](#)

built by [billysticker.com](#)

The Send my availability button becomes available after you check the review statement.

Edit an answer or switch devices

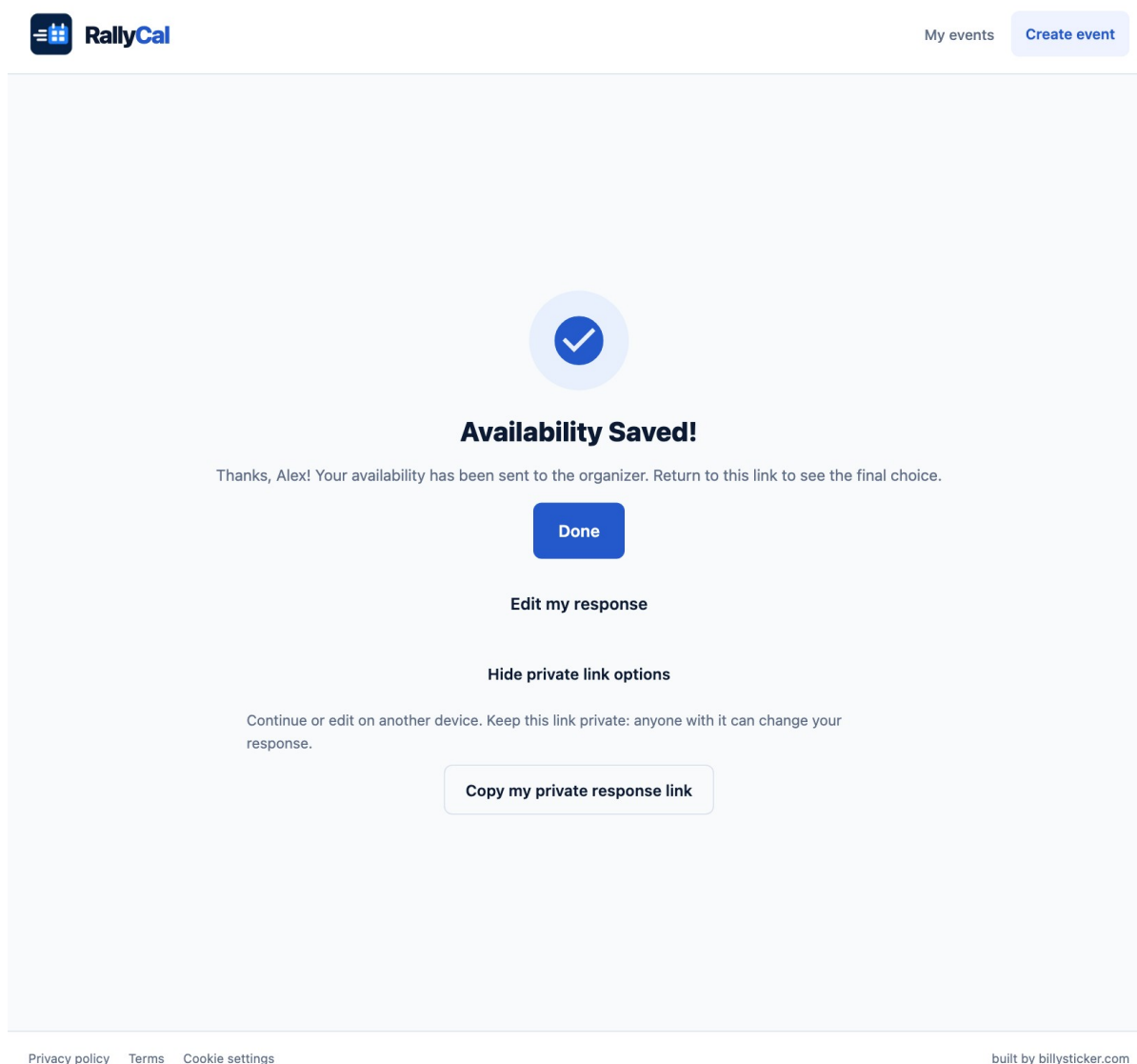
1. After submitting, choose **Edit my response** to make changes. To return later or on another device, choose **Continue on another device**, then **Copy my private response link**.

2. Keep that link private and open it on the device you want to use. Wait until your latest draft is saved online before switching.

3. Make your changes, check the review statement again, and choose **Send my availability**. Your previous submitted answer stays in the results until you send the update.

4. If several people share one browser, use **Start a separate response for someone else** on the availability screen. Save each person's private response link.

Draft saved — not sent to organizer means work is saved but unpublished. **Response submitted** means it has been sent. Anyone with your private response link can edit your answer.



After sending, you can edit your answer or copy a private response link.

Read the results

1. Open **My events** and choose **View responses**, or open your private organizer link.
2. Check the response count and names. Use **Refresh responses** for the latest answers. Drafts do not count.
3. Read **Top option** and the other choices. RallyCal ranks options by how many respondents can attend, then by the earliest date and time. Use **Show more options** to see additional choices.
4. Compare the available names and any **Can't attend** names before choosing.

Check who is missing. “3 of 3 respondents available” means all three people who submitted can attend. It does not mean everyone you invited has replied. RallyCal does not track invite recipients; follow up with your group yourself.

The screenshot shows the RallyCal interface for an event titled "TEAM PLANNING SESSION". At the top, there's a navigation bar with the RallyCal logo, "My events", and a "Create event" button. Below the navigation bar, the event status is shown as "✓ Set up ✓ Share 03 Choose". The main heading is "Find your best fit." followed by "60-minute meeting · All times in America/Chicago". A note states: "3 submitted responses. Drafts are not counted. Ranked by availability, then earliest date. We don't track who received the invite, so check that your whole group has responded." The interface displays three options, all with "3 of 3 respondents available" status. Option 1 (TOP OPTION) is for Oct 6, 2026, 11:00 AM – 12:00 PM, with a "Choose this time" button. Option 2 is for Oct 7, 2026, 9:00 AM – 10:00 AM, with a "Choose this time" button. Option 3 is for Oct 7, 2026, 9:30 AM – 10:30 AM, with a "Choose this time" button. On the right side, there's a section for "3 responses" listing "Alex, Jordan, Sam" and a "Refresh responses" button. Below that is a "Link for your group" section with a URL and a "Copy invite link" button. Further down is a "Copy private organizer link" button. At the bottom right, there's an "Add my availability" button. The footer includes "Privacy policy", "Terms", "Cookie settings", and "built by billysticker.com".

My events Create event

✓ Set up ✓ Share 03 Choose

TEAM PLANNING SESSION

Find your best fit.

60-minute meeting · All times in America/Chicago

3 submitted responses. Drafts are not counted. Ranked by availability, then earliest date. We don't track who received the invite, so check that your whole group has responded.

TOP OPTION 3 of 3 respondents available ✓

Oct 6, 2026
11:00 AM – 12:00 PM
Available: Alex, Jordan, Sam
Choose this time

OPTION 2 3 of 3 respondents available ✓

Oct 7, 2026
9:00 AM – 10:00 AM
Available: Alex, Jordan, Sam
Choose this time

OPTION 3 3 of 3 respondents available ✓

Oct 7, 2026
9:30 AM – 10:30 AM
Available: Alex, Jordan, Sam
Choose this time

3 responses
Alex, Jordan, Sam
Refresh responses

Link for your group
https://rallycal.co/respond/guide-exam
Copy invite link Paste into a text, email, or group chat.

Manage this event on another device. Keep this separate from the group invite: anyone with this link can see responses and finalize the event.
Copy private organizer link

Add my availability

Privacy policy Terms Cookie settings built by billysticker.com

Top option is the highest-ranked choice among submitted responses.

Choose the final plan

1. On the results screen, choose **Choose this time** for a meeting or **Choose these dates** for a whole-day event.
2. Review the selected date, times, time zone, and who can attend. If the option excludes someone, RallyCal shows a warning.
3. Choose **Cancel** to keep comparing, or **Confirm this option** to finalize the plan.

Confirm when you are ready. Confirmation closes responses. Participants can no longer send changes. There is currently no control to reopen a finalized poll or change its final choice; create a new event if the plan needs to change.

Tell the group yourself. RallyCal does not send automatic notifications when you confirm.

RallyCal My events [Create event](#)

✓ Set up ✓ Share **03 Choose**

TEAM PLANNING SESSION

Find your best fit.

60-minute meeting · All times in America/Chicago

3 submitted responses. Drafts are not counted. Ranked by availability, then earliest date. We don't track who received the invite, so check that your whole group has responded.

TOP OPTION 3 of 3 respondents available ✓

Oct 6, 2026
11:00 AM – 12:00 PM

Available: Alex, Jordan, Sam

Ready to make this the final choice? Responses close when you confirm. Share the confirmed link with your group afterward; RallyCal doesn't send notifications.

Confirm this option Cancel

OPTION 2 3 of 3 respondents available ✓

Oct 7, 2026
9:00 AM – 10:00 AM

Available: Alex, Jordan, Sam

Choose this time

OPTION 3 3 of 3 respondents available ✓

3 responses
Alex, Jordan, Sam

Refresh responses

Link for your group
<https://rallycal.co/respond/guide-examj>

Copy invite link Paste into a text, email, or group chat.

Manage this event on another device. Keep this separate from the group invite: anyone with this link can see responses and finalize the event.

Copy private organizer link

Add my availability

Privacy policy Terms Cookie settings

built by billysticker.com

Choosing an option opens a confirmation step before responses close.

Share the confirmed plan and add it to a calendar

1. On the confirmed screen, check the final date and, for a meeting, the time and event time zone.
2. Choose **Add to Google Calendar**. In Google Calendar, review the event and save it. Sign in there if prompted.
3. Choose **Copy invite link** and send it to the group again. The same invite now leads participants to the confirmed plan; each person can save it to their own calendar.

Calendar export is a separate step. RallyCal does not connect to, read, or sync your calendar, and confirming a plan does not automatically add it. If you use another calendar, enter the confirmed details manually.

To plan again: Choose **Plan another event**.

RallyCal My events [Create event](#)

IT'S ON THE CALENDAR NEXT

Your meeting is confirmed.

The organizer has made the final choice. Save the details and share them with your group.

✓ **CONFIRMED**

Team planning session

Oct 6, 2026

11:00 AM – 12:00 PM

America/Chicago

[Add to Google Calendar](#)

Opens a calendar event for you to save. This does not connect or sync your calendar.

Link for your group

<https://rallycal.co/respond/guide-example>

[Copy invite link](#) Paste into a text, email, or group chat.

The same invite link now shows the confirmed plan. RallyCal doesn't send automatic notifications.

[Plan another event](#)

[Privacy policy](#) [Terms](#) [Cookie settings](#) built by [billysticker.com](#)

The confirmed screen shows the final details and opens a Google Calendar event to save.

Common questions and troubleshooting

I cannot find my event

Open My events in the browser where you created it, or use your saved private organizer link. My events is based on access saved in that browser; it is not an account that follows you automatically. Clearing browser data or using another browser can remove that access.

I lost my private link

If the original browser still has access, open the event and copy the private link again. RallyCal currently has no email recovery for organizer or participant links. A group invite cannot restore organizer access.

The organizer cannot see my changes

Check the status. A saved draft is not a submitted response. Review your availability and choose Send my availability again. Ask the organizer to use Refresh responses.

The Send button is disabled

Check the review checkbox below the availability totals. If the page reports a save or connection problem, resolve that first. A finalized event no longer accepts responses.

My changes are not confirmed saved

Keep the page open, reconnect, and choose Check connection and retry save. If another device has a newer version, preserve any local changes you need before choosing Discard local edits and load saved version. That button replaces the local edits. Review the loaded answer and send again if needed.

The times look different from my local time

RallyCal displays meeting options in the event time zone shown on the page, wherever you are. Convert your commitments to that zone before blocking busy periods. Times that repeat, do not exist, or cross a clock change are excluded.

I need to change the event setup

The current app does not provide event setup editing or a reopen control after finalization. Create a replacement event with the correct settings and share the new invite.

Web guide prepared September 11 2026.