

	Acuity	Calendly	ScheduleOnce
General			
Monthly Cost	\$15 to \$50/mo.	\$10 to \$20/mo. per seat	\$12/mo. per user
Initial Setup Process	Self-Onboarding	Self-Onboarding	Self-Onboarding
Mobile Application	iOS, Android	iOS, Android	iOS, Android
Security			
Admin Access Controls	Yes	Yes	Yes
Encryption	256 Bit Encryption	256 Bit Encryption End-to-End	256 Bit Encryption At Rest Only
2FA	Email, Text, Application	Email, Text, Application	Email, Text
Password Expiration	No	No	Custom Timing
Scheduling			
Team Setup	Each individual, team or location requires a separate "calendar"	Each individual has their own account and you can have unlimited teams for free	Each individual, team or location requires a separate "booking page"
Booking Forms	Yes	Yes	Yes
Availability Override	Yes	Yes	No
Calendar Syncing	Google, iCal, Office 365, Outlook	Google, iCal, Office 365, Outlook	Google, iCal, Office 365
Event Links	Events, Booking Pages	Events, Booking Pages	Booking Pages
Poll for Best Meeting Time	No	Meeting host provides the times that will be voted on, then Calendly highlights the most popular times and host books from poll results	Each participant provides their individual availability, then SO automatically identifies the best times
Booking Approval	No	No	Yes
Side-By-Side Availability View	No	Yes	No
Single Use links	Yes	Yes	Yes
Event Limits	Daily, Weekly	Daily	Daily, Weekly
Event Reminders	Email, SMS	Email, SMS	Email, SMS
Reporting & Tracking			
Contact Storage	Yes	Yes	Yes
Reporting Capabilities	Robust	Moderate	Moderately Robust

Scheduling Software Comparison

Exporting Capabilities	Robust	Moderate	Robust
Integrations			
Zapier Integration	Yes	Yes	Yes
Other Integrations	Yes	Yes	Yes
<u>G2 Rating</u>			
Overall	4.7/5	4.7/5	4.4/5
Ease of Setup	8.8/10	9.1/10	7.6/10
Ease of Use	9.1/10	9.4/10	8.7/10
Quality of Support	9.3/10	9.1/10	9.1/10
Summary			
Best For Firm Size	Any	Any	Small
Best Features	Ad hoc meetings using pre-set meeting types, client info storage, longer forms	Simple to use, more customization around emails and text messages, availability polls	Ability to give attendees the option to request two time slots and approve manually
Worst Drawbacks	Complexity of setup process, inability to customize email and text message content, lack of “extra” scheduling features that Calendly has	No limit on the # of bookings per week. Reporting and scheduling of ad hoc meetings are less robust than with Acuity	Pricing is not transparent. Extra features that Acuity and Calendly include for free incur additional, recurring fees
Outcome			
Acuity	Acuity is a robust platform, great for teams and solo firms alike. Best if you need to manage multiple team members, produce robust reporting, create in-depth booking forms or frequently schedule ad hoc events.		
Calendly	Calendly is a fantastic choice for firms of all shapes and sizes. It’s ease of setup and use, robust email and scheduling features, and ability to create unlimited teams at no additional cost make it our #1 choice for most users.		
ScheduleOnce	ScheduleOnce allows clients to request two meeting times while letting the account holder approve one. However, users cannot override their own availability to book ad hoc events, there are no links to individual event types that users can embed, and pricing is opaque.		

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