



## Instructions for creating new meeting records via the Builder Prime API

The app should POST the request to:

```
https://<builder-prime-subdomain>.builderprime.com/api/meetings/v1
```

Replace `<builder-prime-subdomain>` with the specific subdomain specified by the customer.

The request must have the Content-Type header set to 'application/json'. Here is a sample of how the JSON should be formatted. If a field is not applicable, just omit it from the request. Comments shown below are for clarity in this document and should be omitted in the actual request.

The request must include the secret key created in the Builder Prime app with meetings.create scope as the value for a header key of `x-api-key`.

```
{
  "clientOpportunityId": 102988,
  "title": "Created from API 1",
  "location": "5 Spooner St, Providence, RI 02907",
  "startDateTime": 1742403600000,
  "endDateTime": 1742410800000,
  "employee": { // specify internal ID, email address, or first and last names
    "id": 50,
    "firstName": "Betty",
    "lastName": "Brown",
    "email": "bettybrown@example.com"
  },
  "meetingTypeId": 1011,
  "reminders": [
    {
      "unitsBefore": 30,
      "unitType": "MINUTES",
    },
    {
      "unitsBefore": 15,
      "unitType": "MINUTES"
    }
  ]
}
```

A sample response for a successful operation from the API will be a format such as:

```
{
  "success": true,
  "data": {
    "id": 123456789, // internal ID of newly created meeting
    ... // other properties of newly created meeting
  }
}
```

A sample response for a failed operation from the API will be a format such as:

```
{
  "success": false,
  "errors": [
    {
      "code": "API_UNAUTHORIZED",
      "message": "Unauthorized request.",
    }
  ]
}
```