OnceHub Support

Introduction to the Scheduling options section

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In the Scheduling options section, you can define the booking mode, the number of sessions your Customers can book at once, and how many Customers can join the session.

In this article:

- Location of the Scheduling options section
- Automatic booking or Booking with approval?
- Single or multiple sessions?
- One-on-one or Group session?

Location of the Scheduling options section

When you associate Event types with your booking page, the Scheduling options section is located on the Event type. This allows you to standardize the Scheduling options for your scheduling scenarios. Learn more about the location of the Scheduling options section

- For Booking pages **associated** with Event types (recommended), go to **Booking pages** in the bar on the left; select the relevant **Event type**; go to the **Scheduling options** section.
- For Booking pages **not associated** with Event types, go to **Booking pages** in the bar on the left; select the relevant **Booking page**; go to the **Scheduling options** section.

Automatic booking or Booking with approval?

Automatic booking: Use this mode when you want scheduling to happen automatically. Learn more about Automatic booking

Booking with approval: Use this mode when you want to approve each booking and select the final time. Learn more about Booking with approval

Single or multiple sessions?

Single session: Use this mode when you want Customers to book one session at a time.

Session package: Use this mode when you want Customers to book more than one session at a time. Learn more about Session packages

One-on-one or Group session?

One-on-one session: Use this mode when you want to meet with Customers individually.

Group session: Use this mode when you want to meet with more than one Customer at a time. Learn more about Group sessions