


Profile: Personal details section

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The Personal details section allows you to update personal details, assign product licenses to a User and shows a summary of each User's information.

Personal details ?



First name John ✎

Last name Smith ✎

Role Administrator


Email ID johnsmith@example.com ✎

Status Has signed in

Calendar 31 Google Calendar

Integrations No third-party app connected ([Connect](#))


Product licenses ?



Your free trial expires in 6 days [What is ScheduleOnce?](#)

✓ License assigned

[Purchase now](#)




Unlimited access during beta [What is InviteOnce?](#)

✓ License assigned

1. In the **Personal details** area, you can view the following information:

- **Photo:** your User photo will be shown as the Account and Profile icon in the top right corner. To upload an image, you must use a JPG, PNG or GIF format (max 200KB). When uploaded, the image can be cropped or scaled to a 200 x 200 pixels square.

 **Note:**

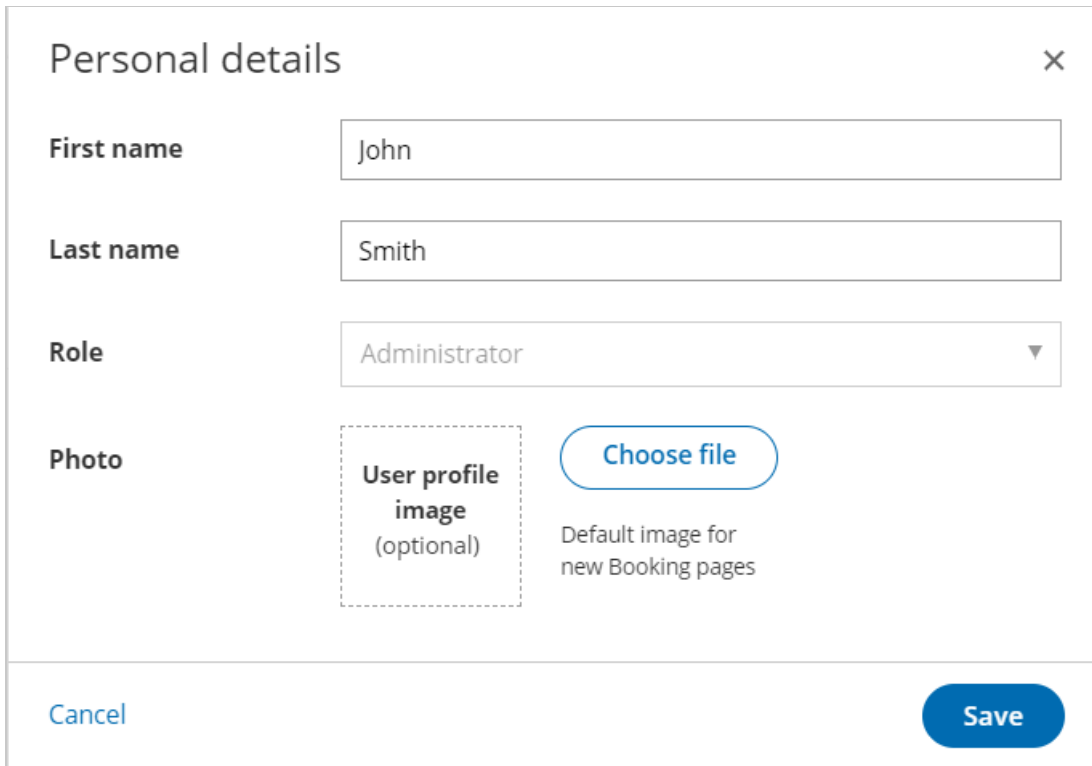
When using ScheduleOnce, the image will be set as the default Booking page image for Booking pages you own.

- **First name:** This information is taken from the sign-up form filled out when you first signed up for OnceHub. Your first name can be changed at any time.
- **Last name:** This information is taken from the sign-up form filled out when you first signed up for OnceHub. Your last name can be changed at any time.
- **Role:** Users can be either [an Administrator](#) or [a Member](#). Your User role can only be edited by a OnceHub Administrator.
- **Email ID:** By default, this is the email address you used to sign up for OnceHub. If you want to change it, you will be required to provide your OnceHub password. [Learn more about changing your Email ID](#)
- **Calendar:** Any calendars connected to your User account will be displayed here. It is recommended that you

connect a calendar to your account in order to optimize scheduling and avoid double-booking. [Learn more about Calendar connection](#)

- **Integrations:** Any third-party integrations connected to your account will be displayed here.

2. To edit your **Personal details**, click the pencil icon next to the first or last name fields to launch the Personal Details edit window (Figure 1). Once the desired changes have been made, click the **Save** button.



The screenshot shows a modal window titled "Personal details" with a close button (X) in the top right corner. The form contains the following fields:

- First name:** A text input field containing "John".
- Last name:** A text input field containing "Smith".
- Role:** A dropdown menu with "Administrator" selected and a downward arrow.
- Photo:** A dashed box labeled "User profile image (optional)", a "Choose file" button, and the text "Default image for new Booking pages".

At the bottom of the window, there are two buttons: "Cancel" on the left and "Save" on the right.

Figure 1: Personal details

Product licenses

If you are a Member, you will see the following in the **Product licenses** area:

- Which products you have licenses for.
- Whether or not a product is still in trial and how many days are left in the trial. [Learn more about purchasing and upgrading ScheduleOnce](#) or [assigning product licenses](#)

If you are an Administrator, you will see:

- Which products you have licenses for.
- Whether or not a product is still in trial and how many days are left in the trial. [Learn more about purchasing ScheduleOnce](#)
- How many User licenses are assigned and how many are unassigned. [Learn more about assigning product licenses](#)