OnceHub Support

Using General links

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Each Booking page and Master page has its own unique Public link that can be shared with your prospects and Customers. The links that you share can either be general or personalized.

In this article, you'll learn about using General links.

In this article:

- Understanding General links
- Accessing your link

Understanding General links

Using General links is the simplest way to share your pages. General links are standard links that you can share with Customers to allow them to schedule meetings with you. General links use the format "https://go.oncehub.com/" combined with a Public link name that you provide.

For example, a General link using the Public link name "Dana" would look like this: https://go.oncehub.com/dana.

i Note :

Booking pages only use HTTPS and automatically redirect to HTTPS if HTTP is manually typed by a User. However, if you use a custom domain for your Booking page link, HTTPS is not used.

General links can be sent by email, added to your email signature, or added to any other clickable element. When your Customer schedules a meeting using a General link, they will be required to identify themselves by filling in their personal details in the Booking form step.

i Note:

If you want to prepopulate the Booking form with a Customer's details, or you want your Customer to skip the Booking form step altogether, you can also create a Personalized link.

When you send a Customer a Personalized link, all they have to do to schedule a meeting is pick a time. Learn more about Personalized links

Accessing your link

You can access your booking links by clicking the Share icon in the top navigation bar (Figure 1).



Dashboard		Booking pages		
Advanced filter options	✓ Date range: Last 21 days ∅		Share a booking link Chatbots	
Lead engagement rate	Time to engagement (TTE) 2 16:23:29 HOURS MINUTES SECORDS	Da	ys Share standalone chatbot link Forms Big Share standalone form link) the dashboard? nore
 381 Leads captured 195 	The total average time from lead capture to lead engagement. Learn more about TTE	Eive chats	InviteOnce BETA	your comments e feedback

Figure 1: Schedule button

You can also view the booking link for your Booking page or Master page in the page's **Overview** section (Figure 2).

Key Booking page: Dana Fisher Sales			Booking	page Dana Fisher Sales 🔻	
Overview >	Overview			Accept bookings 🔊 💽 🛛 💽	
Event types Associated calendars	Share & Publish https://go.oncehub.com/danafishersales 2 • Personalize for a specific Customer	ক্ট্যে		a Fisher 🖉	
Recurring availability	Share dynamic linksPublish on your website		Category Nor	Eastern time (GMT-4:00) [DST] (Edit) None ▼ (New) System - English (US) (default) ▼	
Date-specific availability Location settings			_	tem - English (US) (default) •	
User notifications	Associated with 1 Event type ① 15-minute meeting 	R	Included in Master pages (i)		
Salesforce settings	Add/remove Event types				
Public content					

Figure 2: General link on the Booking page Overview section

You can also change the link for your Booking page or Master page in the page's Overview section (Figure 1). Learn more about changing your Booking page or Master page link

Tip:

You can use the OnceHub for Gmail extension to schedule with general links directly from your Gmail account. You can generate links, copy them in a single click, and send them in an email.

Learn more about OnceHub for Gmail