

Introduction to Booking pages

Last Modified on Jun 14, 2021

Booking pages are the basis of ScheduleOnce's scheduling approach. They are pages through which bookings are made.

You can set up your Booking pages in different ways, based on your specific scheduling scenario. Each Booking page is completely independent in its settings. Booking pages can be used with or without [Event types](#), and can be included in a [Master page](#).

When included in a Master page, the availability of multiple Booking pages can be combined into one booking calendar. [Learn more about Pooled availability](#)

You do not need an assigned product license to configure and update Booking pages, though for [some features](#), you do need to be an Administrator. [Learn more](#)

Booking page sections

Each Booking page contains the following sections, which you can customize for your scheduling requirements:

Overview

A summary of the Booking page's main properties. Here you can also enable or disable the Booking page with one click. [Learn more about the Overview section](#)

Scheduling options

Define your scheduling scenario in this section. Here you can decide:

- If you want to use [Automatic booking](#) or [Booking with approval](#) mode.

- If Customers will book single sessions or [Session packages](#).
- If you want to offer [one-on-one sessions](#) or [Group sessions](#).

[Learn more about Scheduling options](#)

 **Note:**


When your Booking page is associated with Event types (recommended), the [Scheduling options](#) section is located on the Event type and not on the Booking page.

Time slot settings

Control how time slots are displayed to your Customers. You can use these settings to:

- Set the meeting duration.
- Control how often time slots are offered.
- Set limits on the available time presented to your Customer.
- Control time zone behavior.

[Learn more about the Time slot settings](#)

 **Note:**

When your Booking page is associated with Event types (recommended), the [Time slot settings](#) are located on the Event type and not on the Booking page.

Recurring availability

Specify your availability pattern that repeats every week. [Learn more about the Recurring availability section](#)

Date-specific availability

Specify your availability for specific days if your availability differs on specific calendar dates, or if your availability pattern is highly variable from week to week. [Learn more about the Date-specific availability section](#)

Associated calendars

Control all the settings that relate to your connected Calendar. [Learn more about the Associated calendars section](#)

Conferencing / Location settings

Specify the type of meeting location you use: a virtual meeting or a face-to-face meeting. You can also choose whether it's set by the Owner or the Customer. [Learn more about Conferencing / Location settings](#)

Booking form and redirect

Set the meeting subject, choose the Booking form you wish to use, and decide what happens when your Customer submits the Booking form. [Learn more about the Booking form section](#)

 **Note:**

The [Booking form and redirect](#) section can be located either on the Event type or the Booking page, depending on your [Event type sections](#).

Customer notifications

Control the email and SMS notifications sent to your Customers, including scheduling confirmations, reminders, and follow-ups. [Learn more about the Customer notifications section](#)

Note:

The [Customer notifications](#) section can be located either on the Event type or the Booking page, depending on your [Event type sections](#).

User notifications

Control the email and SMS notifications that you and any additional stakeholders will receive. The User notifications are independent of the Customer notifications. [Learn more about the User notifications section](#)

Cancel/reschedule policy

Define the time frame during which Customers are permitted to cancel and reschedule a booking, customize the policy description presented to Customers, and choose whether Customers should provide a cancellation/reschedule reason. [Learn more about the Cancel/reschedule policy section](#)

Public content

Provide information about the Booking page owner. This will be displayed to Customers when they make a booking. Here you can also [set Tags](#), which are useful when you have a number of Booking pages combined under a single [Master page](#). [Learn more about the Public content section](#)