

# Booking page: Recurring availability section

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Availability is always managed per Booking page. Availability settings on one Booking page are separate from the availability settings on another Booking page. ScheduleOnce uses two types of availability: Recurring availability and [Date-specific availability](#).

You can use Recurring only, Date-specific only, or both. Recurring availability is defined on a weekly basis, allowing you to create a pattern that repeats every week.

You do not need an assigned product license to access and update the Recurring availability section, though you do need the right [Booking page access permissions](#). This means an assistant or other collaborator can update your availability on your behalf, without paying for an extra license. [Learn more](#)

In this article, you'll learn about using the Recurring availability section.

In this article:

- [When to use Recurring availability](#)
- [Requirements](#)
- [Editing the Recurring availability section](#)

## When to use Recurring availability

Recurring availability is best to use if your availability is consistent from week to week. This is especially true [if you have connected your calendar](#) and you [use busy times](#) to block out your availability.

If you have exceptions to your Recurring availability, you can use [Date-specific availability](#) to edit your availability without changing your weekly pattern. Date-specific availability overrides Recurring availability, and can be used to reduce or increase your availability.

## Requirements

To edit the **Recurring availability** section, you must be an Owner or Editor of the Booking page with [the permission enabled in your Profile](#).

## Editing the Recurring availability section

1. Go to **Booking pages** in the bar on the left.
2. Select the relevant Booking page.
3. Click on the **Recurring availability** section of the Booking page (Figure 1).  
The default weekly recurring availability is set between 9 AM and 5 PM based on the Booking page time zone. Note that only a weekly pattern without dates is displayed. Busy time from your connected calendar is not shown.

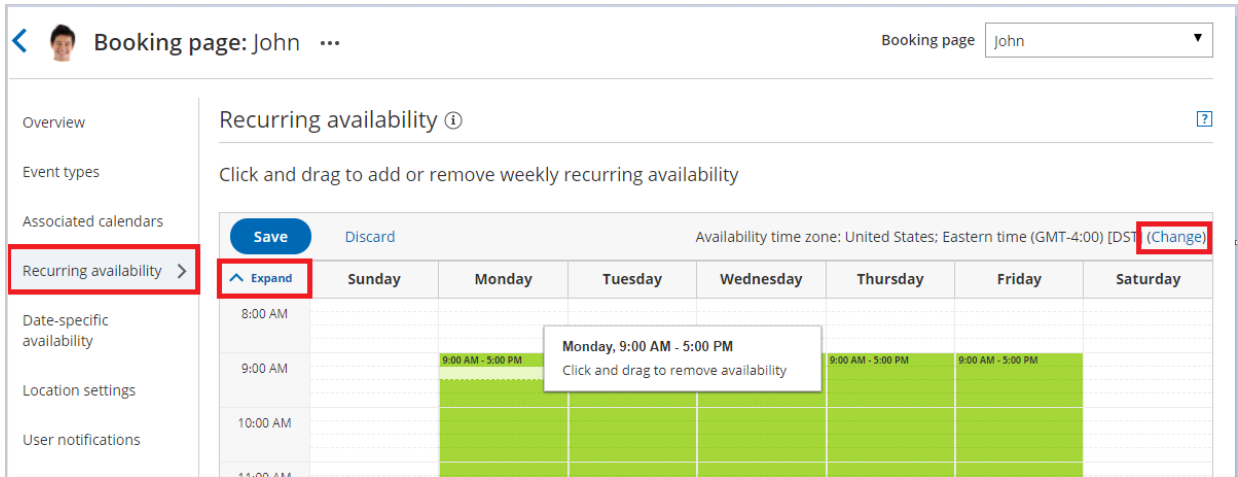


Figure 1: Recurring availability section

- To update the time zone for this entire Booking page, click the time zone **Change** link (Figure 2). Note that your connected calendar must be set to the same time zone.

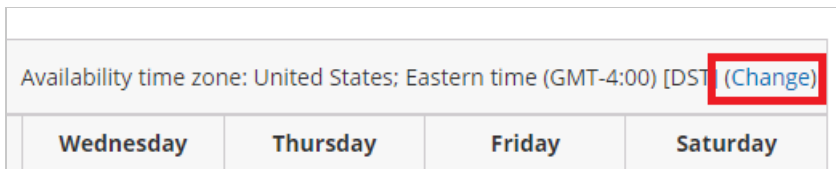


Figure 2: Change time zone

- To modify the hours displayed in the grid, click **Expand** and define your preferences (Figure 3).

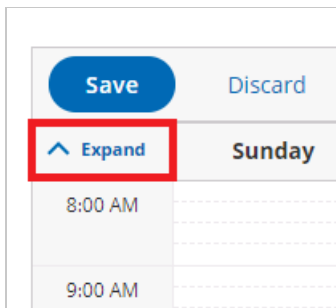


Figure 3: Expand hours

- To add availability, click and drag over white (unavailable) slots, to mark them green (Figure 4). This will increase your availability for all weeks.

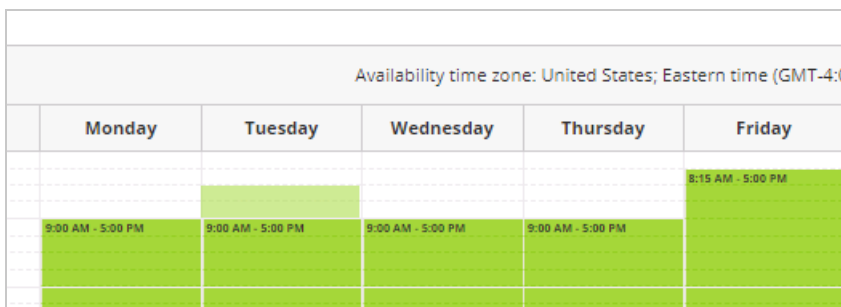


Figure 4: Adding availability

- To remove availability, click and drag over green (available) slots, to mark them white (Figure 5). This will reduce your availability for all weeks.

Availability time zone: United States; Eastern time (GMT-4:00)

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM - 5:00 PM	8:30 AM - 5:00 PM	9:00 AM - 5:00 PM	9:00 AM - 5:00 PM	8:15 AM - 5:00 PM

Figure 5: Removing availability

8. Click **Save**.