

Creating Panel meetings

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Panel meetings allow your Customers to book a time to meet with multiple team members simultaneously. When a Customer visits your **Master page**, they will see availability based on the specific panel combination. You can create panels with specific team members, or dynamic panels that use **Resource pools** to assign the relevant team member.

In this article, you'll learn how to create a Panel meeting.

Requirements

To create a Panel meeting, you must be a **OnceHub Administrator**.

Creating a Panel meeting

1. Go to **Booking pages** in the bar on the left and click the plus **+** button in the **Master pages** pane.
2. The **New Master page** pop-up appears (Figure 1).

The screenshot shows a 'New Master page' dialog box. At the top, it says 'New Master page' with a help icon and a close icon. Below that, a description reads: 'A Master page allows you to provide Customers with a single point of access to several team members. [Learn more](#)'. The form contains the following fields:

- Public name***: A text input field with an information icon.
- Internal label***: A text input field with an information icon.
- Public link***: A text input field with a pre-filled URL 'https://go3.onceplatform.com/' and an information icon.
- Scenario***: A radio button selection with 'Team or panel page (supports one-time links)' selected. Below it is a 'More options' link.
- Image or photo**: A dashed box labeled 'Master page image (optional)' with a 'Choose file' button. A note says 'Need an image for your page? See our [image gallery](#).'

At the bottom, there are 'Cancel' and 'Save & Edit' buttons.

Figure 1: New Master page pop-up

3. Select **Team or panel page** as the **Master page scenario**.
4. Populate the pop-up with a **Public name**, **Internal label**, **Public link** and an image if you choose. Then, click **Save & Edit**. You'll be redirected to the **Master page Overview** section to continue editing your settings.
5. Go to the **Event types and assignment** section of the Master page.

Tip:

When you use a Master page with a team or panel page, you can also **generate one-time links** which are good

for one booking only, eliminating any chance of unwanted repeat bookings.

A Customer who receives the link will only be able to use it for the intended booking and will not have access to your underlying [Booking page](#). One-time links [can be personalized](#), allowing the Customer to pick a time and schedule without having to fill out the [Booking form](#).

6. Click **Add Event type** (Figure 3).

Select the Event types to show in your Master page, and choose who should receive the booking.
You can use [Resource pools](#) to manage team assignment rules such as Round Robin and Pooled availability

Display order ⁱ	Event type	Booking assignment ⁱ	Additional team members ⁱ
1	Intro session ▼	Suzie main page ▼	None ▼
2	Consultation ▼	Sales team ▼	None ▼
3	Demo ▼	Sales team ▼	1 selected ▼


[+ Add Event type](#)

Figure 3: Event-based rules step

- Use the **Event types** drop-down to select which Event types will be offered on your Master page.
 - Master pages with team or panel pages can only include Event types configured to [Automatic booking](#) and Single session. [Learn more about conflicting settings when using team or panel pages](#)
- Use the [Booking assignment](#) drop-down to choose a [Booking page](#) or [Resource pool](#).
 - The Booking assignment determines who owns the calendar event and the settings of the meeting, including the location, the [Booking form](#), the post-scheduling flow, [notifications](#) and [third-party integrations](#).
 - If you select a Resource pool as your Booking assignment, bookings will be assigned to Team members according to the pool's [distribution method](#).
 - You can only select one Booking assignment.
- Use the [Additional team members](#) drop-down to select additional Booking pages and/or Resource pools to participate in the meeting.
 - Additional team members are added as guests/attendees to the Booking owner's calendar event and are CC'd on all notifications sent to the Booking owner assigned.
 - You can select an unlimited number of Additional team members.
- Click **Save**.
- Next, go to the [Labels and instructions](#) section and define the Public labels that your Customers will see. Here, you can also define selection instructions for your Customers. You should define what a Panel member represents, such as a consultant, interviewer, advisor, or Team member.
- Move on to the [Public content](#) section and define the information that Customers will see when they visit your Master page.

You're all set! When Customers visit your Master page, they will be able to book a time to meet with multiple team members simultaneously. You can test the page by clicking the Customer link in the **Share & Publish** section of the the

Master page's [Overview section](#).

 **Note:**

Any Booking page can be selected to participate in your Panel meeting, regardless of any existing [associations between Booking pages and Event types](#).