

Booking owners

Last Modified on Jun 2, 2023

Each [Dynamic rule](#) you create in a [Rule-based assignment](#) Master page must have a Booking owner. The Booking owner is the member who receives the booking.


You can define a Booking owner either by specifying a [Booking page](#) or by specifying a [Resource pool](#). If you choose a Resource pool as the Booking owner, bookings will be assigned to a Booking page within the Resource pool according to the pool's distribution method. You can choose from [Round robin](#), [Pooled availability](#), or [Pooled availability with priority](#).

If your Dynamic rule also includes [Additional team members](#), the meeting then becomes a [Panel meeting](#). In the case of a Panel meeting, the Booking owner owns the calendar event and determines settings including the [location](#), the [booking form](#), the post-scheduling flow, [notifications](#), and [third-party integrations](#).

Requirements

To create a Master page and add a Booking owner, you must be a [OnceHub Administrator](#).

How to select a Booking owner

1. Click **Setup** -> **Booking Page setup** in the top navigation bar.
2. Click the Plus button  in the **Master pages** pane.
3. In the [Scenario](#) field of the **New Master page** pop-up, select the [Rule-based assignment](#) scenario (Figure 1).

New Master page ? X

A Master page allows you to provide Customers with a single point of access to several team members. [Learn more](#)

Public name* ⓘ

Internal label* ⓘ

Public link* <https://go.oncehub.com/> ⓘ

Scenario*

- Rule-based assignment (supports one-time links) ⓘ
- Event types first (Booking pages second) ⓘ
- Booking pages first (Event types second) ⓘ
- Booking pages only (without Event types) ⓘ

Image or photo

Master page image (optional)

Choose file

Need an image for your page? See our [image gallery](#).

Cancel
Save & Edit

Figure 1: New Master page pop-up

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 [Assignment](#) section of the Master page.
6. In the **Rule types** section, select **Dynamic** (Figure 2).

< Master page: Sales call ...
Master page Sales call ▼

Overview

Assignment >

Labels and instructions

Public content

Assignment ?

① Rule types ?

- Dynamic - Event-based assignment with Resource pools and Booking pages (supports one-time links) ⓘ
- Static - Based on existing Event type-Booking page associations ⓘ

Figure 2: Select Dynamic as the Rule type

Tip :

When you use a Master page using Rule-based assignment with Dynamic rules, 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](#).

7. In the **Event-based rules** section, click **Add rule**.
8. Select which Event types will be offered in your Master page (Figure 3). For each Event type you want to add, you'll need to add a new rule. Master pages with Dynamic rules can only include Event types configured to [Automatic booking](#) and Single session. [Learn more about conflicting settings when using Dynamic rules](#)

② Event-based rules

Master pages with Dynamic rules can only include Event types configured to Automatic booking and Single session.

Display order ⓘ	Event type	Booking owner ⓘ	Additional team members ⓘ	
1	Please Select ▼	Please Select ▼	None ▼	...

[Add rule](#)

Figure 3: Add an event-based rule

9. Under **Booking owner**, choose a Booking page or Resource pool from the dropdown. You can only select one Booking owner.
10. Click **Save**.

You're all set! The Event type in your Master page now has a Booking owner. If your Master page includes multiple Event types, you can select a different Booking owner for each one. You can also [add Additional team members](#) if required.

Note:

The [existing associations between Booking pages and Event types](#) do not affect choosing a Booking owner. Any Booking page can be selected as a Booking owner to provide any Event type.