

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](#).

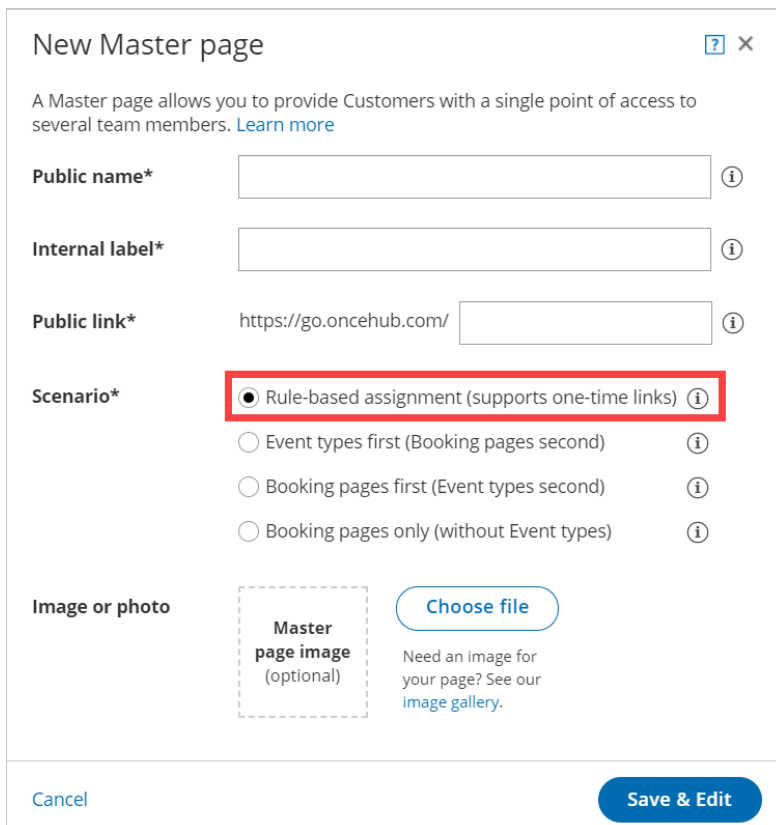
If your Dynamic rule also includes [Additional team members](#), the meeting then becomes a [Panel meeting](#). In the case of a Panel meeting, the Booking owner owns the calendar event and determines settings including the [location](#), the [booking form](#), the post-scheduling flow, [notifications](#),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

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

Public name* i


Internal label* i

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

Scenario*

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

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).

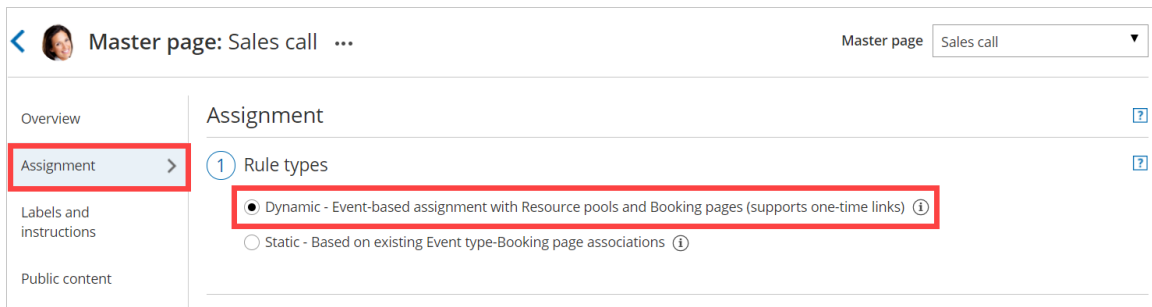


Figure 2: Select Dynamic as the Rule type



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](#)

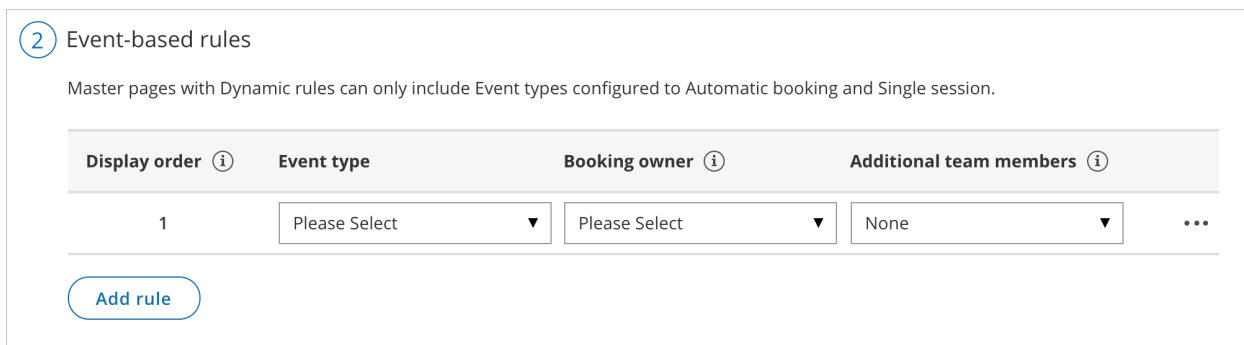


Figure 3: Add an event-based rule

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.