

Scheduling meetings at multiple locations

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Tip:

We recommend associating your [Booking page](#) with at least one [Event type](#). This enables better modeling of advanced scheduling scenarios (such as [multi-User scenarios](#) using [Pooled availability](#)) and provides a better scheduling experience for your Customers. [Learn more about supporting multiple meeting types using Event types](#)

If you offer appointments in multiple locations, you can use multiple [Booking pages](#) to represent the locations and configure each Booking page with its own availability and settings. For example, on Mondays and Tuesdays, you are at Location A, and on Wednesdays and Thursdays, you are at Location B. You can use a [Master page](#) to combine multiple Booking pages into one page that you can share with your customers.

How to set up multiple locations with Booking pages

1. [Create a Booking page](#) for each location. Each Booking page can have completely different availability and settings according to the characteristics of each location.
2. Hover over the lefthand menu and go to the Booking pages icon → relevant Booking page → **Conferencing / Location**, configure each Booking page according to the required settings for each location.
3. [Create a Master page](#) and add your profile information to the **New Master page** pop-up.
4. Select the Booking pages to include in your Master page and customize the [labels and selection text](#).

To test your Master page, go to the [Master page Overview](#) and make a test booking by using the public link in the **Share & Publish** section.

To experience a live demo of multiple locations, please check the [multiple locations page](#).

Tip:

If you would like to [generate one-time links](#) which are good for one booking only, you should use a Master page using [team or panel pages](#).

One-time links eliminate 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](#).

[Learn more about using one-time links](#)