

Conditional fields


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Conditional fields are fields that can be included in your Booking form which are only visible if the Customer is requested to provide this information. Whether a Customer is requested to provide this information is based on settings on your [Booking page](#) or [Event type](#).

The [Booking form](#) includes two Conditional fields: **Meeting subject** and **Location**.

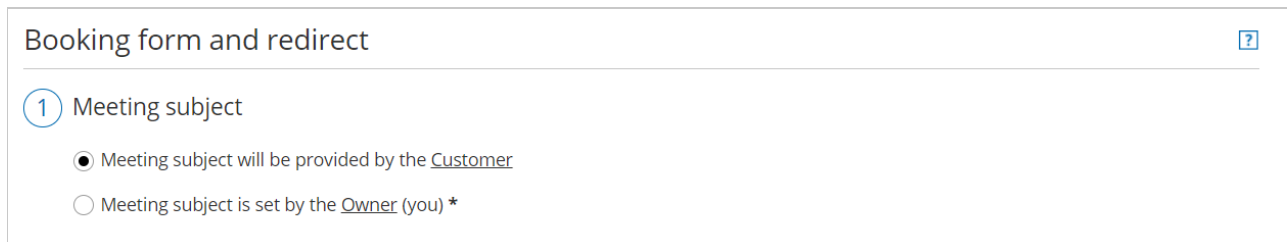
Meeting subject

If you are using [Booking pages without Event types](#), you can choose if you want the **Meeting subject** to be set by the Owner (you) or the Customer. If you choose for the Customer to provide the meeting subject, the Customer will be required to provide a meeting subject in order to complete the booking process.

 **Note:**

If your [Booking page is linked to an Event type](#), the **Meeting subject** is set by default to the [Event type](#) name and cannot be changed.

To allow the Customer to provide the meeting subject, go to **Setup -> ScheduleOnce setup ->** select the relevant Booking page -> [Booking form and redirect](#) section. Then, select **Meeting subject will be provided by the Customer** (Figure 1), and click **Save**.



Booking form and redirect ?

1 Meeting subject

- Meeting subject will be provided by the [Customer](#)
- Meeting subject is set by the [Owner](#) (you) *

Figure 1: Meeting subject will be provided by the Customer

Location

You can customize the location of your meeting in the [Conferencing / Location](#) section of your Booking page (Figure 2).

Conferencing / Location

1 Meeting channel

Will be added to the location and description fields in the calendar event

- Virtual meeting: Video conferencing or phone call
- Face-to-face meeting: Address or location
- Don't use conferencing or location

Figure 2: Booking page Conferencing / Location section

First, select the type of location: virtual meeting or face-to-face. If you choose a virtual meeting or face-to-face location, you can either provide the location yourself or specify that the Customer will provide a location when making a booking.

- If you choose for the Customer to provide the location information, the Customer will be required to provide the location information to complete the booking process.
- If you choose to not use a meeting channel or to provide one yourself, the **Location** field will not be visible to the Customer in the Booking form.