

Configuring your Booking pages to use GoToMeeting

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The [ScheduleOnce connector for GoToMeeting](#) completely automates the provisioning of GoToMeeting sessions. Customers receive a single ScheduleOnce confirmation, including all meeting details in their local time zone. You can configure your [Booking pages](#) to use Zoom by editing the **Conferencing / Location** section of the Booking page.

In this article, you will configure your Booking pages to use GoToMeeting by editing the **Conferencing / Location** section.

Configuring your Booking pages to use GoToMeeting

[Connect ScheduleOnce to your GoToMeeting account](#) and then follow these steps:

1. Go to **Setup -> ScheduleOnce setup** in the top navigation bar.
2. Select the Booking page that you want to configure.
3. Select [Conferencing / Location](#) (Figure 1).

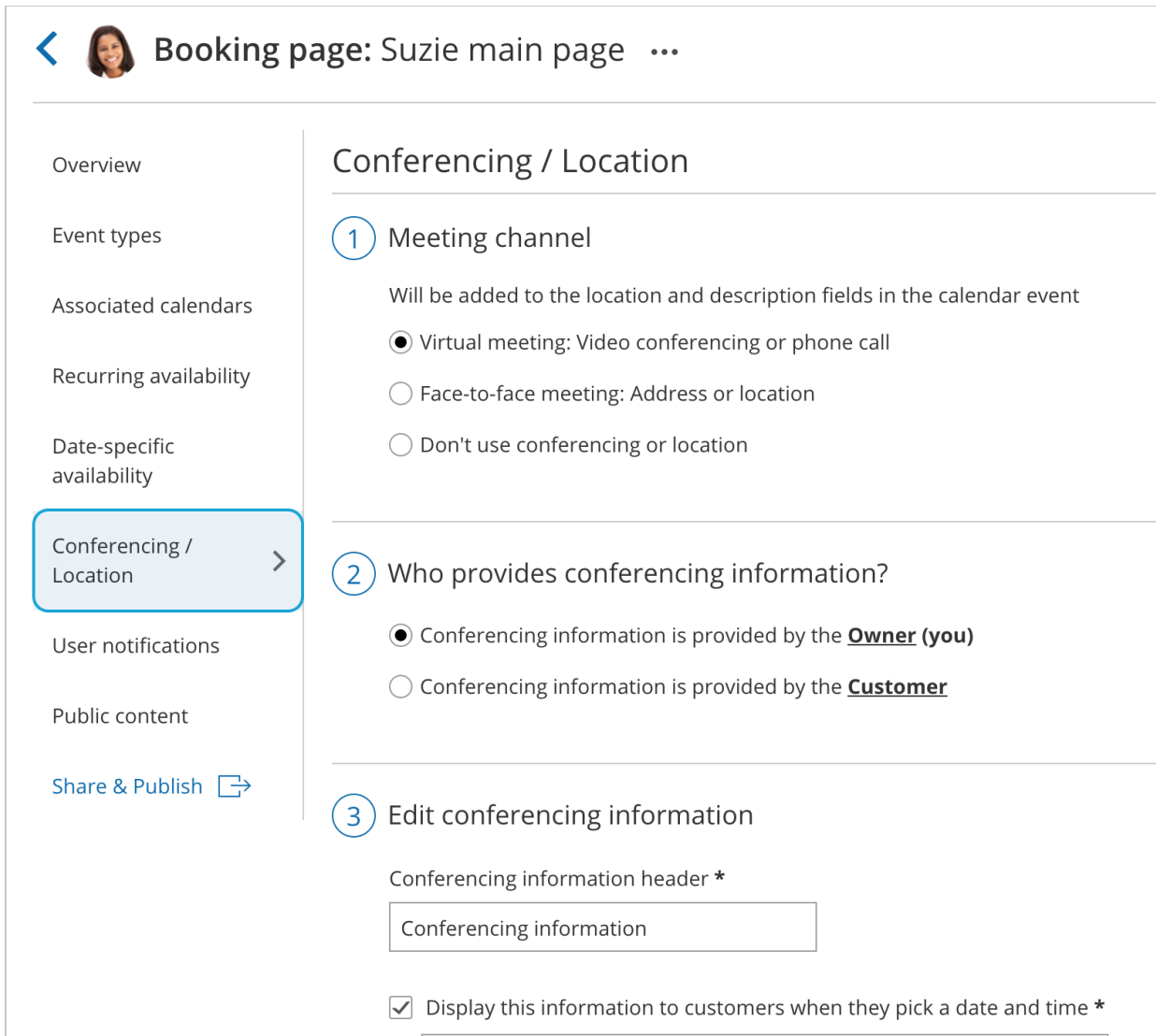


Figure 1: Conferencing / Location section

4. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
5. In the **Who provides conferencing information?** step, select **Conferencing information is provided by the Owner (you)**.
6. In the **Edit conferencing information** step, select the **GoToMeeting video conferencing** option (Figure 2).

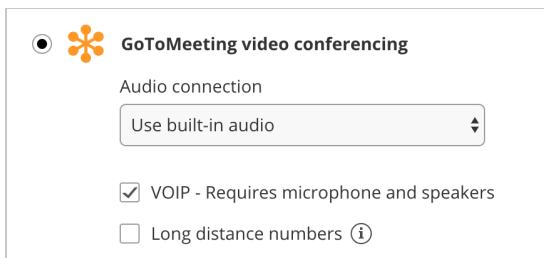


Figure 2: GoToMeeting video conferencing

7. Select a connection option from the **Audio connection** drop-down menu.

Note:

The **Long distance numbers** option enables you to add long distance phone numbers to the conferencing information when a booking is made. ScheduleOnce retrieves the long distance numbers you have set in your GoToMeeting account settings.

8. Click **Save**.

You're all set! When a booking is made, GoToMeeting session details are integrated with all ScheduleOnce notifications and a GoToMeeting session will be automatically created.

 **Note:**

When you use [Session packages](#), each session includes its unique video conferencing details.

- Schedule and reschedule notification emails to the Customer include a Conferencing info link next to each selected time.
- When the Customer clicks on the link, the scheduling confirmation page opens as if a single booking was made, displaying the full booking details including the video conferencing information for the session.
- Every reminder that the Customer receives includes the full booking details including the video conferencing information, as if a single booking was made.
- All calendar events for the Owner and Customer include the complete video conferencing information for each session.