

# How to generate your Zapier API key

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To trigger Zaps from your ScheduleOnce account, you must first generate a Zapier API key in ScheduleOnce. Once you generate your key, you can [create Zaps using ScheduleOnce as a Trigger](#).

**Note:**

By default, your Zaps can only be triggered from Booking pages you own. ScheduleOnce administrators can trigger Zaps from pages not under their ownership by enabling a permission in their User profile. [Learn more about triggering Zaps from pages not under your ownership](#)

In this article, you will learn how to generate your Zapier API key.

## Generating your Zapier API key

To generate your Zapier API key in ScheduleOnce:

1. Sign into OnceHub and go to the gear icon in the top right menu -> **Other settings**
2. Navigate to **Zapier**.
3. Select the **API key** tab and click the **Generate API Key** button. ScheduleOnce will create your unique API key (see *Figure 1*).
4. When you [create your first Zap](#), simply copy your API key and ScheduleOnce Login ID from ScheduleOnce (see *Figure 1*).

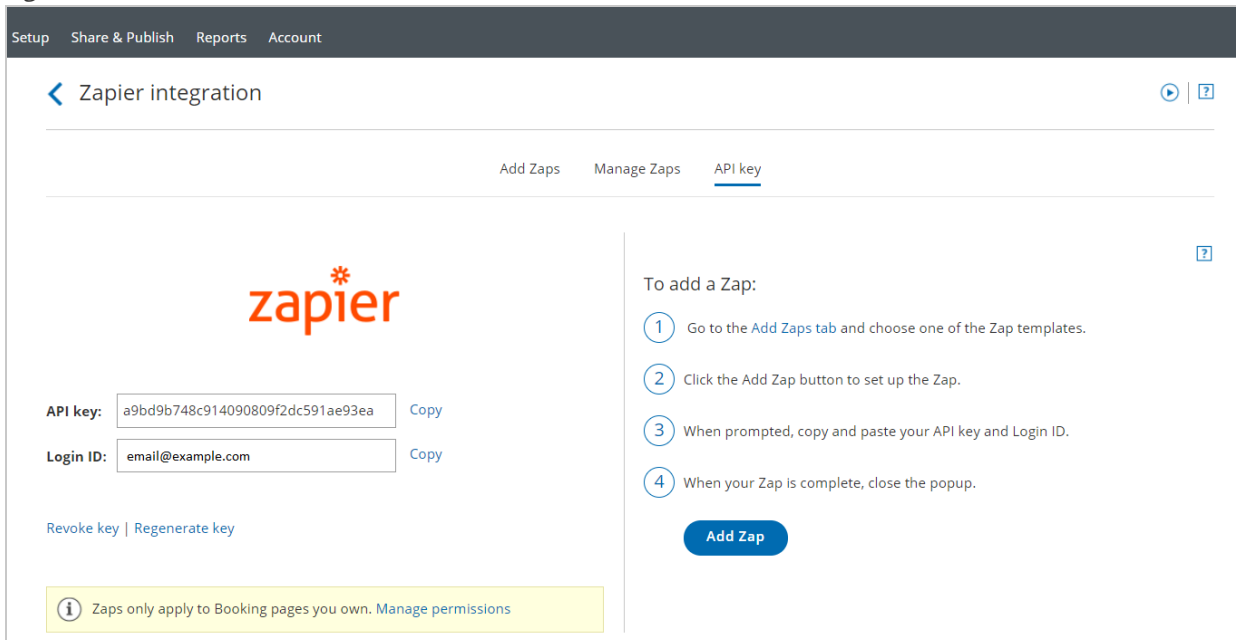
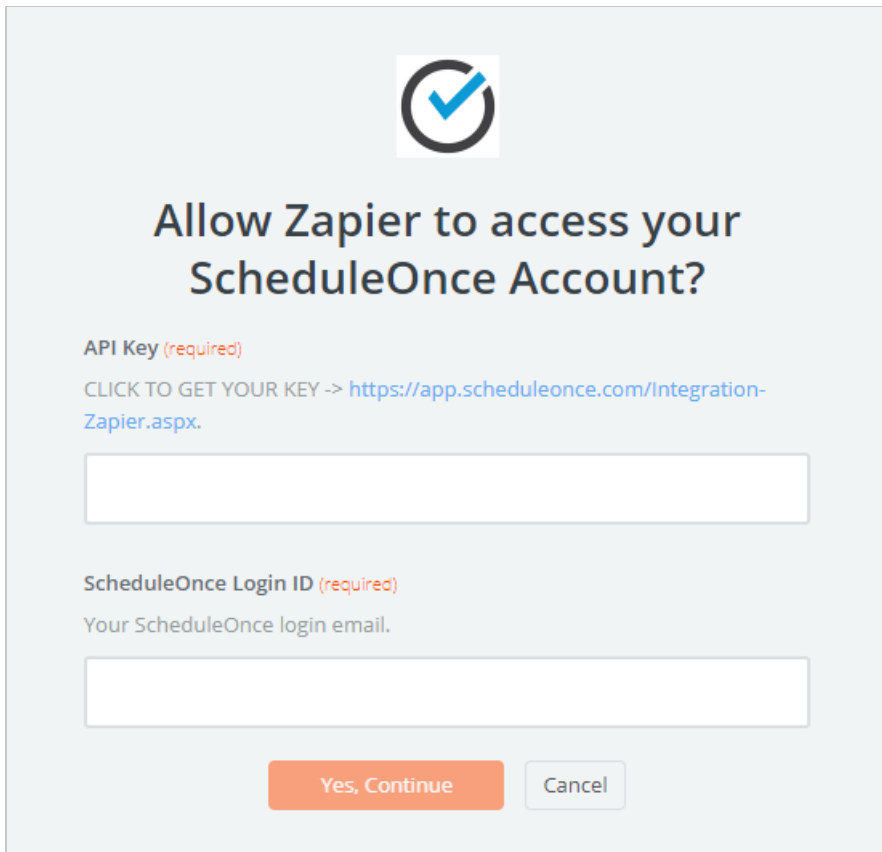


Figure 1: API key generated


5. Next, paste the copied credentials into the Zapier authentication page (see *Figure 2*).



The image shows a Zapier authentication page for a ScheduleOnce account. At the top center is a circular icon with a checkmark. Below it is the heading "Allow Zapier to access your ScheduleOnce Account?". The page contains two input fields: one for the "API Key (required)" and another for the "ScheduleOnce Login ID (required)". A link is provided to obtain the API key: "CLICK TO GET YOUR KEY -> <https://app.scheduleonce.com/Integration-Zapier.aspx>". At the bottom, there are two buttons: "Yes, Continue" (highlighted in orange) and "Cancel".

Figure 2: Zapier authentication page

Congratulations! Your Zapier API key is ready and you can start [creating Zaps with OnceHub as a Trigger](#).

 **Important:**

If you revoke or regenerate your Zapier API key, or change your OnceHub Login ID, you will need to reconnect OnceHub to Zapier. To reconnect, log into Zapier, go to Connected Accounts and reconnect OnceHub using the new credentials.