

Access permissions for subscribing to Booking notifications

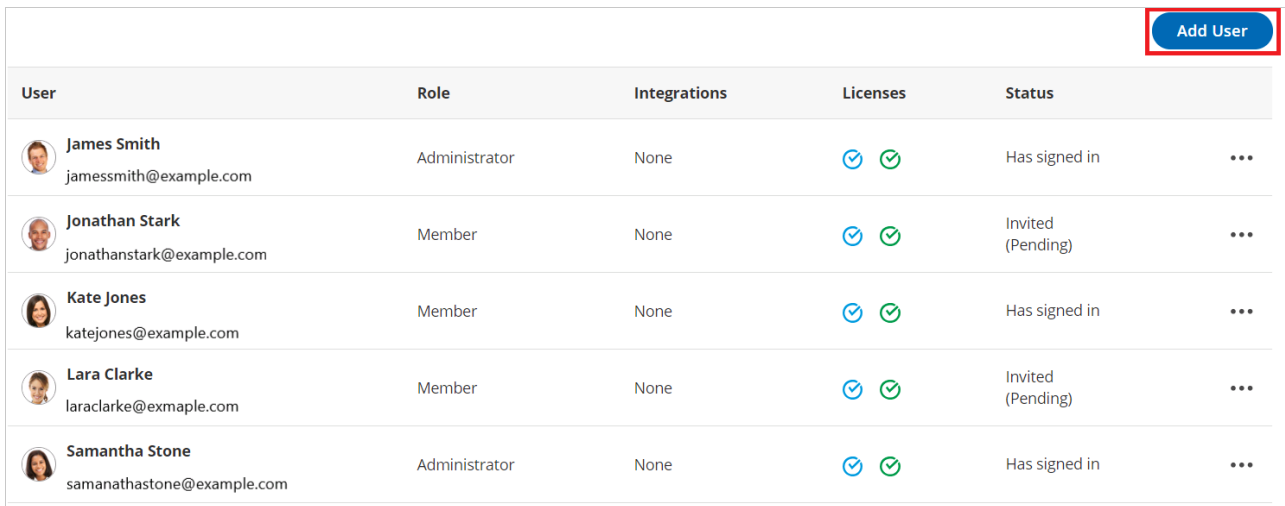
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Any User can [subscribe to User notifications](#) for specific [Booking pages](#) in their organization’s ScheduleOnce app. User notifications can be sent via email or SMS.

In order to receive User notifications for a Booking page, the User must have an [Editor access role](#) on that Booking page. This can be assigned by a [OnceHub Administrator](#). You can customize further notification settings for that User in the relevant Booking page’s [User notifications](#) section.

If the User has not been created in the system, they can be added by clicking on your profile image or initials in the top right corner, selecting **Users** from the drop-down menu and clicking the **Add User** button (Figure 1). [Learn more about adding Users](#)

You do not need an assigned product license to be an Editor on a Booking page and subscribe to booking notifications. [Learn more](#)



The screenshot shows a 'Users lobby' interface. At the top right, there is a blue button labeled 'Add User' with a white plus icon, highlighted by a red box. Below this is a table with the following columns: User, Role, Integrations, Licenses, and Status. The table lists five users: James Smith (Administrator), Jonathan Stark (Member), Kate Jones (Member), Lara Clarke (Member), and Samantha Stone (Administrator). Each user row includes a profile picture, name, email address, role, integration status (None), license status (two checkmarks), and status (Has signed in or Invited (Pending)).

User	Role	Integrations	Licenses	Status
James Smith jamesmith@example.com	Administrator	None		Has signed in
Jonathan Stark jonathanstark@example.com	Member	None		Invited (Pending)
Kate Jones katejones@example.com	Member	None		Has signed in
Lara Clarke laraclarke@exmaple.com	Member	None		Invited (Pending)
Samantha Stone samanthastone@example.com	Administrator	None		Has signed in

Figure 1: Users lobby

The User will receive [an invitation to sign up for a ScheduleOnce account](#). If the User only needs to receive notifications, they don't need to complete the sign up process—their email address is already in the system. As long as they have an Editor role on the relevant Booking page(s), they can receive notifications.

There is no limit to the number of Users who can subscribe to User notifications on a Booking page.

Note:

If you change the Owner of a Booking page, any [User notifications](#) settings you have previously customized for the Owner will be returned to the default settings for the new Booking page Owner.