

How to set the number of participants for a GoToMeeting session

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In this article, you'll learn how to set the number of participants for a GoToMeeting session created via ScheduleOnce for one-on-one and [Group sessions](#).

Setting the number of participants for a GoToMeeting session

1. [Connect ScheduleOnce to your GoToMeeting account](#).
2. Configure your Booking page's **Conferecing / Location** section. Go to **Setup -> ScheduleOnce setup -> Select your Booking page -> Conferecing / Location**.
 - In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.
 - In the **Who provides conferencing information?** step, select **Conferencing information is provided by the Owner (you)**.
 - In the **Edit conferencing information** step, select the **Video conferencing: GoToMeeting** option.
3. Go to the [Scheduling options](#) settings of your Booking page or [Event type](#).
 - If you have [associated your Booking page with at least one Event type](#), the Scheduling options are found by going to **Setup -> ScheduleOnce setup -> relevant Event type -> Scheduling options**.
 - If you have **not** associated your Booking page with at least one Event type, the Scheduling options are found by going to **Setup -> ScheduleOnce setup -> relevant Booking page -> Scheduling options**.
4. In the **One-on-one or Group session?** field, select [Group session](#) (Figure 1).

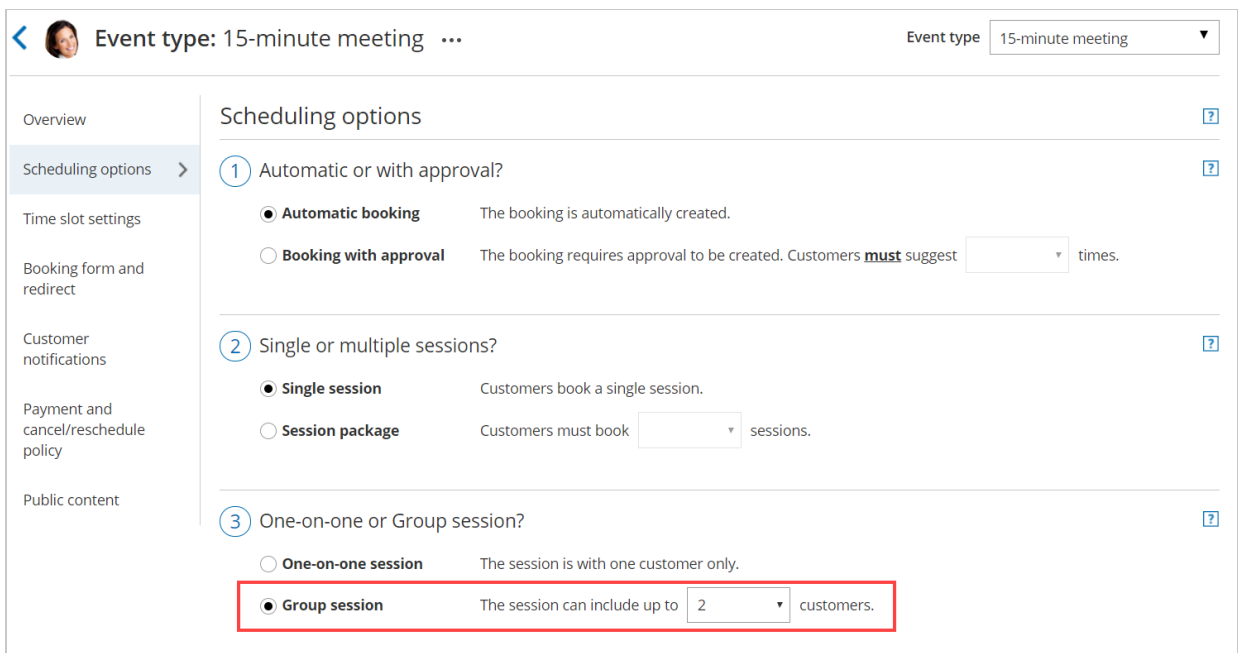



Figure 1: Scheduling Options

5. Use the drop-down menu to select the number of Customers you want to allow to attend.

 **Important:**

The number of bookings per time slot set in ScheduleOnce should not exceed your GoToMeeting plan's meeting capacity.

6. Click **Save**.

When a booking is made, GoToMeeting session details are integrated with all ScheduleOnce notifications and a GoToMeeting session will be automatically created based on the settings you created above. When multiple Customers sign up for the same session, such as a webinar, each booking receives the same GoToMeeting details.

[Learn more about setting up webinars](#)
