

How to create a Zap from scratch in Zapier

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Zapier is a web automation app that enables quick and simple data movement between applications, using integration links called Zaps.

In this article, you will learn how to create a Zap from scratch in Zapier.

Requirements

Before creating a Zap from scratch, you must:

- Have a [Zapier account](#)
- [Generate a Zapier API key in OnceHub](#)

Creating a Zap from scratch

1. Log in to Zapier, go to your **Dashboard** and click the **MAKE A ZAP!** button (see Figure 1).

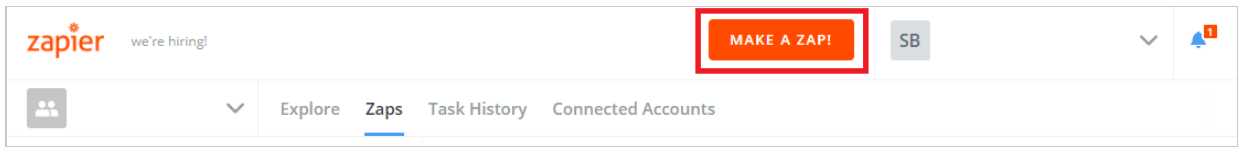


Figure 1: Click the **MAKE A ZAP!** button

2. Choose OnceHub as the trigger app. Type "oncehub" in the **Choose a Trigger app** field, and select **OnceHub** from the drop-down list.
3. Select a OnceHub trigger. [Learn more about the ScheduleOnce triggers on Zapier](#)
4. Select a OnceHub account. If you have already connected your ScheduleOnce account with Zapier, simply select the account. Make sure to test the connection by clicking the **Test** button.
5. If you have not connected an account, or want to connect a different account, click on the **Connect an Account** button to establish a new connection. You will be asked to provide your Zapier API key and ScheduleOnce login ID.
6. Click the link to open your OnceHub account in a new browser tab and copy your API key and Login ID shown in the API key tab in the Zapier integration page in OnceHub (see Figure 2).

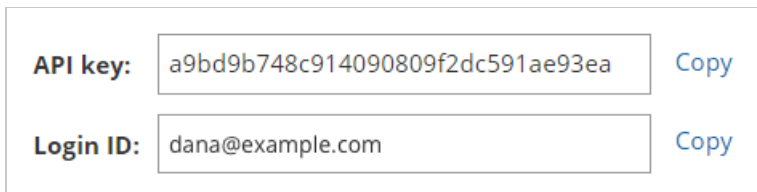


Figure 2: Copy your **API key** and **Login ID** from OnceHub

7. Once connected, click **Continue**.
8. Test the OnceHub trigger. First, make sure you have an existing booking in your connected OnceHub account. If not, you can make a test booking by opening your Booking page in a new browser tab. Once you have at least

one booking, click **Fetch & Continue** to test the trigger.

9. Once the test is successful, click **Continue**.

Note:

You can add a Filter step to more accurately define when to trigger this Zap. For example, you can define a Filter that allows the Zap to continue only when specific Bookings pages are used or when specific booking events occur (e.g. **Scheduled** and **Rescheduled**).

10. Choose an Action App with which to integrate ScheduleOnce (see Figure 3).

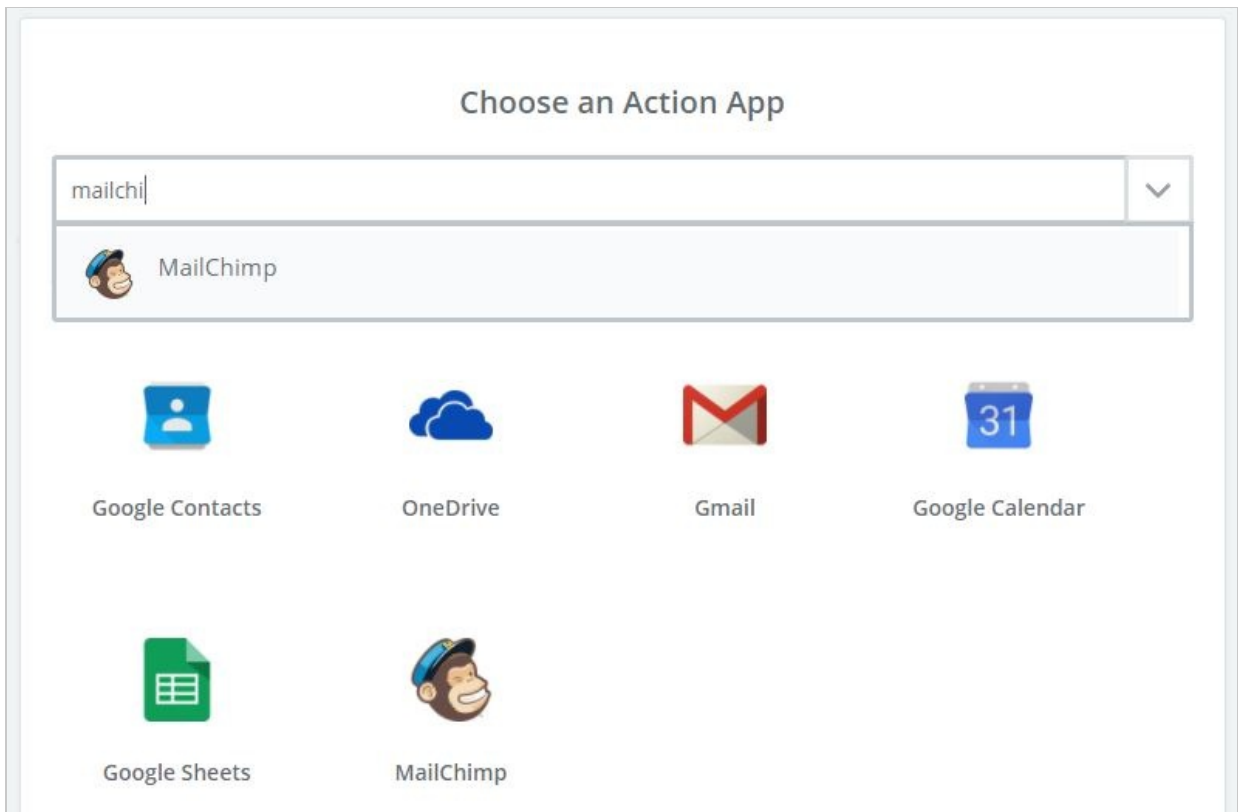


Figure 3: Choose an Action App

11. Select the Action you want to occur when the Zap is triggered and click **Continue** (see Figure 4).

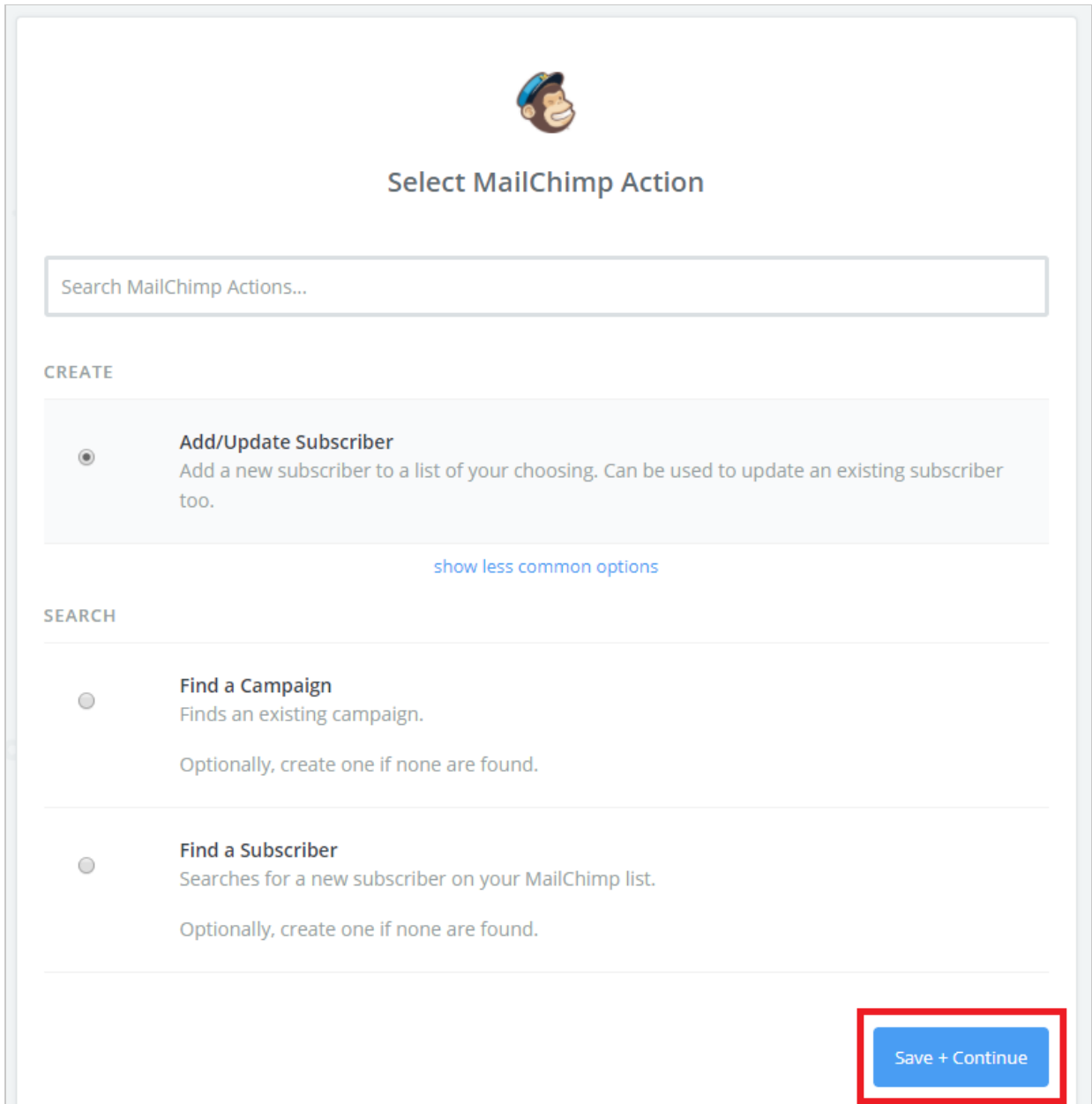


Figure 4: Select the Action

12. Select an account for your Action app. If you have already connected your account with Zapier, simply select the account as shown below. Make sure to always test the connection by clicking the **Test** button. If you have not connected an account or want to connect a different account, click the **Connect an Account** button to establish a new connection. Once connected, click **Save + Continue**.
13. Set up the Action by filling in the fields. Some fields require you to select values from the Action app, while other fields require you to use your own text and/or values from OnceHub fields. Click on a field's drop-down to see which options are available. Use the Search bar at the top of the dropdown to search for a specific field. Values from OnceHub fields will be dynamically updated with the relevant booking data and customer data each time the Zap is triggered. In the example below, OnceHub's **Customer – Email** field is used as the value for the **Subscriber Email** field in MailChimp, the Action app. [Learn more about the OnceHub fields available in Zapier](#)
14. Test the Action step by following the instructions. Once you are done testing, you can either add another step or click **Finish** to complete the Zap.

15. Turn on your Zap. If you haven't named your Zap yet, you can name it on this screen (see Figure 5).

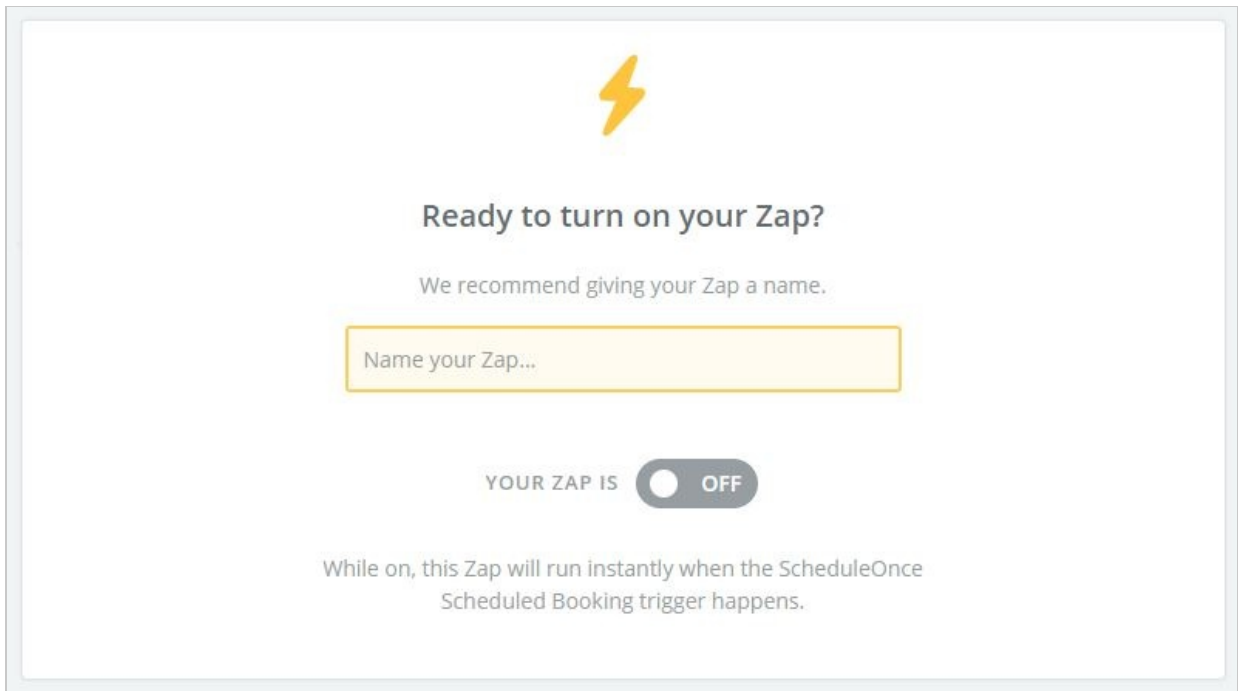


Figure 5: Test the Action step

Congratulations! You are done. Your Zap is active and your workflow is automated.

Note:

By default, Zaps are only triggered from Booking pages you own. OnceHub Administrators can be allowed to trigger Zaps from pages not under their ownership by enabling a permission in the Administrator's profile.

[Learn more about triggering Zaps from pages not under your ownership](#)