

# Using G Suite resource calendars

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OnceHub is fully compatible with G Suite resource calendars for both [resource scheduling](#) and [conditional booking](#) in ScheduleOnce.

Resource calendars are designated specifically for scheduling organizational resources such as conference rooms, projectors, guest offices, equipment, or any other resource that members of your organization might schedule a time to use.

## Creating and managing resources using G Suite:

1. When [creating resources](#), you should use specific naming conventions to make your resources easy for users to find. Only G Suite administrators in your organization can create resources.
2. To use resources in ScheduleOnce, you can subscribe to the resource calendars.
  - If you are not the administrator of the Google account, the resource calendar will appear under the Other calendars section. [Learn more about subscribing to a resource calendar](#).
  - If you are the administrator of the Google account, the resource calendar will appear in the My Calendars list. You need to [share the resource](#) with the appropriate permission level with the users of your organization. If you don't explicitly set the sharing option for your new resource, it will inherit the default [sharing option](#) for calendars in your organization.
3. Your OnceHub account connects to a Google Calendar account and allows you to access all calendars under that account. After subscribing to the resource calendars, they will appear automatically in the [Calendar list of the Booking page associated calendar section in ScheduleOnce](#).
  - If you have been granted administrative access to the resource calendars, they will be organized in alphabetical order together with all other calendars in your account. You will be able to select any resource as the Main booking calendar.
  - If you do not have administrative access to the resource calendars, the resources to which you are subscribed will be located at the bottom of your calendars list. You will not be able to select a resource as a Main booking calendar. In this case, you will need to book the resource using the [Additional booking calendar column](#).