

Introduction to single-user scenarios

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OnceHub allows you to offer multiple meeting types on your Booking page or Master page. There are three ways to offer multiple meeting types using Event types, Booking pages, and Master pages.

Accept appointments for yourself

If you accept appointments for yourself, Customers come to your Booking page and book appointments with you automatically or with your approval. If you offer only one meeting type, you can use an Event type and link it to your Booking page.

For example, let's say you offer a 60-minute tax return preparation session for a fee of \$100. Create an Event type, customize the settings to meet your requirements, and associate it with a Booking page.

Learn more about configuring your Event type

Offer different appointment types on your Booking page

If you offer multiple meeting types which all have the same availability and same location, then all you need is one Booking page with multiple Event types linked to it. Each Event type can be a different meeting type with its own settings. You can configure the Scheduling options, Time slots, Booking form, Customer notifications and the Payment and Cancel/Reschedule policies for each Event type.

For example, you might offer a 15-minute introductory session for free, a 30-minute online consultation session for \$50 with a lenient reschedule/cancellation policy, and an hour long face-to-face consultation for \$100 with a strict reschedule/cancellation policy. This is possible using multiple Event types with different configurations on your Booking page.

Learn more about offering different appointment types

Use both Event types and multiple Booking pages together

Event types and Booking pages can be used together to meet a wide range of scheduling scenarios for offering Event types at different locations or at specific hours or days.

For example, let's say you're providing Event types in three locations and you're in different locations during different days of the week. Define the Event types that you provide and set each Booking page to be a location. You can set up your scheduling process so that Users will first select an Event type and then a location, or vice versa. In this specific scenario, you'll create the Booking pages and the Event types, link the Event types to the Booking pages, and then link the Booking pages to a Master page.

Learn more about supporting different locations and times for your meetings