OnceHub Support

Changing Booking page and Master page links

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Booking page links and Master page links are used in all of OnceHub's Share & Publish options. In some cases, you may want to change the link that Customers use, such as when a Booking page is reassigned to a different User.

In this article, you'll learn how to change a Booking page or Master page link.

In this article:

- What happens when you change your link?
- Requirements
- Changing your link

What happens when you change your link?

When you change the link, the former link will no longer work. Any sharing and publishing options that you used will need to be updated with the new link. Customers will not be able to cancel or reschedule any bookings that they made using the former link.

Requirements

To change the link, you must meet the following requirements:

- Be an Owner or an Editor of the page.
- Have the permission to edit the Overview section.

Learn more about Booking page access permissions

Changing your link

- 1. Go to **Booking pages** in the bar on the left.
- 2. Select the Booking page or Master page that you would like to edit.
- 3. In the Overview section, click the **Edit** icon next to the link (Figure 1).



Kan Booking page: DFisher				
Overview	>	Overview		
Event types			 Share & Publish https://go.oncehub.com/DanaFisherSales Personalize for a specific Customer Share dynamic links Publish on your website 	
Associated calendar	S			
Recurring availabilit	у			
Date-specific availability				

Figure 1: Booking link edit icon

4. The Booking page or Master page **Primary settings** pop-up will open (Figure 2).

Booking page primary settings				
A web page for your Cu	istomers to schedule with you. Learn more			
Public name*	Dana Fisher (i)			
Internal label*	DFisher (i)			
Public link*	https://go.oncehub.com/ DanaFisherConsultation (i)			
The former link will no longer work and any used sharing and publishing methods must be updated with the new link. Learn more				
Owner*	Dana Fisher (i)			
Editors (optional)	• i)			
Event types	15-minute meeting × 30-minute meeting × (i) 60-minute meeting ×			
Image or photo	Choose file Delete image Need an image for your page? See our image gallery.			
Cancel	Save			

Figure 2: Booking page primary settings pop-up

5. Change the **Public link** to the new link that you need.

i Note :

The former link will no longer work, and any sharing and publishing methods that you previously used must be updated with the new link.

6. Click Save.