

Changing Booking page and Master page links

Last Modified on Jul 16, 2020

[Booking page](#) links and [Master page](#) links are used in all of ScheduleOnce'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.

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 **Setup** -> **ScheduleOnce setup** in the top navigation bar.
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).

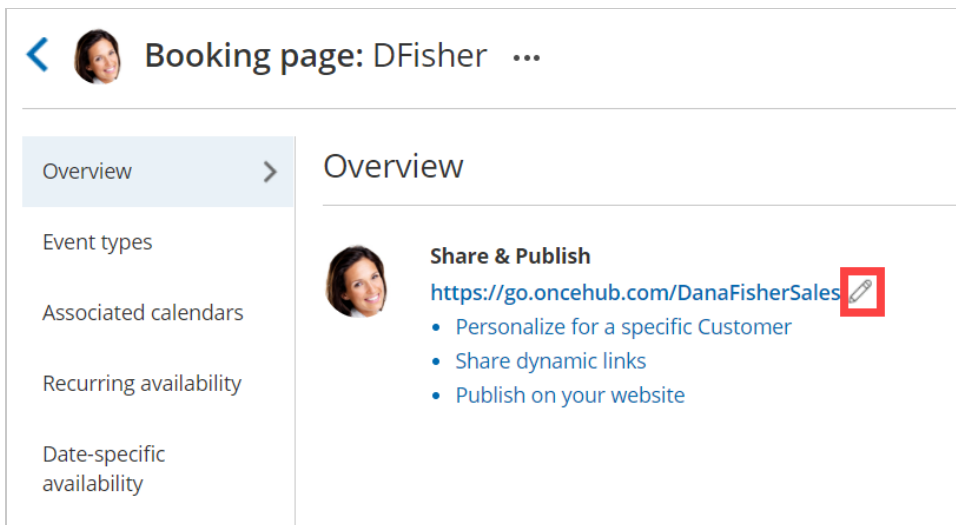


Figure 1: Booking link edit icon

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

Booking page primary settings ? ×

A web page for your Customers to schedule with you. [Learn more](#)

Public name* i

Internal label* i

Public link* 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* i

Editors (optional) i

Event types i

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**.