

Using one-time links

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Note:

One-time links are only available for [Master pages](#) using [Rule-based assignment](#) with [Dynamic rules](#).

With OnceHub, you can generate one-time links which are good for one booking only, eliminating any chance of unwanted repeat bookings. A Customer who receives the link will only be able to use it for the intended booking and will not have access to your underlying [Booking page](#).

When you create a one-time link, it's automatically copied to your clipboard with one click, allowing you to quickly generate multiple one-time links that can be sent to different Customers. One-time links [can be personalized](#), allowing the Customer to pick a time and schedule without having to fill out the [Booking form](#).

Tip:

You can use the [OnceHub for Gmail extension](#) to schedule with general links directly from your Gmail account. You can generate links, copy them in a single click, and send them in an email.

[Learn more about OnceHub for Gmail](#)

Customers can make bookings as normal using the one-time link, and Users and Customers can [cancel and reschedule](#) as usual based on your [Cancel/reschedule policy](#). Bookings made using one-time links will also appear as normal bookings in your [Activity stream](#) and [reports](#).

In this article, you'll learn how to generate a one-time link.

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Requirements

To create a Rule-based assignment Master page with Dynamic rules, you must be a [OnceHub Administrator](#).

Generating a one-time link

To generate a one-time link:

1. Click the **Share icon** in the top navigation bar (Figure 1).

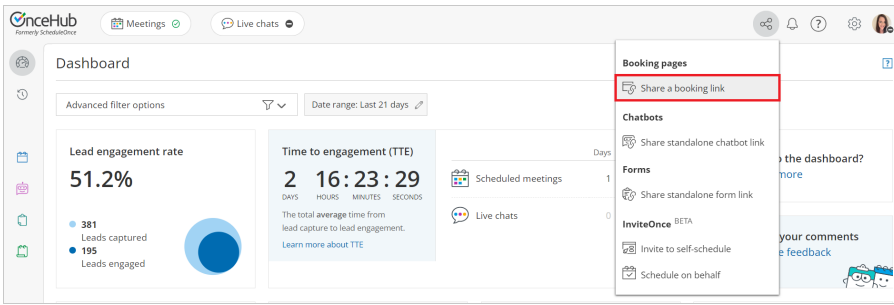


Figure 1: Schedule button

2. Select the relevant Master page.
3. Toggle the **One-time link** option to ON (Figure 2).

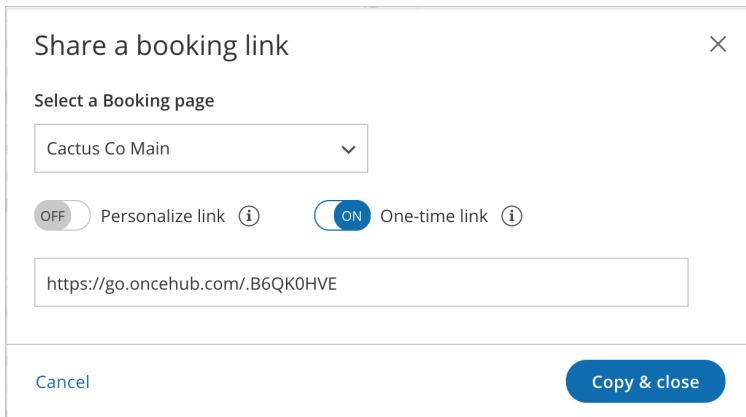


Figure 2: One-time link toggle ON/OFF

You can also generate a one-time link in the **Overview** section of the relevant Master page:

1. Go to **Setup** in the top navigation bar.
2. Select the relevant Master page that you would like to generate a one-time link for.
3. In the **Master page Overview** section, click **Generate a one-time link** in the **Share & Publish** section (Figure 3).

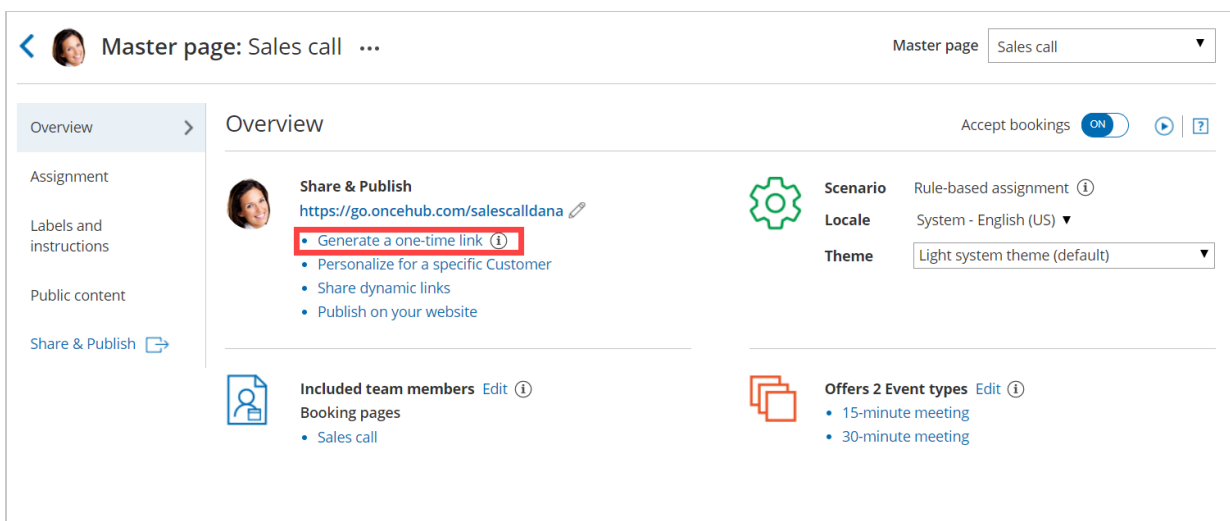


Figure 3: Generating a one-time link in the Master page Share & Publish section

4. The **One-time link** pop-up will appear (Figure 4).

The screenshot shows a 'Share a booking link' pop-up window. At the top right is a close button (X). Below the title is a section 'Select a Booking page' with a dropdown menu showing 'Cactus Co Main'. Below this are two toggle switches: 'Personalize link' is currently turned OFF, and 'One-time link' is turned ON. Below the toggles is a text input field containing the URL 'https://go.oncehub.com/.B6QK0HVE'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Copy & close' button.

Figure 4: One-time link pop-up

5. Toggle **Personalize link** to ON if you would like to personalize the one-time link for a Customer (Figure 5). Enter a **Customer name** and **Customer email**.

The screenshot shows the 'Share a booking link' pop-up window with 'Personalize link' now turned ON. The 'One-time link' toggle remains ON. Below the toggles, there are two input fields: 'Customer name' with the value 'Jane Smythe' and 'Customer email' with the value 'jane.smythe@smytheltd.com'. Below these fields is a text input field containing a personalized URL: 'https://go.oncehub.com/.B6QK0HVE?name=Jane%20Smythe&email=jane.smyt'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Copy & close' button.

Figure 5: Personalize link enabled

Note :

When you personalize a one-time link, the [Booking form](#) step will be skipped. Skipping the Booking form step allows for a quicker booking process for your Customers.

You can choose to show the Booking form by changing the **Skip** URL parameter to "&skip=0". [Learn more about using OnceHub URL parameters](#)

6. Click **Copy & close** to copy the one-time link to your clipboard and close the pop-up. You can then paste the one-time link into an email or instant message and send it to your Customer.

You can also generate a one-time link from the **Booking page scheduling setup** (Figure 6). Click the action menu (three dots) next to the Master page that you would like to generate a one-time link for. Then, select **One-time link**.

Note:

One-time links are only available for [Rule-based assignment](#) Master pages with [Dynamic rules](#).

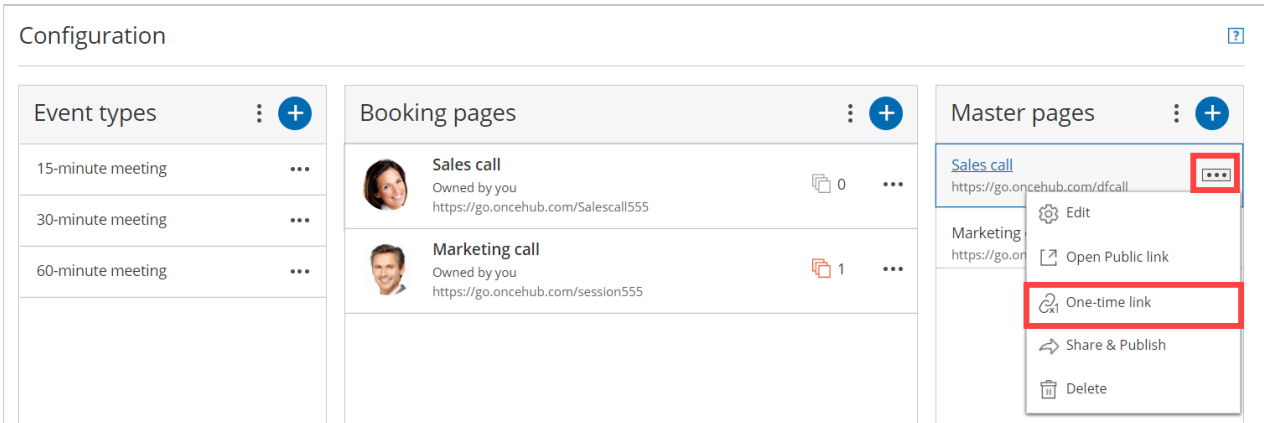


Figure 6: Generating a one-time link from the Booking page scheduling setup

Tip:

You can generate a one-time link for an individual Booking page by creating a new Master page with Dynamic rules and selecting this Booking page as the [Primary team member](#) for every Event-based rule you add.

[Learn more about generating a one-time link for an individual Booking page](#)

Changing the Master page Rule type

If you change the Rule type of your Master page from Dynamic to [Static](#), Customers will not be able to use any one-time link that you previously generated.

If a Customer used the one-time link to make a booking **before** you changed the Rule type from Dynamic to Static, that booking can be cancelled but not rescheduled.