

Scheduling one-off meetings using ScheduleOnce one-time links

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Note:

One-time links are only available for [Master pages](#) using [team or panel pages](#).

Master pages allow you to combine multiple [Booking pages](#) and [Event types](#) into one point of access for your Customers, providing support for a wide range of scheduling scenarios.

With ScheduleOnce, 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](#). One-time links [can be personalized](#), allowing the Customer to pick a time and schedule without having to fill out the [Booking form](#).

For example, you may have a Customer who wants to schedule a Support meeting to resolve a specific issue. However, you want to restrict access to your Support team because their time is limited. You can send this Customer a one-time link to schedule a booking for this specific issue.

After the Customer schedules the booking, they won't be able to use that one-time link to schedule bookings for any other issues.

Requirements

To create a Master page with a team or panel page scenario, you must be a [OnceHub Administrator](#).

Generating a one-time link

To generate a one-time link:

1. Click the **Schedule button** in the top navigation bar (Figure 1).

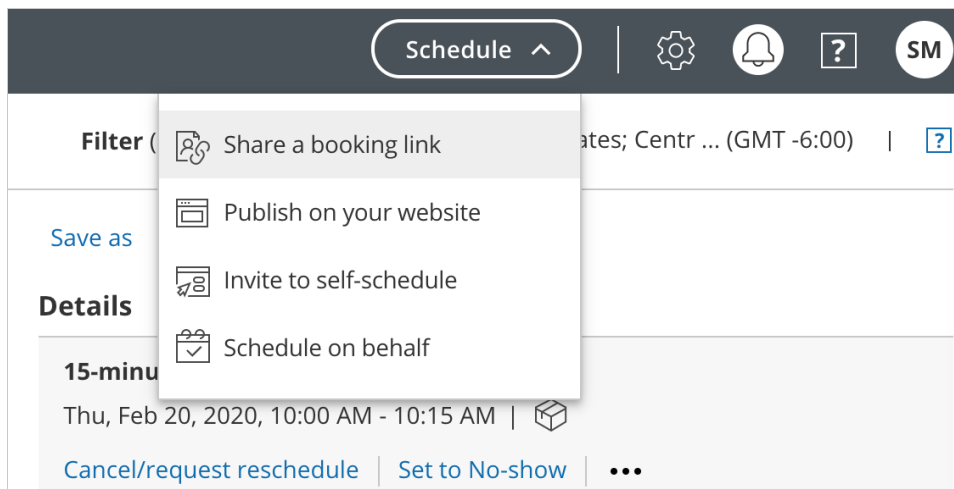


Figure 1: Schedule button

2. Toggle the **One-time link** option to ON (Figure 2).

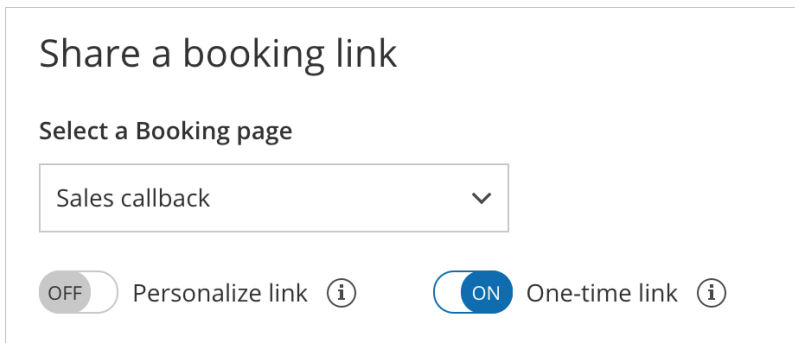


Figure 2: One-time link toggle ON/OFF

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).

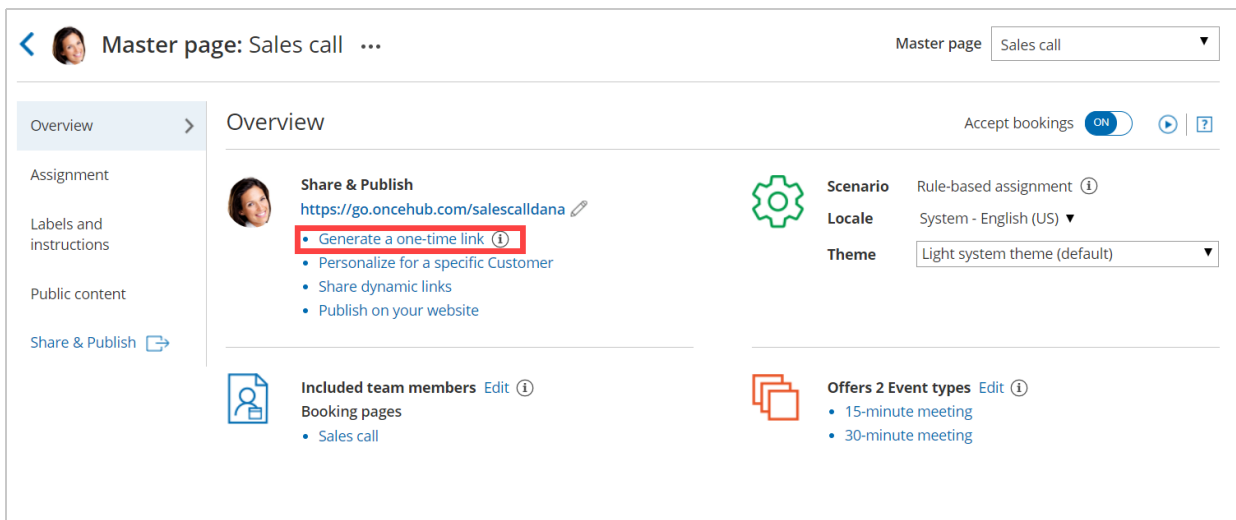


Figure 3: Generating a one-time link in the Master page Share & Publish section

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

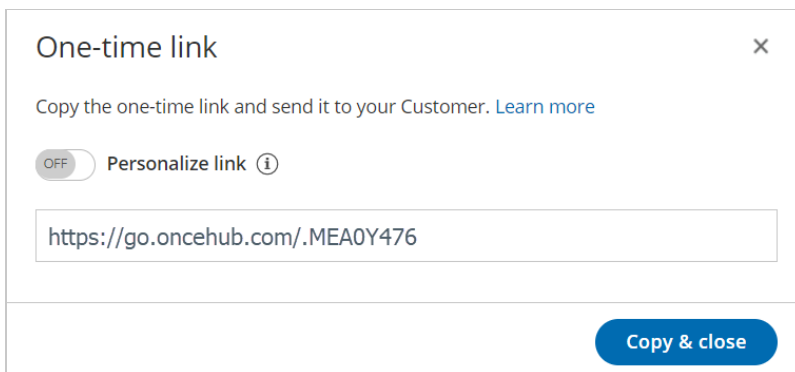


Figure 4: One-time link pop-up

5. Toggle **Personalize link** to ON if you would like to personalize the one-time link for a Customer (Figure 3).

Enter a **Customer name** and **Customer email**.

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 ScheduleOnce 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.

Generating a one-time link for an individual Booking page

You can use the following workaround if you need to generate a one-time link for an individual Booking page.

1. [Create a new Master page](#) with the team or panel page scenario.
2. Go to the [Event types and assignment](#) section of the Master page.
3. Click **Add Event type** (Figure 5).

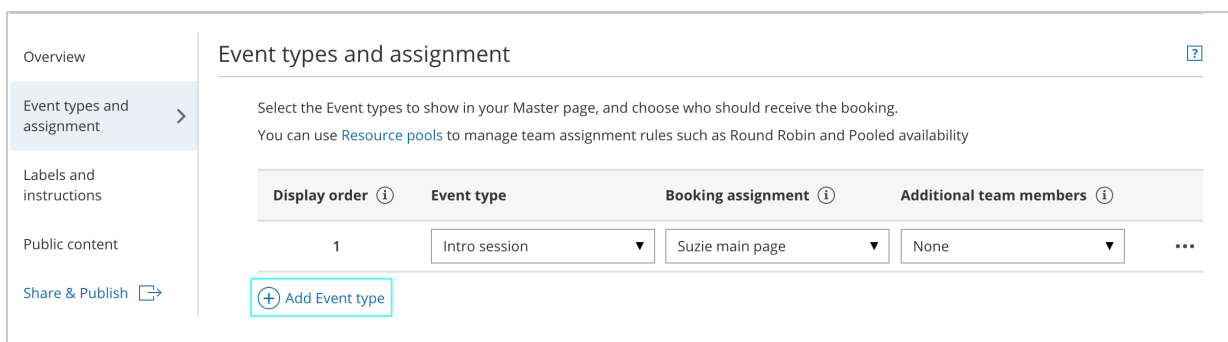


Figure 5: Add Event type

4. Select which Event types will be offered on your Master page. Master pages with team or panel pages can only include Event types configured to [Automatic booking](#) and Single sessions. [Learn more about conflicting settings when using team or panel pages](#)
5. Next, use the [Booking assignment](#) drop-down to select the specific Booking page that you would like to create a one-time link for. Select this Booking page for each Event-based rule you have created.
6. Click **Save**.
7. Access the **Schedule button** or go back to the Master page **Overview** section and generate a one-time link.