

Does my User need an assigned license?

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When you create a new User, you assign that User an account role: Member or Administrator. This determines their access levels, including for billing, advanced configuration, and reporting. [Learn more](#)

Next, you can determine whether you should assign them a license.

The only difference between Users with and without a ScheduleOnce license is that those with a license can accept appointments through an enabled Booking page. Users without a license can do everything else in the account those with a license can do, according to their account role (Member or Administrator).

With a paid subscription, you can create as many Users as your organization needs at no additional cost. However, you have a finite amount of licenses to assign them, according to your subscription. This allows you to create unlimited Users for your organization at no additional cost who can support your account through [various roles](#).

ScheduleOnce

Users with a ScheduleOnce license

Any Users can receive bookings in ScheduleOnce after you assign them a ScheduleOnce license. [Learn more](#)

Once you've assigned them a ScheduleOnce license, you can make them an Owner of an enabled Booking page and they can receive bookings through it.

Users without a ScheduleOnce license

Any User who has not been assigned a ScheduleOnce license can do everything their role (Member or Administrator) allows them to do, except book appointments through an enabled Booking page.

So long as you retain a paid subscription (minimum 3 licenses), your organization can have unlimited Users without a license assigned.

This allows for a streamlined, cohesive process across your team. Everyone can access OnceHub to fulfill their role without extra cost, whether as a tech admin, virtual assistant, security admin, or more.

[Learn more on use cases for Users without licenses assigned](#)

Seasonal Users

Seasonal Users are sometimes assigned a license and sometimes not, according to their organization's needs.

If a team member only takes bookings seasonally and you wish to recycle their license, reassigning it to someone else, you can do so without deleting their Booking page or User profile.

Once you unassign their ScheduleOnce license, their Booking pages will be disabled automatically. You can then assign ownership of those Booking pages to someone else and re-enable the page. Alternatively, you can keep the page disabled, to be used in future, when it becomes relevant again.

The original User's Booking page and User profile will stay in your account, ready for when you need to enable them again.

 **Note:**

The number of Booking pages you can enable in your account depends on the number of paid ScheduleOnce licenses on your OnceHub subscription.

Our fair usage policy allows three enabled Booking pages for each ScheduleOnce license. To add more enabled Booking pages to your account, you must purchase additional ScheduleOnce licenses. You can purchase additional licenses at any time, as you need them.

You can retain an unlimited amount of disabled Booking pages.