OnceHub Support

How to set the number of participants for a Skype session

Last Modified on Oct 18, 2022

In this article, you'll learn how to set the number of participants for a Skype session created via OnceHub for Group sessions.

Setting the number of participants for a Skype session

1. Connect OnceHub to your Skype account.

2. Select Skype in the Conferencing / Location settings for your Booking page.

3. Go to the Scheduling options settings of your Booking page or Event type.

   - If you have associated your Booking page with at least one Event type, the Scheduling options are found by going to the relevant Event type **-> Scheduling options**.

   - If you have **not** associated your Booking page with at least one Event type, the Scheduling options are found by going to the relevant Booking page **-> Scheduling options**.

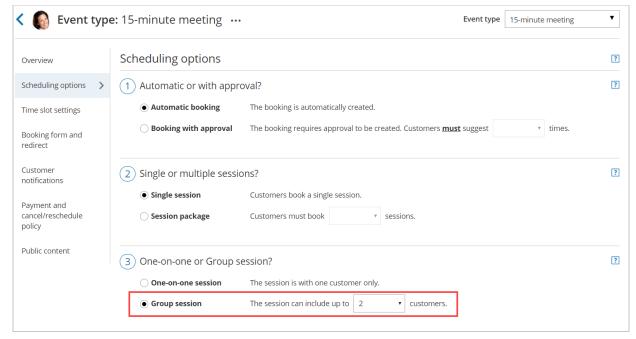4. In the **One-on-one or Group session** field, select Group session (Figure 1).

Figure 1: Scheduling options

5. Use the drop-down menu to select the number of Customers you want to allow to attend.

> ⬡! **Important:**
>
> The number of bookings per time slot set in OnceHub should not exceed your Skype account's meeting capacity.

6. Click **Save**.

You're all set! When a booking is made, Skype session details are integrated with all OnceHub notifications and a Skype session will be automatically created based on the settings you selected. When multiple Customers sign up for the same session, such as a webinar, each booking receives the same Skype details.

Learn more about using OnceHub to schedule webinars and classes