

# Creating and managing a booking hub

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Booking hubs enable you to cater to varied scenarios with a simple solution: Visitors can select from multiple services or team members in one place.

Booking hubs function by allowing you to combine multiple booking calendars for display to your customers. This makes scheduling with booking calendars more versatile and allows you to cater for diverse scheduling scenarios.

To access booking hubs, click **Booking hubs** on the left-hand side of the screen. Here, you'll find the lobby, where you can create new and manage existing booking hubs. You can search through your existing booking hubs by typing the name of the booking hub (or, if you're an account admin, the owner's name) or the booking hub's share link in the search box.

## Creating a new booking hub

1. To create a booking hub, click the **+ Create new** button on the home page (Figure 1).

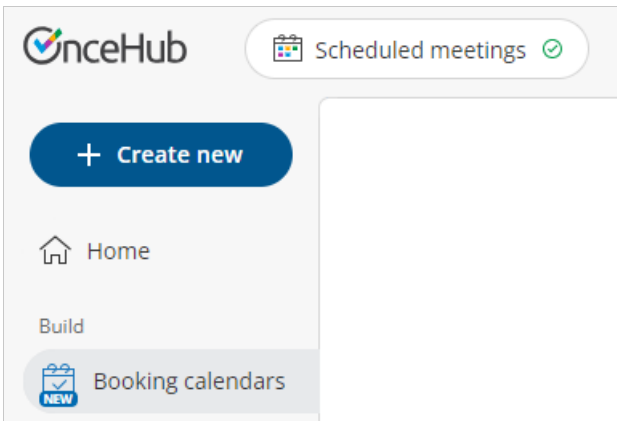


Figure 1: the **+ Create new** button

2. At the bottom of the pop-up, click **Create** in the **Booking hub** row.
3. Name the booking hub, select the owner, and click **Create**. The owner will be able to edit the booking hub.
4. The next pop-up (Figure 2) will display the booking calendars that you can add to the booking hub, according to your filters: you can select whether you want to display booking calendars hosted by all hosts, or those hosted by a specific team/user, or use the search bar to find a specific booking calendar.

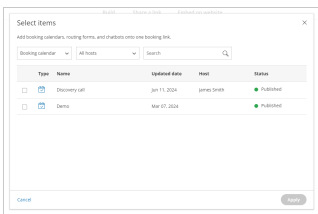


Figure 2: Selecting booking calendars to add to the booking hub

5. Click the checkbox to select the booking calendars you want in your booking hub, and then click **Apply**

6. You will now see a preview of your booking hub with each of the booking calendars displayed in the middle.

You can configure your booking hub on this page:

- Click **+ Select items** at the top of this page to add more booking calendars to the booking hub.
- You can drag each booking calendar to change the order that they are displayed.
- When you click on an individual booking calendar, you can add a description in the toolbar on the right (Figure 3). Use the description to help customers understand the choices available.
- In the same toolbar, you can add an image to serve as a logo or profile picture, to further differentiate the booking calendars.
- To remove a booking calendar from the booking hub, hover over a booking calendar in the central display, and click the bin icon.

7. Click **Save** at the toolbar on the right to confirm any changes you have made.

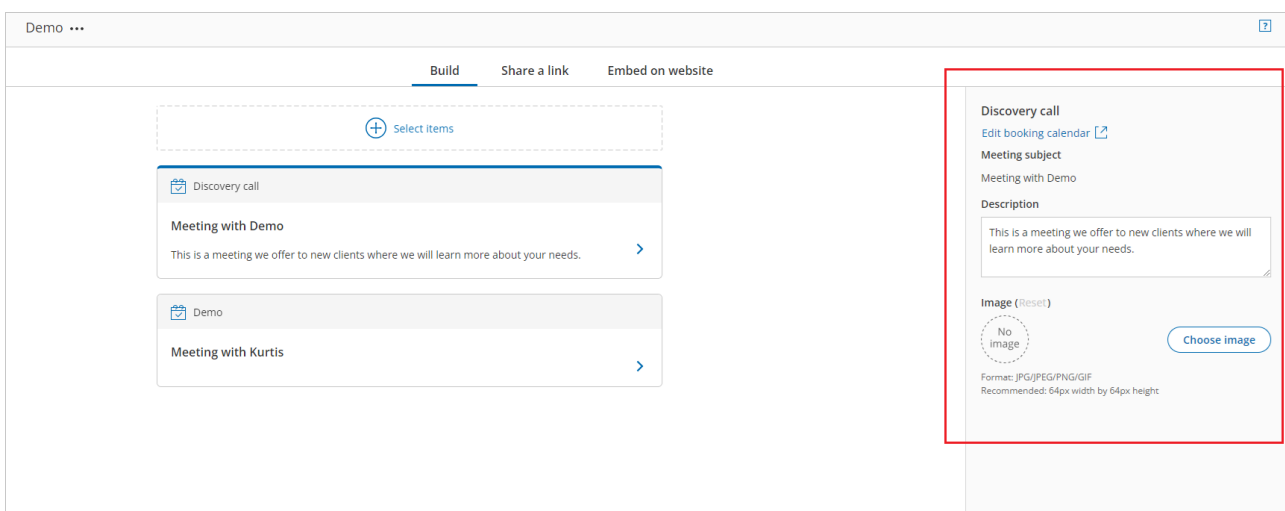


Figure 3: The booking hub toolbar

## Sharing a booking hub

### Share a link

You can share your booking hub directly to a customer with a link. It will be displayed on a page which you can customize to match your branding.

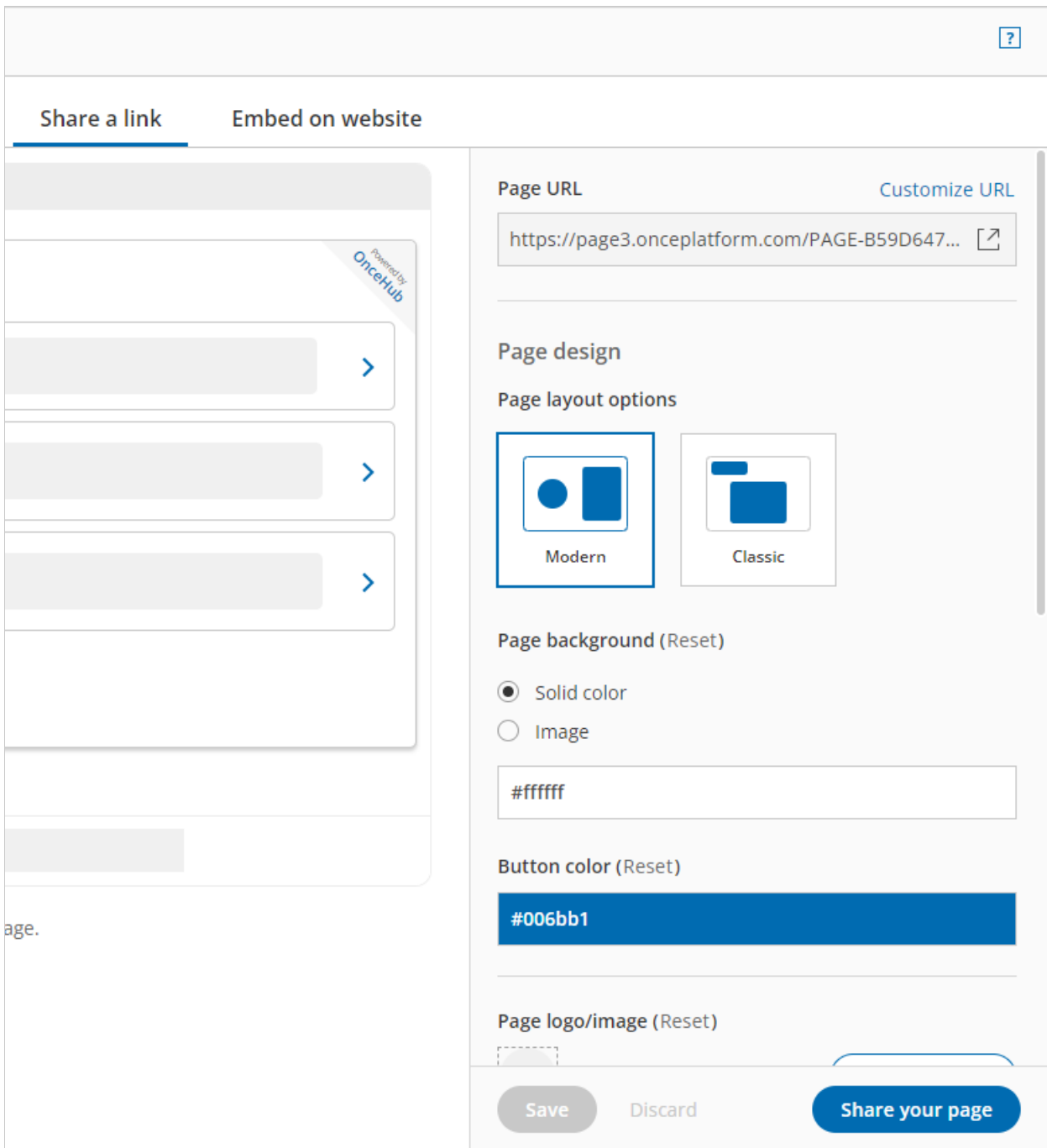


Figure 1: The **Share a link** tab

To design your page and generate a link, follow these steps:

1. At the top of the booking hub builder, click the **Share a link** tab.
2. A page displaying a preview of your booking hub will load, with a toolbar on the right (Figure 1) allowing you to customize it in these ways:
  - Choose the layout you prefer
  - Choose a color or upload an image as the background
  - Choose the color of the buttons on the page
  - Add an image such as a logo or profile picture

- Write heading and body text
- Add text to be displayed in a footer, such as a disclaimer

This customization applies to the entire booking hub and carries through to the booking calendars that have been included.

1. Once you are happy with the customizations you have made, click **Save** and then **Share your page** at the bottom of the toolbar.
2. In the pop-up that opens (Figure 2) you can:
  - [Add UTM](#) parameters to the link.
  - Download the link as a QR code, as opposed to a URL.
3. Once you are happy with the URL settings, click **Copy & close** to copy the link, and paste it wherever you would like to share the link.

## Embed on website

You can embed your booking hub in your website, providing an easy way for customers to book with you on your own page.

Your booking hub's color palette is customizable: the color of the buttons and background of your booking hub can be changed to fit the theme of your website. This customization applies to the booking hub and carries through to the booking calendars that have been included.

To share your booking hub by embedding it into a website, follow these steps:

1. From the top menu, click the **Embed on website** button.
2. At the toolbar on the right, select a theme color.
3. At the bottom, click **Save** (if you have made any changes) and then click **Get the code**.
4. Paste the code into the relevant section on your website.

Now your booking calendar is embedded, and your customers can schedule time with you directly from your website.