Adding Users

OnceHub is a true multi-user system, designed to meet the scheduling needs of large and small organizations. All OnceHub products share centralized User management, permissions, and security settings in your account.

In this article, you'll learn how to add Users to your account.

Requirements

You must be a OnceHub Administrator to add new Users.

Adding Users

1. Sign in to your OnceHub account.
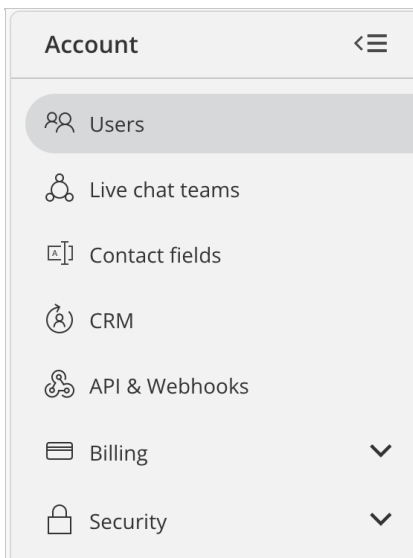2. In the top navigation bar, click the gear icon → **Users**.

Figure 1: Users page

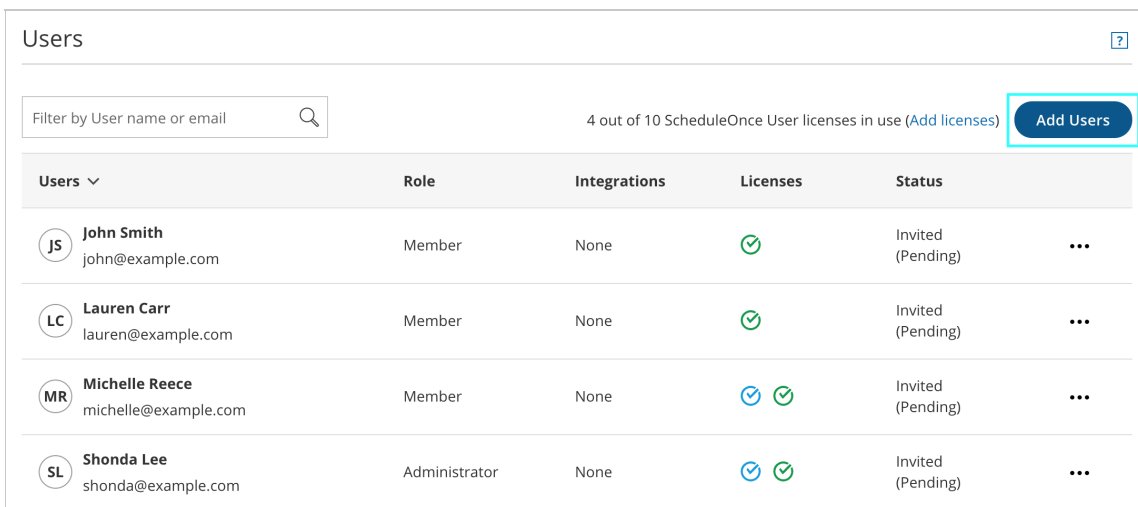3. In the Users lobby, click the **Add Users** button (Figure 2).

Figure 2: Users lobby

4. In the **Add Users** pop-up (Figure 3), type the new User's email address. This is the email address to which the invitation will be

sent. The selected email address will also be used by the User to sign in.

Figure 3: Add Users

5. Add the User's name. Include their first and last names.

6. Select the **User role**: Member or Administrator. Note that the User's role can always be updated by clicking on the User's profile in the User tab.

7. Add any additional Users through the same method by clicking the **+ Add User** link below the email address field.

8. Click **Next**.

9. Select which Users need to be assigned a license. Once you're satisfied with the assignment, click **Next**.
   Does my User need an assigned license?
   How to assign or unassign licenses to Users

10. Review the Confirmation page (Figure 4), which specifies how many Users you'll be adding and how many licenses you'll be assigning..
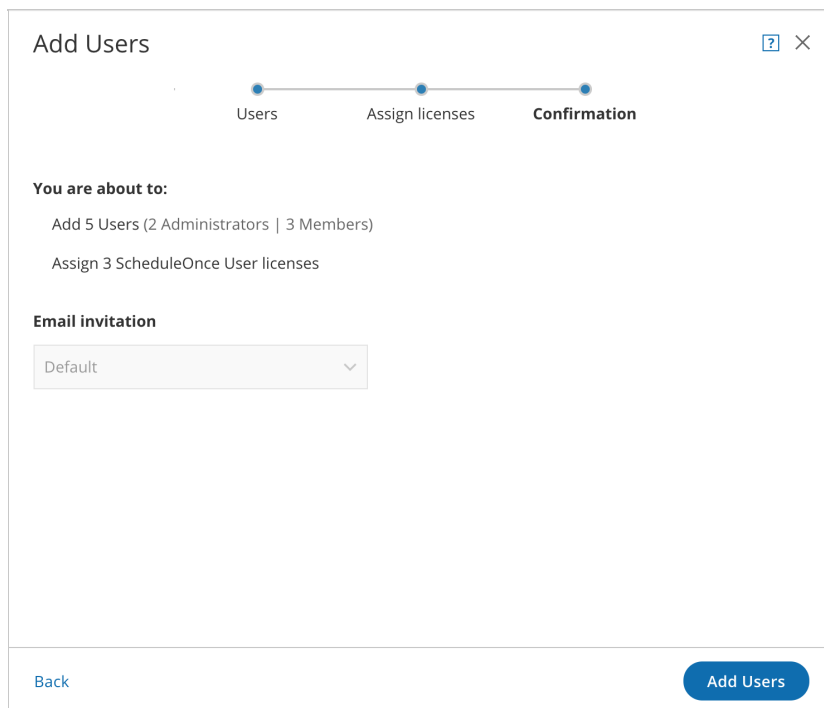
Figure 4: Confirmation

If you've customized an email invitation template in the Notification templates editor, you can select the custom template of your choice in the dropdown. You can either create your own invitation template from scratch, or you can simply tweak the default template by changing the wording a bit, adding a logo and changing anything else you wish to.
If you haven't customized a template, this option will be greyed out and OnceHub will send the invite using the default template.

11. To adjust your Users or their license assignment, click **Back**. If you'd like to proceed with adding the User(s), click **Add Users**.

12. OnceHub sends an email invitation to the invited User(s). When a new User clicks the invitation link in the email, they will be taken to the OnceHub sign-in page where they can set their own password. They must click the invitation link within 24 hours or it will expire. The admin can resend the email invitation by clicking Resend invitation next to the User's name on the Users page. This will reset the 24-hour expiration period.
Learn more about joining the OnceHub organization as a new User

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ⓘ **Note:**

Whenever you add a new User, OnceHub creates a Booking page for them. In the lefthand icon menu, you can click on the Booking pages icon to configure this further.

Learn more about getting started with Booking pages