

Team Scheduling with Event Types: With Team or Panel Pages [Legacy]

You can accept bookings for multiple Team members with [multiple Event types](#). Team members can be accessed via one [Master page](#), or independently through their individual Booking pages. [Learn more about User management](#)


Bookings made on a Master page can be either automatically assigned to Team members according to rules you define, or assigned based on the Customer's selection. In this article, we will talk about [team and panel pages](#).

Requirements

You must be a [OnceHub Administrator](#) to set up this scenario.

How to set up

1. [Create the Event types](#) you require. If you want to work in [Automatic booking mode](#), make sure to select it in the Scheduling options section of each Event type. You can also work in [Booking with approval mode](#).

 **Note::**

If you want to automatically assign bookings, you must use Automatic booking mode.

2. Click on your profile image or initials in the top right corner, select **Profile settings**, and go to the **Users** page.
3. [Create a User account](#) for each Team member.
4. You can [create a Booking page](#) for each Team member and [make the Team member the Owner of the page](#). Alternatively, you can leave it to the Team members to create their own Booking pages.
5. Once you're done with the settings, [create a Master page](#). Select [Team or panel page](#) in the **New Master page** pop-up (Figure 1).

New Master page ? ×

A Master page allows you to provide Customers with a single point of access to several team members. [Learn more](#)

Public name* ⓘ

Internal label* ⓘ

Public link* <https://go3.onceplatform.com/> ⓘ

Scenario* Team or panel page (supports one-time links) ⓘ
[More options](#)

Image or photo Choose file
 Master page image (optional)
 Need an image for your page? See our [image gallery](#).

[Cancel](#) Save & Edit

Figure 1: New Master page pop-up

6. Click **Save & Edit**.
7. You'll be redirected to the Master page [Overview section](#). This section gives you a summary of your Master page's main properties. Here you can edit the Master page's **Theme** and **Locale**, as well as access its **Share & Publish** options.
8. Go to the [Event types and assignment](#) section. This is where you create rules to determine how bookings will be assigned to Booking pages.
9. Customize the page's [Labels and instructions](#) and [Public content](#).

You're all set! To test your Master page, go to the [Master page Overview](#) and make a test booking by using the public link in the **Share & Publish** section.

Tip:

When you use a Master page using [team or panel pages](#), you can [generate one-time links](#) which are good for one booking only.

One-time links eliminate 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](#).

[Learn more about using one-time links](#)