Scheduling one-off meetings using one-time links [Legacy]

> **ⓘ Note:**
>
> One-time links are only available for Master pages using team or panel pages.

Master pages allow you to combine multiple Booking pages and Event types into one point of access for your Customers, providing support for a wide range of scheduling scenarios.

With OnceHub, you can generate one-time links, which are good for one booking only, eliminating 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.

For example, you may have a Customer who wants to schedule a Support meeting to resolve a specific issue. However, you want to restrict access to your Support team because their time is limited. You can send this Customer a one-time link to schedule a booking for this specific issue.

After the Customer schedules the booking, they won't be able to use that one-time link to schedule bookings for any other issues.

Requirements

To create a Master page with a team or panel page scenario, you must be a OnceHub Administrator.

Generating a one-time link

To generate a one-time link:

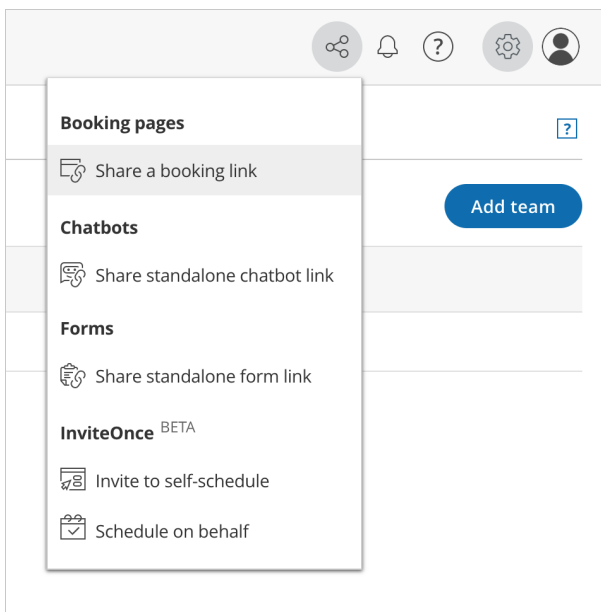1. In the top navigation menu, click the quick share icon (Figure 1).

Figure 1: Quick share icon

2. Toggle the **One-time link** option to ON (Figure 2).

Share a booking link

Select a Booking page

Sales callback ⌄

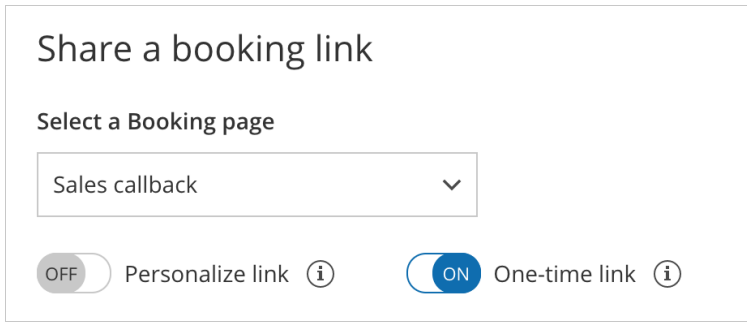OFF Personalize link ⓘ ON One-time link ⓘ

Figure 2: One-time link toggle ON/OFF

You can also generate a one-time link in the **Overview** section of the relevant Master page:

1. Go to **Setup** in the top navigation bar.

2. Select the relevant Master page that you would like to generate a one-time link for.

3. In the Master page Overview section, click **Generate a one-time link** in the **Share & Publish** section (Figure 3).
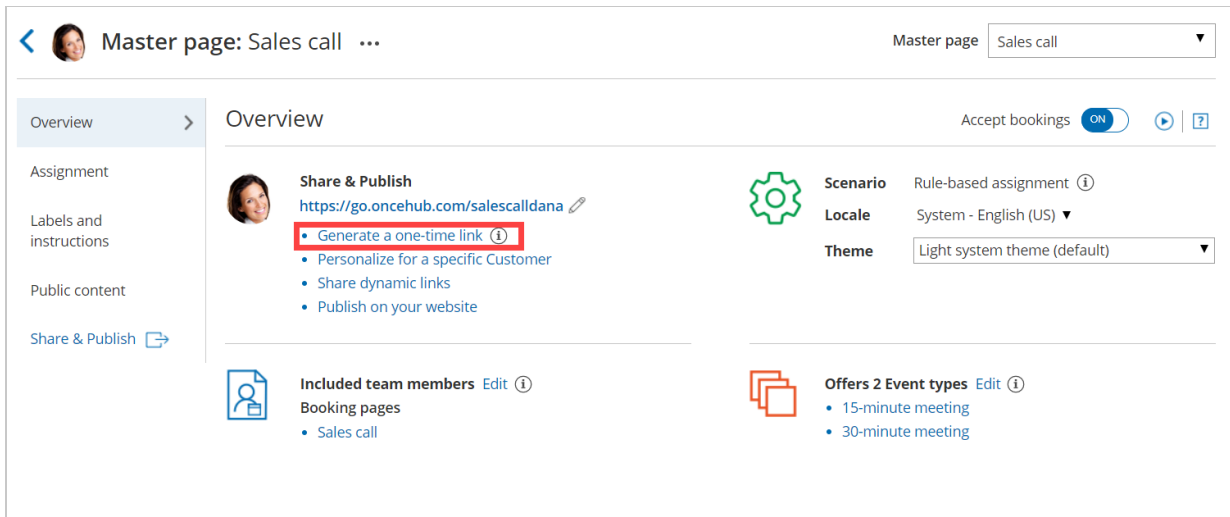
‹ 👤 **Master page:** Sales call ···   Master page | Sales call ▾

Overview ›	Overview Accept bookings ON ▶ ⁇
Assignment	
Labels and instructions	**Share & Publish** https://go.oncehub.com/salescalldana ✎ • Generate a one-time link ⓘ • Personalize for a specific Customer • Share dynamic links • Publish on your website
Public content	
Share & Publish ➔	

⚙ Scenario   Rule-based assignment ⓘ
Locale   System - English (US) ▾
Theme   Light system theme (default) ▾

📇 **Included team members** Edit ⓘ
Booking pages
• Sales call

🗐 **Offers 2 Event types** Edit ⓘ
• 15-minute meeting
• 30-minute meeting

Figure 3: Generating a one-time link in the Master page Share & Publish section

4. The **One-time link** pop-up will open (Figure 4).

One-time link ✕

Copy the one-time link and send it to your Customer. Learn more

OFF **Personalize link** ⓘ

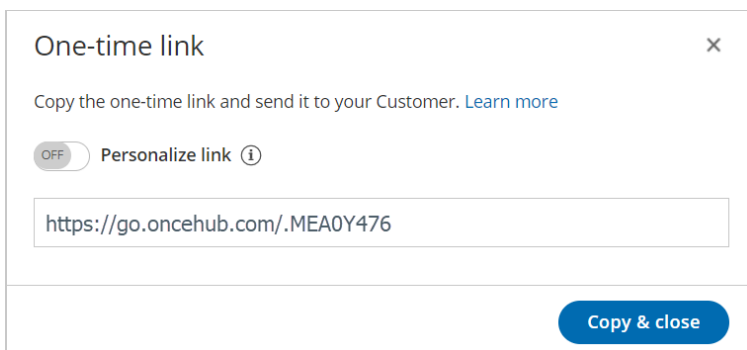https://go.oncehub.com/.MEA0Y476

Copy & close

Figure 4: One-time link pop-up

5. Toggle **Personalize link** to ON if you would like to personalize the one-time link for a Customer (Figure 3). Enter a **Customer name** and **Customer email**.

ⓘ **Note:**

When you personalize a one-time link, the Booking form step will be skipped. Skipping the Booking form step

> allows for a quicker booking process for your Customers.
>
> You can choose to show the Booking form by changing the **Skip** URL parameter to "&skip=0". Learn more about using URL parameters

6. Click **Copy & close** to copy the one-time link to your clipboard and close the pop-up. You can then paste the one-time link into an email or instant message and send it to your Customer.

Generating a one-time link for an individual Booking page

You can use the following workaround if you need to generate a one-time link for an individual Booking page.

1. Create a new Master page with the team or panel page scenario.

2. Go to the **Event types and assignment** section of the Master page.
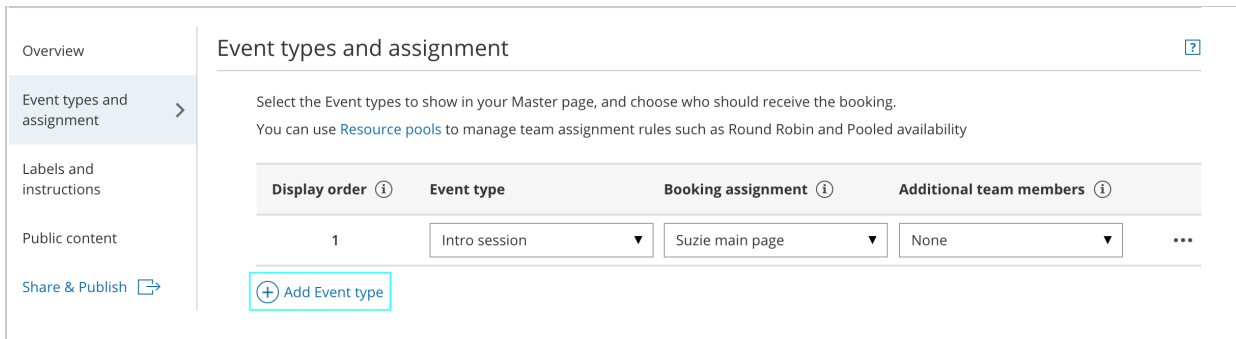
3. Click **Add Event type** (Figure 5).

Overview		Event types and assignment			?
Event types and assignment ›		Select the Event types to show in your Master page, and choose who should receive the booking. You can use Resource pools to manage team assignment rules such as Round Robin and Pooled availability			
Labels and instructions		**Display order** ⓘ	**Event type**	**Booking assignment** ⓘ	**Additional team members** ⓘ
Public content		1	Intro session ▾	Suzie main page ▾	None ▾ ···
Share & Publish ⤇		⊕ Add Event type			

Figure 5: Add Event type

4. Select which Event types will be offered on your Master page. Master pages with team or panel pages can only include Event types configured to Automatic booking and Single sessions. Learn more about conflicting settings when using team or panel pages

5. Next, use the Booking assignment drop-down to select the specific Booking page that you would like to create a one-time link for. Select this Booking page for each Event-based rule you have created.

6. Click **Save**.

7. Access the quick share icon or go back to the Master page **Overview** section and generate a one-time link.