

Team Scheduling without Event Types [Legacy]

Tip:

OnceHub recommends using [Event types](#) for [multiple Team members accepting appointments](#). Event types allow you to offer several meeting types with different durations, price, and other properties on one [Booking page](#) or [Master page](#).

You can use OnceHub to accept bookings for multiple Team members. Team members can be accessed via one [Master page](#) or independently via their individual Booking pages. [Learn more about User management](#)

Requirements

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

How to set up

1. Select your profile picture or initials in the top right-hand corner → Profile settings → **Users**.
2. [Create a User account](#) for each Team member.
3. You can [create a Booking page](#) for each Team member and make the Team member [the Owner of the page](#). Alternatively, you can let the Team members create their own Booking pages. [Learn more about Booking pages](#)
4. If you want to group the Booking pages under one page, you can [create a Master page](#). Make sure you select [Booking pages only \(without Event types\)](#) as your [Master page scenario](#).
5. In the [Assignment section](#), select the Booking pages you want to [add to the Master page](#).
6. If you have a lot of Team members, you might want to add [Tags](#) to your Booking pages so that Customers can find the person they want to book with in a fast and efficient manner. Tags enable Customers to filter Booking pages by keywords. [Learn more about Tags](#)
7. In addition, you can use [categories](#) to organize your Booking pages. Categories enable you to better model your scheduling scenarios. This results in a booking process that is faster, easier to navigate, and creates a better overall scheduling experience for your Customers. [Learn more about categories](#)

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.