

Booking pages: Location settings [Classic]

In the **Conferencing / Location** section of your [Booking page](#), you can decide whether or not to use a meeting channel.

In this article, you'll learn about setting up the **Conferencing / Location** section.

In this article:

- [Accessing the Conferencing / Location section](#)
- [Conferencing / Location options](#)
- [Virtual location provided by you](#)
- [Virtual location provided by the Customer](#)
 - [Information displayed to Customers when they select a date and time](#)
- [Physical location set by you](#)
- [Physical location set by the Customer](#)
 - [The Meeting location header](#)

Accessing the Conferencing / Location section

To access this section, go to **Booking pages** in the bar on the left. Select the relevant **Booking page - > Conferencing / Location** (Figure 1).

The screenshot shows the OnceHub booking page settings for 'Conferencing / Location'. The left sidebar has a 'Conferencing / Location' section selected. The main content area is titled 'Conferencing / Location' and contains three numbered steps: 1. Meeting channel (radio buttons for Virtual meeting, Face-to-face meeting, or Don't use conferencing or location), with 'Virtual meeting' selected. 2. Who provides conferencing information? (radio buttons for Owner (you) or Customer), with 'Owner (you)' selected. 3. Edit conferencing information (a text input field for 'Conferencing information header *' and a larger text area for 'Conferencing information').

Figure 1: Conferencing / Location section

Conferencing / Location options

If you decide to set a meeting channel, the Booking page **Conferencing / Location** settings allow you to specify four types of locations for the meeting. The four different options are explained in the sections below.

Virtual location provided by you

In this case, the meeting is virtual and conducted over the phone or via audio or video conferencing. In the **Edit conferencing information** step, you should enter the details that the Customer needs in order to connect to the conference (Figure 2).

③ Edit conferencing information

Conferencing information header *

Conferencing information

Display this information to customers when they pick a date and time *

This is a virtual meeting. The details will be sent to you.

● Video conferencing: Zoom

Audio options

Both

Require meeting password ⓘ
AF798AS1

Record meeting automatically
 On the local computer ⓘ
 In the cloud (Paid Zoom plans only) ⓘ

Start video when joining a meeting:

Host
 Participants

Figure 2: Edit conferencing information

You can provide your own video conferencing details, or integrate your account with one of our native video conferencing integrations: [Zoom](#), [Google Meet](#), [Microsoft Teams](#), GoToMeeting, or Webex Meetings.

When the Customer makes a booking, they will be notified that this is a virtual meeting (Figure 3), and they will receive all connection details in the scheduling confirmation email and calendar invite.

Pick a date and time

Duration: 60 minutes

Conferencing information: This is a virtual meeting. The details will be sent to you.

Your time zone: United States; Eastern time (GMT -4:00) [DST] [\(Change\)](#)

Figure 3: Conferencing information when a virtual location provided by you

meeting is provided by the Customer and not by you.

Virtual location provided by the Customer

In this case, the meeting is virtual and conducted over the phone or via audio or video conferencing. However, conferencing information for the

When the Customer makes a booking, they will be notified that this is a virtual meeting and they will be providing the conferencing information (Figure 4).

The information that the Customer provides will then be available in the scheduling confirmation email and calendar invite.

Pick a date and time

Duration: 60 minutes

Conferencing information: This is a virtual meeting. You will provide your Skype ID.

Your time zone: United States; Eastern time (GMT -4:00) [DST] [\(Change\)](#)

Figure 4: Conferencing information when virtual location provided by the Customer

Information displayed to Customers when they select a date and time

This setting allows you to control the text that displays in the **Pick a date and time** step when Customers select a time on your Booking form. This information is important, as the meeting location may impact the Customer's time selection. For example, if the Customer knows that this is a virtual meeting, they may want to have it sooner rather than later. They'll also know that they don't need to plan for travel time.

③ Edit conferencing information

Conferencing information header *

Sales Call

Display this information to customers when they pick a date and time *

This is a virtual meeting. The details will be sent to you.

Figure 5: Date and time information

Physical location set by you

In this case, the location is a physical address. You can choose to show the Customer the location with a link to a map in the **Pick a date and time** step of the Booking form (Figure 6). The Customer will be able to take this information into account when they select a booking time.

Pick a date and time

Duration: 60 minutes

Location: Main Library, 100 Larking Street, San Francisco, CA 94102 ([map](#))

Your time zone: United States; Eastern time (GMT -4:00) [DST] ([Change](#))

To display the location information on the Booking form, check the box marked **Show the header and address when customers select a date and time** (Figure 7).

Figure 6: Location details when the physical location set by you

③ Edit location information

Meeting location header *

Face to face meeting

Enter address or any other location information *

Show the header and address when customers select a date and time

Figure 7: Entering the physical meeting information

When the Customer makes a booking, the location details will be available in the scheduling confirmation email and calendar invite.

Physical location set by the Customer

In this case, the location is an input field that the Customer must provide information for. You can choose to tell the Customer in the **Pick a date and time** step that they need to provide a location (Figure 8). They will be able to take this information into account when selecting a time.

Pick a date and time

Duration: 60 minutes

Location: This is a face-to-face meeting. You will set the location.

Your time zone: United States; Eastern time (GMT -4:00) [DST] [\(Change\)](#)

To display the location information on the Booking form, check the box marked **Display this information to customers when they select a date and time** (Figure 9).

Figure 8: Location details when the physical location is set by the Customer

③ Edit location information

Display this information to customers when they select a date and time *

This is a face-to-face meeting. You will set the location.

Meeting location label * [\(i\)](#)

Location

Figure 9: Location information when the Customer provides the location

The location the Customer provides will then be available in the scheduling confirmation email and calendar invite.

The Meeting location header

The Meeting location header is used to name the location field. The header will be available in all places where the location is displayed, including communication emails and calendar events.