Categorized Event types in Booking pages [Classic]

You can use categories to organize your Event types into groups based on meeting type, group, location, etc. If Event type categories are visible to Customers, they will show up on your Booking pages as a separate step. This helps Customers better understand the available options and ensures that they select the correct Event type.

Scheduling flow of Booking pages with categorized Event types

Click this link for an interactive demo

1. **Category selection:** First, Customers are presented with a list of categories. In the example shown below (Figure 1), categories are used to model the query type.

Schedule [®] nce		Help
	Please select a category	
Thomas Wan CFP, CPA	Prospective customers	٥
Please follow the instructions to schedule an appointment with me. Looking forward to seeing you and helping you plan your financial future.	Existing clients	٥
This is a demo. Give it a try - No one will call you.	Media	٥
650.206.5585		
Contact@scheduleonce.com		
(f) 🕑 (in	and	* 000

Figure 1: Category selection step

Tip:

In Booking pages, the selection instructions on the category step are "Please select a category". Category labels and selection instructions cannot be changed in Booking pages.

If you want to customize the selection instructions, you must create the scheduling scenario using categories in a Master page.

2. Once the Customer has selected a category, they'll be presented with a list of Event types in that category. If you only have one Event type in a category, the Event type selection step will be skipped.

Tip:

In Booking pages, the Selection instructions on the Event type step are "Please select an event type". Category labels and selection instructions cannot be changed in Booking pages.

If you want to customize the Selection instructions you must create the scheduling scenario using categories in a Master page.

SinceHub Help Article

Schedulennce		Help
	Please select an event type	Change selection 🗸
Thomas Wan CFP, CPA	Intake meeting Duration: 60 min Our first meeting where we'll set up your portfolio and discuss y forward.	your financial plan going
Please follow the instructions to schedule an appointment with me. Looking forward to seeing you and helping you plan your financial future.	Quarterly review Duration: 60 min In your quarterly review we will review your portfolio performan you wish to make.	nce and discuss any changes
This is a demo. Give it a try - No one will call you.	Check in call Duration: 20 min Schedule a time to speak to me about your portfolio.	٥
 ☐ 650.206.5585 ☑ contact@scheduleonce.com □ www.scheduleonce.com ④ www.scheduleonce.com ④ () () (in) 		

Figure 2: Event type selection

(i) Note:

Event types that are not in a category will also be displayed in this step, regardless of which category the Customer selected.

3. **Event type selection:** The Customer selects an Event type from the list. Once the Event type has been selected, Customers will pick a date and time for the meeting and fill out and submit the Booking form.

The Category will always appear in User notifications. The category will only appear in Customer notifications if the Customer went through a Category selection step during their booking process.