

# Conditional fields [Classic]

Conditional fields are fields that can be included in your Booking form which are only visible if the Customer is requested to provide this information. Whether a Customer is requested to provide this information is based on settings on your Booking page or Event type.

The Booking form includes two Conditional fields: Meeting subject and Location.

### In this article:

- Meeting subject
- Location

# Meeting subject

If you are using Booking pages without Event types, you can choose if you want the **Meeting subject** to be set by the Owner (you) or the Customer. If you choose for the Customer to provide the meeting subject, the Customer will be required to provide a meeting subject in order to complete the booking process.



If your Booking page is linked to an Event type, the **Meeting subject** is set by default to the Event type name and cannot be changed.

To allow the Customer to provide the meeting subject, go to **Booking pages** in the bar on the left  $\rightarrow$  select the relevant Booking page  $\rightarrow$  Booking form and redirect section. Then, select **Meeting subject will be provided by the Customer** (Figure 1), and click **Save**.

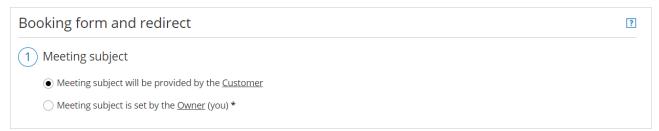


Figure 1: Meeting subject will be provided by the Customer

## Location

You can customize the location of your meeting in the Conferencing / Location section of your Booking page (Figure 2).



# Conferencing / Location 1 Meeting channel Will be added to the location and description fields in the calendar event • Virtual meeting: Video conferencing or phone call Face-to-face meeting: Address or location Don't use conferencing or location

Figure 2: Booking page Conferencing / Location section

First, select the type of location: virtual meeting or face-to-face. If you choose a virtual meeting or face-to-face location, you can either provide the location yourself or specify that the Customer will provide a location when making a booking.

- If you choose for the Customer to provide the location information, the Customer will be required to provide the location information to complete the booking process.
- If you choose to not use a meeting channel or to provide one yourself, the **Location** field will not be visible to the Customer in the Booking form.