

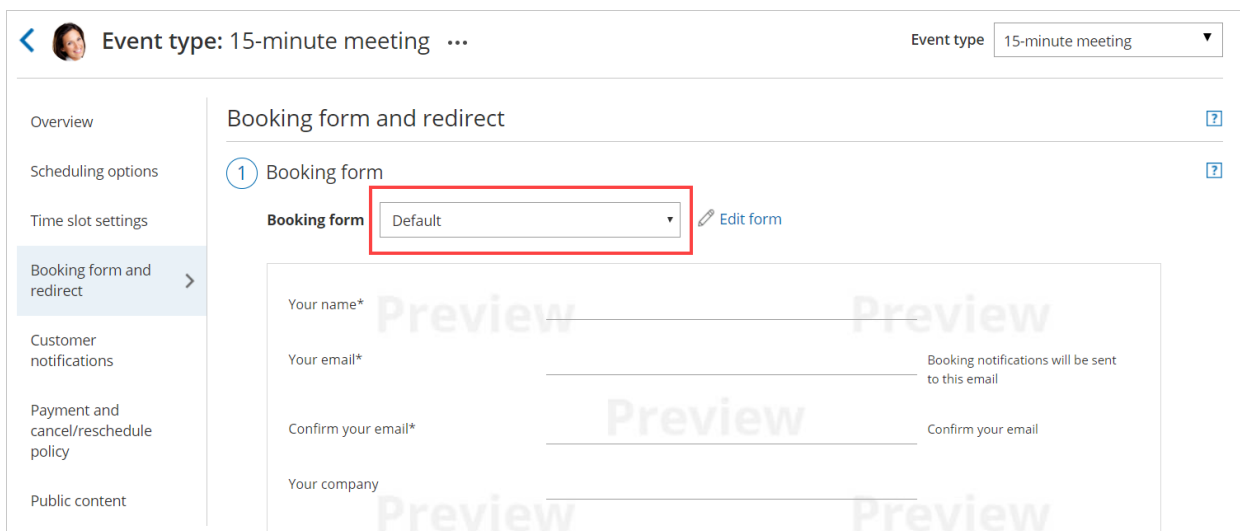
How to test a Custom notification template [Legacy]

You can test your [Custom templates](#) by creating a test booking and filling out a Booking form as if you were a Customer. You can perform several of these test bookings to test every template you have created in every relevant scenario.

In this article, you'll learn how to test a Custom notification template.

Testing the Custom notification template

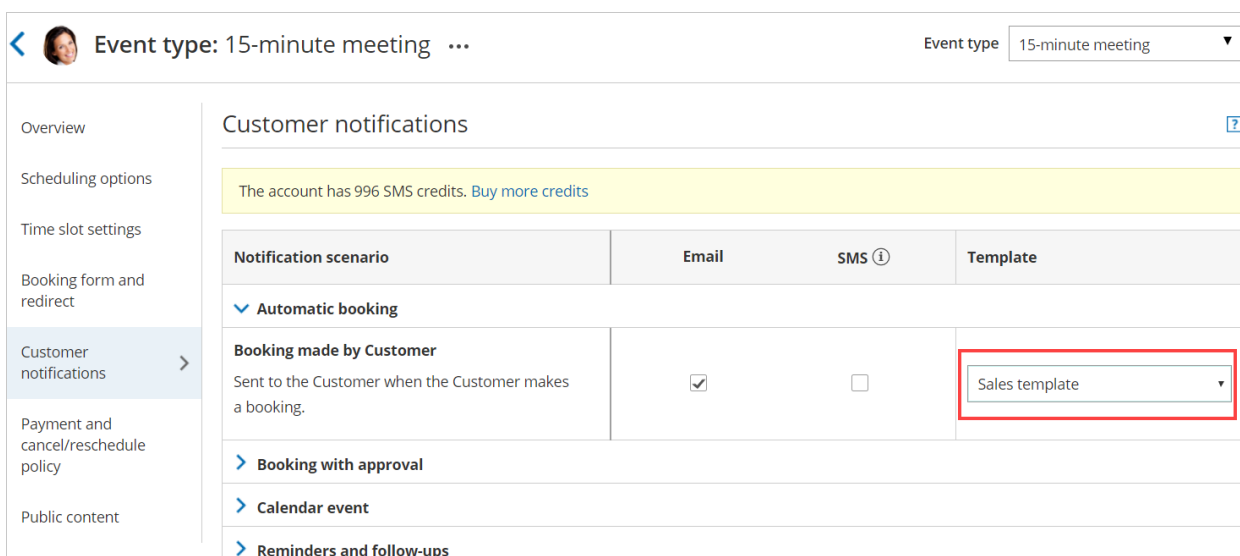
1. In the [Booking form section](#) of your [Event type](#), use from the **Booking form** drop-down menu to select a Booking form (Figure 1).



The screenshot shows the 'Booking form and redirect' section of the 'Event type: 15-minute meeting' configuration page. On the left is a sidebar with navigation options: Overview, Scheduling options, Time slot settings, Booking form and redirect (selected), Customer notifications, Payment and cancel/reschedule policy, and Public content. The main area is titled 'Booking form and redirect' and contains a section labeled '1 Booking form'. Within this section, there is a 'Booking form' dropdown menu with 'Default' selected, which is highlighted by a red rectangular box. To the right of the dropdown is an 'Edit form' link. Below the dropdown is a preview of the booking form, showing fields for 'Your name*', 'Your email*', 'Confirm your email*', and 'Your company'. The preview is watermarked with the word 'Preview'.

Figure 1: Selecting a Booking form template

2. In the [Customer notification section](#) of your Event type, select a template for each [Notification scenario](#) you want to send notifications for (Figure 2).



The screenshot shows the 'Customer notifications' section of the 'Event type: 15-minute meeting' configuration page. On the left is the same sidebar as in Figure 1, with 'Customer notifications' selected. The main area is titled 'Customer notifications' and contains a yellow banner stating 'The account has 996 SMS credits. Buy more credits'. Below the banner is a table with the following columns: Notification scenario, Email, SMS, and Template. The table lists several notification scenarios: 'Automatic booking', 'Booking made by Customer' (selected), 'Booking with approval', 'Calendar event', and 'Reminders and follow-ups'. The 'Booking made by Customer' scenario is expanded, showing a description: 'Sent to the Customer when the Customer makes a booking.' To the right of the description are checkboxes for 'Email' (checked) and 'SMS' (unchecked). The 'Template' column for this scenario shows a dropdown menu with 'Sales template' selected, which is highlighted by a red rectangular box.

Figure 2: Choosing a Custom notification template for each Notification scenario

3. In the [User notifications section](#) of your Booking page, select a template for each [Notification scenario](#) you want to send notifications for (Figure 3).

Booking page: Sales call ...

Booking page Sales call

Overview

Event types

Associated calendars

Recurring availability

Date-specific availability

Location settings

User notifications >

Salesforce settings

Public content

User notifications

The account has 996 SMS credits. [Buy more credits](#)

Notification scenario	Email	SMS
<p>Automatic booking</p> <p>Booking made by Customer</p> <p>Sales template</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Booking with approval		
Calendar event		
Reminders and follow-ups		

All users with Editor privileges will be added to this table.

[Grant a user Editor privileges](#)

Figure 3: Choosing a Custom notification template for each Notification scenario

Note:

If you want to receive [User SMS notifications](#), you'll need to enter a phone number in your [Profile's SMS notifications section](#).

- In the [Booking page Overview section](#) of your Booking page, click on the public link in the **Share & Publish** section.

Booking page: John Smith ...

Overview >

Overview

Event types

Associated calendars

Recurring availability

Date-specific availability

User notifications

Salesforce settings

Public content

Share & Publish

<https://go.oncehub.com/js12>

- Personalize for a specific Customer
- Share dynamic links
- Publish on your website

Figure 4: Booking page public link

- Schedule a meeting and fill out the Booking form that you created as if you were a Customer.
- Click **Done**.
- You can now check that you received a confirmation email and SMS.
If you're using [Booking with approval mode](#), you can click **Approve the booking request** in your User email notification. [Learn more about scheduling booking requests](#)
You can also check that the calendar event was added to your calendar. [Learn more about calendar events](#)
- Finally, you can choose to [cancel or reschedule the booking](#), or let the booking run its course and test the reminder and follow-up messages.

Testing checklist

During the testing, you should check the following:

- The text is written the way you want.

- The correct [Dynamic fields](#) were chosen.
 - The spacing/formatting is correct.
 - That you are sending emails and SMS notifications for the required booking notifications.
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