

## Sharing your routing form

Once you've finished creating your routing form, you can easily share it with your customers by following the directions below. You can share your routing form in two main ways: through a link, or by embedding it on your website.

### **Note:**

Your routing form needs to be published before you can share it. To publish, go into the builder, and click the **Publish** toggle at the top right-hand corner.

### Share a link to your routing form

You can share your routing form directly to a customer with a link. It will be displayed on a page which you can customize to match your branding.

To design your page and generate a link, follow these steps:

1. In the routing form builder, click the **Share a link** tab.
  - You can also share from the lobby. Click the **Share** button next to the routing form you want to share, then follow the instructions from point 4 below. If you click **Design your page**, follow the points below from step 2.
2. A page displaying a preview of your routing form will load, with a toolbar on the right allowing you to customize the title, colors, and other features of the page. Here, you can:
  - Choose the layout you prefer
  - Choose a color gradient, or upload an image as the background
  - Choose the color of the buttons on the page
  - Add an image such as a logo or profile picture
  - Write heading and body text
  - Add text to be displayed in a footer, such as a disclaimer
3. Once you are happy with the customizations you have made, click **Save** and then **Share your page**.
4. In the pop up that opens you can:
  - Add [UTMs](#) to the link
  - Download the link as a QR code as opposed to a URL
5. Once you are happy with the URL settings, click **Copy & close** to copy the link, and paste it wherever you would like to share the link.

### Embed your routing form in a website

You can embed your routing form in your website, providing an easy way for customers to book with you on your

own page.

Website embedding is available to both types of OnceHub users, although member users can only embed routing forms of which they are the sole host, whereas admins can embed any routing form on their account.

Your routing form's color palette is customizable, meaning that the color of the buttons and background of your routing form can be changed to fit the theme of your website.

To share your routing form by embedding it into a website, follow these steps:

1. Open the routing form which you would like to share.
  - You can also share from the lobby. Click the **Share** button next to the routing form you want to share, then on **Embed on website**, and follow the instructions below.
2. From the top menu, click the **Embed on website** button.
3. Select the color you'd like the routing form's theme to be, and then click **Get the code**.
4. Paste the code into the relevant section on your website.

You're all set! Your routing form will now appear on your website according to the settings you have chosen.

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