Using Booking pages with your video conferencing app [Classic]

In this article, you will learn how to configure your booking pages for use with your video conferencing app.

Our integration with video conferencing apps automatically creates meetings in your third-party app. Customers receive a single OnceHub confirmation, including all meeting details in their local time zone. You can configure your Booking pages to use the video call app by editing the **Conferencing / Location** section of the Booking page.

Connect OnceHub to your third-party video conferencing app first, and then follow these steps:

1. Hover over the left hand menu and go to the Booking pages icon → Booking pages → relevant Booking page → **Conferencing / Location** (Figure 1).
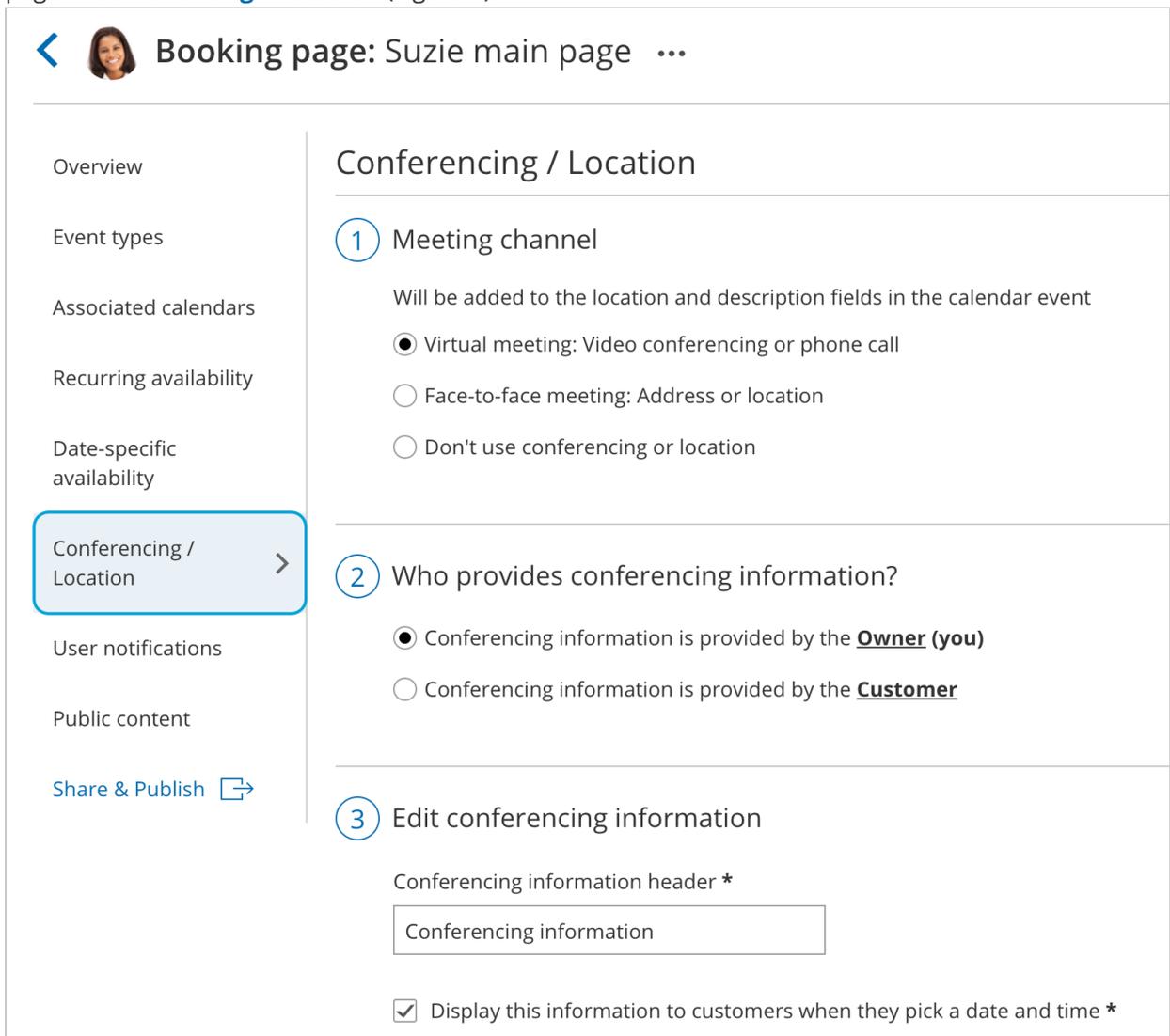
Figure 1: Conferencing / Location section

2. In the **Meeting channel** step, select **Virtual meeting: Video conferencing or phone call**.

3. For **Who provides conferencing information?** step, select **Conferencing information is provided by the Host (you)**.

4. To **Edit conferencing information** step, select the third-party video conferencing app you wish to use. (Figure 2).

Figure 2: Available video conferencing apps with Microsoft Teams video conferencing selected.

5. Click **Save**.

Using Session packages with video conferencing

When you use Session packages, each session includes its unique video conferencing details.

- Schedule and reschedule notification emails that are sent to a Customer include a Conferencing info link next to each selected time.

- When the Customer clicks on the link, the scheduling confirmation page opens as if a single booking was made, displaying the full booking details including the video conferencing information for the session.

- Every reminder that the Customer receives includes the full booking details including the video conferencing information, as if a single booking was made.

- All calendar events for the Host and Customer include the complete video conferencing information for each session.

> (i) **Note:**
>
> OnceHub recommends working with a connected calendar. Learn more about the differences between working with a connected calendar vs. working without a connected calendar

Setting the number of participants for a video conferencing session

1. Connect OnceHub to your video conferencing app.

2. Select your video conferencing app in the **Conferencing / Location** section for your Booking page.

3. Go to the Scheduling options settings of your Booking page or Event type.

   - If you have associated your Booking page with at least one Event type, the Scheduling options are found by going to the relevant **Event type → Scheduling options.**

   - If you have **not** associated your Booking page with at least one Event type, the Scheduling options are found by going to the relevant **Booking page → Scheduling options.**

4. In the **One-on-one or Group session?** field, select Group session.

5. Use the drop-down menu to select the number of Customers you want to allow to attend.

6. Click **Save**.

> (i) **Note:**
>
> The number of bookings per time slot set in OnceHub should not exceed your video conferencing app plan's meeting capacity.

You're all set! When a booking is made, the session details for your selected video conferencing app are integrated with all OnceHub notifications and the appropriate session will be automatically created. A video call will be automatically created based on the settings you selected. When multiple Customers sign up for the same session, such as a webinar, each booking receives the same video call details.

Learn more about using OnceHub to schedule webinars and classes