

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:

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

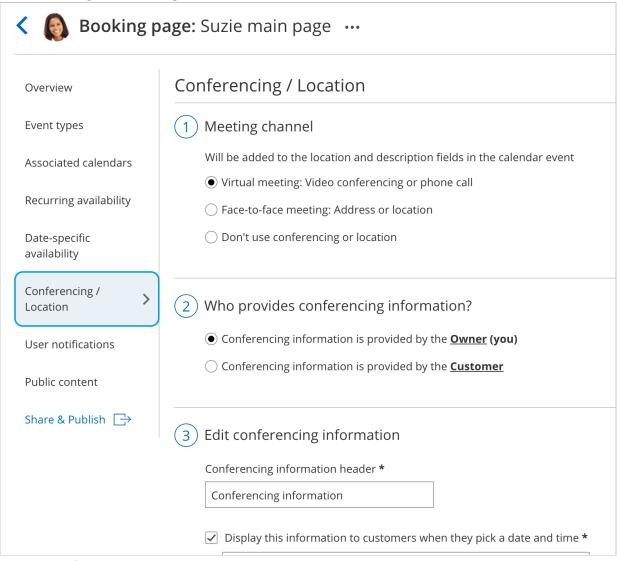


Figure 1: Conferencing / Location section

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).

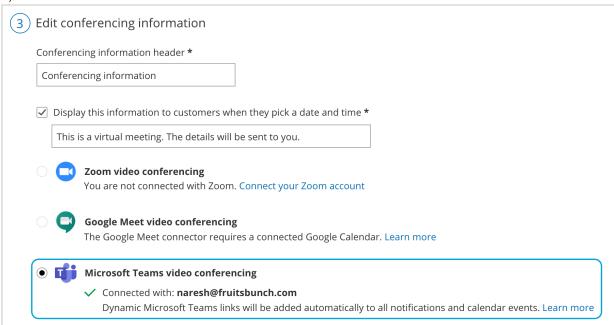


Figure 2: Available video conferencing apps with Microsoft Teams video conferencing selected.

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.



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.



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