Setting up Booking Calendar Team Scheduling Scenarios [New]

Host and Co-Host(s) (Panel Meeting)

In a panel meeting setup, guests book a session where the host and co-hosts participate together in the same meeting.

Availability is determined by the time slots where all assigned users are available simultaneously.

How to set up a panel meeting

1. Open the Booking Calendars lobby by clicking on **Booking Calendars** in the lefthand side menu.
2. Click on the **Booking Calendar** you want to edit.
3. Use the **Add host and co-hosts** dropdown to select all users or **Teams** that should attend the booking, then click on **Add**.

   - If the Booking Calendar did not have a host before, a pop-up will appear to confirm who the host should be.
   - The email settings and **Meeting locations** that will be available for your guests to choose from is determined by the host you select.
   - You can change the host at any time in the **Host and co-hosts** section by clicking on the three dots to the right of the users added to the Booking Calendar and clicking **Set as host**.

After assigning your hosts, review the **Availability and Location** settings to ensure they align with your scheduling needs.

Distributed Meeting (Dynamic Host Selection)

Dynamic host selection uses a pre-created **Team** to distribute meetings among available members based on a chosen distribution method:

How to set up dynamic host meeting types

1. Open the Booking Calendars lobby by clicking on **Booking Calendars** in the lefthand side menu.
2. Click on the **Booking Calendar** you want to edit.
3. Use the **Add host and co-hosts** dropdown to the **Team** that should be used for bookings, then click on Add.

   - The email settings and **Meeting locations** that will be available for your guests to choose from is determined by the member of the **Team** that is being booked with.

4. Next you can choose the distribution method of the bookings for the **Team** right beneath the **Add host and co-hosts** dropdown.

   - **Any Available Team Member:** Ideal for offering guests the widest range of available time slots to choose from.
   - **Round Robin (Equal Distribution):** Perfect for ensuring an even distribution of meetings across your team.

5. Next you can click on **Manage** next to **Workload** to define a maximum number of bookings that a team member can accept

These scenarios offer flexibility to match a variety of team structures and scheduling needs. Whether you're managing a collaborative meeting, balancing team workloads, or providing centralized scheduling options, multi-host setups ensure a seamless experience for both guests and hosts.