

Introduction to Booking Calendars [New]

Booking Calendars in OnceHub simplify scheduling by allowing you to share your availability so customers and prospects can easily book time with you - eliminating back-and-forth coordination.

What is a Booking Calendar?

A **Booking Calendar** lets you share your availability, allowing customers or colleagues to schedule meetings with you based on your predefined schedule. Whether you're coordinating with team members or scheduling client appointments, it simplifies complex scheduling needs.

For example:

- A consultant can share their **Booking Calendar** instead of exchanging multiple emails.
- Customers can choose a time slot based on real-time availability, reducing scheduling delays.

Key Benefits of Using Booking Calendars

- **Simplify Scheduling:** Allow customers to self-book based on your availability.
- **Prevent Scheduling Conflicts:** Sync with tools like Google Calendar and Microsoft 365 to avoid overlapping meetings.
- **Enhance Professionalism:** Provide a polished booking experience with customizable forms and automated notifications.

Core Features of Booking Calendars

- **Availability Management:** Set working hours and location preferences to control when clients can book meetings.
- **Customizable Booking Forms:** Collect essential details from clients before meetings.
- **Automated Notifications:** Send email and SMS reminders to keep clients informed.
- **Seamless Integrations:** Sync with tools like **Google Calendar**, **Zoom**, and **CRM platforms** for efficient scheduling.
- **Booking Calendar Templates:** Use pre-configured Booking Calendar Templates to ensure consistent branding and settings across your Booking Calendars while allowing faster user onboarding.
- **Meeting Durations:** Set up to four Meeting Durations for your visitors to select from when scheduling.
- **Session Types:** Allow for a single booking or multiple independent bookings per time slot.

Common Scheduling Scenarios

- **Single-User Scheduling:** Ideal for solo professionals where clients book directly with one person.
 - **Team Scheduling:** Share a calendar for multiple team members or distribute meetings evenly across your team.
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Get Started with Booking Calendars Today

Booking Calendars offer a streamlined way to manage meetings while ensuring professionalism and efficiency. Explore OnceHub's scheduling tools to enhance productivity and provide a seamless experience for your clients.
