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Welcome! If your account was created after January 20, 2025, you are using our new **Booking Calendars [New]**.

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## Booking Calendar meeting distribution options [New]

**OnceHub Teams** allows you to distribute meetings among team members, helping you:

- **Optimize Scheduling Efficiency:** Evenly distribute meetings without conflicts.
  - **Balance Workloads:** Prevent overbooking for individual team members.
  - **Enhance Guest Flexibility:** Allow guests to book based on shared team availability.
  - **Improve Resource Management:** Tailor meeting distribution based on meeting type and team capacity.
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### Meeting Distribution Methods

**Booking Calendars** offers two primary distribution methods:

#### **Any Available Team Member:**

- Displays the combined availability of all team members in a single calendar view.
- Guests can select the time that best suits them from the shared availability.
- Assign priority levels so team members with higher priority are booked first when multiple members share the same time slot.

#### **Round Robin (Equal Distribution):**

- Automatically assigns meetings to team members in a balanced rotation.
  - Only one team member's availability is shown at a time.
  - Once a guest books with a team member, the system rotates to the next available member.
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### Creating Teams

You can create teams through the **Account Menu** or directly within a **Booking Calendar**.

#### **From the Account Menu:**

1. Click the **gear icon** in the top-right corner and select **Teams**.
2. Click **Add Team**.
3. Enter a **Team Name**, assign members, and click **Save**.

#### **From a Booking Calendar:**

1. Open the desired **Booking Calendar**.
  2. Click the **Host and Co-Hosts** dropdown and select **Create New Team**.
  3. Name the team, add members, and click **Save**.
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## Selecting Distribution Methods for Individual Booking Calendars

Once a team is created, you can customize the **Meeting Distribution Method** for each **Booking Calendar**:

1. Open the desired **Booking Calendar**.
2. Go to the **Host and Co-Hosts** dropdown.
3. Select the team and choose the preferred distribution method:
  - **Any Available Team Member**
  - **Round Robin (Equal Distribution)**

This flexibility ensures the meeting distribution aligns with the specific scheduling needs of each calendar.

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Choose the set up that best aligns with your team's structure and scheduling needs for a more efficient, client-friendly booking experience.

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