

# Signing up with OnceHub

There are two ways to sign up using OnceHub:

## 1. Create Your Own Account

- Go to the OnceHub [signup page](#).
- Sign up using your existing **GSuite** or **Office 365** account, or with an email address.
- This automatically starts a **14-day free trial** with access to most of the OnceHub features. [Learn more about what's included in the free trial](#).

## 2. Join Your Organization's Account

If your organization already uses OnceHub, your administrator will create an account for you and send you an email invitation with a link to join.

Follow [Join Your Organization's Account Guide](#) for step-by-step instructions.

---

## Getting Started

Once you've signed up and logged in, we recommend checking out our [Introduction to OnceHub](#) article. This guide will walk you through the initial setup process and help you get the most out of OnceHub.

---

## Upgrading During the 14-day Free Trial

You can upgrade your trial account to a paid plan at any time during your 14-day free trial.

**To upgrade from the 14-day free trial:**

1. Click on **Purchase Now**, located in the top-right corner of your account.
2. Select the plan you'd like to purchase (e.g., **Schedule**, **Route**, or **Engage**).
3. Customize your upgrade by deciding on the number of seats, billing cycle, and any other preferences.

**NOTE:** Once you upgrade to a paid plan, you will not be able to downgrade to the Basic plan.

---

**How to Switch to the Basic Plan**

If you prefer to use OnceHub's basic scheduling features without paying for a subscription, you can switch to the Basic plan at the end of your 14-day free trial.

**To downgrade from the trial:**

1. Click on **See all options** in the popup that appears at the end of your trial.
2. Select the **Basic** plan.
3. Click on **Confirm downgrade**.

**NOTE:** This is the only way to downgrade to the Basic plan. If you upgrade to a paid plan, you will not be able to downgrade to the free plan in the future.

---

[Let us know](#) if you need additional help!