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 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 Organizations 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 Trial

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

To upgrade from the trial:

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

Please note that once you upgrade to a paid plan you will not be able to downgrade to the free Basic plan.

Switching to the Free Basic Plan

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

Please note that this is the only way to downgrade to the free 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!