

## Managing Seats in OnceHub

Seats provide access to OnceHub's scheduling and live engagement tools, required for users who directly interact with guests or accept booking appointments.

Users who manage administrative tasks, such as account settings or user profiles, do not require allocated seats.

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### How to Add or Remove Seats

Follow these steps to adjust the number of seats in your subscription:

1. Click the gear icon in the top-right corner.
  2. Select **Billing** from the dropdown menu.
  3. Click on **Add/remove seats**.
  4. Use the - and + icons to set the desired number of seats for your account.
  5. When finished, click **Update subscription** to save your changes.
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### Adjusting the Number of Seats: Subscription Effects

You can modify the number of seats in your subscription at any time. Here's how billing works based on your subscription type:

#### **Adding seats:**

- **For Monthly Subscriptions:** Costs for additional seats will be prorated and applied during your next billing cycle.
- **For Annual Subscriptions:** You will pay a prorated adjustment immediately for any added seats.

#### **Removing seats:**

- When removing seats, changes will take effect in future billing cycles.
  - Refunds are not provided for charges that have already been processed.
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### Assigning Seats to Users

There are three ways to assign seats to users:

#### 1. **While Adding Users:**

- Seats can be assigned to a user at the time they are added to your account.

#### 2. **From the Users Section:**

- Click the gear icon in the top-right corner.
- Select **Users** from the dropdown menu.
- Click **Assign seats**, then use the dropdown menu to assign a seat to the desired user.

### 3. From the User Profile:

- Click the gear icon in the top-right corner.
- Select **Users** from the dropdown menu.
- Click on the user you want to assign a seat to. This will open their user profile.
- Click **Assign seat** to allocate a seat to them.

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## Unassigning Seats from Users

### To unassign a seat from a specific user:

- Follow the above steps to access the **User Profile**.
- Once in their profile, click **Unassign seat** to remove their seat.