

Booking Calendar User Notifications [New]

User notifications, help hosts stay informed about booking-related events. Notifications can be sent via SMS or email. This guide explains how to configure your notifications to suit your preferences and manage them effectively.

What Are User Notifications in OnceHub?

User notifications are alerts sent to hosts to inform them about important booking events, such as scheduled meetings, cancellations, or reminders. Notifications are customized for each host in their Profile to ensure they only receive relevant updates.

Notification Methods: SMS and Email

Notifications can be sent using the following methods:

1. **Email Notifications (Primary Method):**

- Email is the default and primary method for sending notifications.
- Hosts can receive detailed updates directly in their inbox, ensuring they stay informed even without access to their phone.

2. **SMS Notifications (Optional):**

- SMS can be enabled as a supplementary method to ensure urgent notifications are received

promptly.

- SMS messages will be sent to the mobile number provided in your profile.

Customizing Your Notification Preferences

Tailor your OnceHub notifications to stay informed about your scheduled events.

To customize your notifications:

1. Go to your Notification Settings:

- Click your profile icon in the top right corner.
- Select **User Notifications** from the dropdown.

2. Choose your notification methods:

- Use the checkboxes to select email, SMS, or both for each notification type.
- Notification types include:
 - Meeting scheduled
 - Meeting rescheduled
 - Meeting reminder
 - Meeting reassigned
 - Meeting canceled

3. Set up SMS notifications:

- Enter your mobile number in the **Mobile Number** field at the bottom of the **User Notifications** section to receive SMS alerts.

Creating Booking Notifications for Your Team

Stay informed about booking activities across your team using the **Alert Center**. This feature lets you create alerts for specific booking lifecycle events, such as confirmations, cancellations, or reschedules. You can also choose who receives these alerts, ensuring key updates are delivered to the right team members.

To learn about setting up and managing alerts, visit the [Alert Center Help Article](#).

Important Notes

- **Email Priority:** Email notifications are the preferred method and are typically used for detailed updates.
- **SMS Notifications:** Enabling SMS notifications requires SMS credits, which can be purchased separately. To learn more, visit our [SMS Credits in OnceHub article](#).

- **Flexibility:** Hosts can choose the combination of notification methods that work best for their needs.
-