

Calendar Events in Booking Calendars [New]

Calendar events are an indispensable tool for keeping your bookings organized and professional. They save time, ensure attendees have all the critical details, and enhance your workflow.

With OnceHub, every booking automatically generates a calendar event in the User's connected calendar, while also adding the guest, as well as any other attendees, for a smooth scheduling experience.

If your calendar is not yet connected to OnceHub, we recommend reviewing our [guide](#) for detailed instructions on how to set it up.

Customizing Calendar Events in Booking Calendars

Customizing calendar events ensures that your bookings include clear, personalized details for you and your guests. Whether you need to make adjustments to event titles, add dynamic information, or exclude specific details, **Booking Calendars** provides versatile options to manage event notifications effectively.

Accessing the Booking Calendars Section

- Navigate to **Booking Calendars** in the left-hand menu.

Selecting a Calendar

- Choose the specific Booking Calendar you want to edit.

Customizing the Template

- Open the **Notifications** tab to control and customize how calendar events are generated. Within this tab, you have two key options:
 - **Exclude Guests:** Check the **Exclude guests** box to exclude guests from the calendar event when necessary.
 - **Customize the Calendar Event:** Click **Customize** to modify the calendar event to better suit your needs.

Note: If you exclude guests from the calendar event, they will still be able to add a basic copy of the event to their calendar by using the **Add to Calendar** links found in their guest notification emails.

Saving Your Updates

- After completing your changes, click **Save** to confirm and apply the updates.
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Customization Options

Booking Calendars allows you to tailor calendar events with a range of options for adding context and relevant details to every booking notification.

What You Can Customize

- **Free Text Sections:** Include custom messages or instructions tailored to the event.
 - **Variables:** Use variables to dynamically populate event details such as guest names, booking times, or rescheduling links.
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Using Variables in Calendar Events

When customizing your calendar template, simply type @ to access a list of available variables. From this list, you can select a variable to automatically populate the calendar event with the relevant guest or meeting details. Both **system fields** (predefined fields) and **custom fields** (fields you've created) can be used as variables.

Please read our [Mapping Booking Calendar Questions to Fields article](#) if you want to learn how to map questions from your Booking Calendars to Fields so that they can be used in your guest notifications.

Examples of Variables:

- **Contact Data:** Full name, Email address, Phone number
 - **Meeting Data:** Date, Time, Reschedule link
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