

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.

1. Access the Booking Calendars Section

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

2. Select a Calendar

- Choose the specific Booking Calendar you want to edit.

3. Go to the Notifications Tab

- 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.

4. Save 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

Variables make your calendar events dynamic by automatically filling in details specific to each booking. Here's how to use them:

- Type @ while editing the calendar event and select a variable from the list.
- Insert variables to include specific details unique to the booking such as the date and time.

Examples of Variables to Use:

- **Guest Information:** Automatically insert details like the guest's full name or email address.
 - **Meeting Details:** Populate critical details like the booking date, time, and location.
 - **Reschedule/Cancel Links:** Add links that allow the guest to easily reschedule or cancel their booking.
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