

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

To personalize the experience for you and your guests, you can customize the details of the calendar events generated through your **Booking Calendars**. This ensures that event titles, locations, and descriptions include the specific information your team needs.

Accessing the Calendar Events Settings

1. Select **Booking Calendars** from the left navigation menu.
2. Select the Booking Calendar you wish to edit and navigate to the **Notifications** tab.

Manage Calendar Event Recipients

Within the **Calendar Events** section, you can control who is automatically added to the meeting invitation:

- **Calendar Invitations for All Attendees:** This default setting adds the host, any co-hosts and the guest to the calendar event.
- **Calendar Invitations for Host and Co-hosts Only:** Select this if you wish to exclude guests from the primary calendar event. Guests can still add the meeting to their own calendar using the **Guest ICS Link** included in their notification emails.



NOTE: iOS automatically detects calendar events from SMS notifications. This is particularly useful for meetings scheduled via phone without an associated email address, as it ensures the event is still captured in the guest's calendar.

Customizing the Calendar Event Content

Click the **Customize** link under **Host Calendar Event** to tailor the meeting details:

- **Tailored Text:** Use free-text sections to include specific instructions or context for the meeting.
- **Dynamic Variables:** Type @ to insert dynamic fields that automatically populate with booking data.
 - **Contact Data:** Full name, email address, or phone number.
 - **Meeting Data:** Date, time, location, or reschedule links.
- **Saving Your Changes:** After completing your adjustments to the title, location, or description, click

the **Save** button at the bottom of the page to apply the updates to your Booking Calendar.
