Working With vs. Without a Connected Calendar [Legacy]

When using OnceHub, you have the option to operate with or without connecting your personal calendar. While it's possible to accept bookings without a connected calendar, integrating your calendar is strongly recommended to improve the efficiency and accuracy of your scheduling process.

Recommendation

Using OnceHub without connecting a calendar may be suitable for simple use cases or one-off scenarios where you don't need to integrate with a personal schedule. However, for a more automated and convenient booking experience, we strongly recommend adding a connected calendar. This ensures accurate, real-time availability management and reduces the risk of scheduling conflicts.

To make an informed decision, it's important to understand how working with a connected calendar compares to working without one. Here's what happens in both scenarios.

Working With a Connected Calendar

When you connect a personal calendar to OnceHub, you enjoy several benefits that make managing your bookings more efficient:

Automated User Calendar Events

OnceHub automatically adds new bookings as events to your connected calendar. This saves you time and ensures your calendar always reflects your updated schedule.

Automated Guest Calendar Events

Oncehub automatically adds the guest to the user's calendar event. This helps keep the guest up to date and reduces the risk of no-shows.

Shared Busy Time Across Booking Pages

Busy time from your calendar blocks availability across your Booking Pages, preventing double bookings or scheduling conflicts.

Advanced Integration Features

With a connected calendar, you can reschedule OnceHub bookings directly by adjusting the relevant event in your calendar. The changes are automatically updated in OnceHub.

Note: This feature is not supported for iCloud calendars.

Working Without a Connected Calendar

You can still use OnceHub without connecting a personal calendar, but there are some important limitations to consider:

Independent Busy Times on Booking Pages

Each Booking Page operates in isolation, meaning bookings made on one page will not block availability on others. If you manage multiple Booking Pages, you must manually monitor and avoid overlapping bookings.

Manual Calendar Updates

OnceHub provides ICS file links in scheduled meeting emails. These files allow you to create calendar events manually for each booking. While functional, this requires extra effort to keep your schedule synchronized.