Allowing for Meeting Overlaps with Booking Calendars [New]

The **Meeting Overlap** feature empowers you to accept new meetings, even if they occur simultaneously with existing scheduled meetings. This functionality provides enhanced flexibility, productivity, and booking efficiency. Below, we outline the benefits, functionality, and steps to enable meeting overlaps either directly within OnceHub or through your connected calendar.

Benefits of Meeting Overlap

- **Maximize Productivity and Revenue:** Keep your calendar optimized by addressing no-shows and increasing the number of qualified meetings you conduct.
- **Enhanced Flexibility:** Dynamically manage your schedule by accepting meetings, even when slots are occupied.
- **Increased Booking Capacity:** By freeing up overlapping time slots, you can boost the total meetings booked.
- **Seize Opportunities:** Never miss a potential meeting simply because a time slot appears occupied.

How it works

The Meeting Overlap feature gives you control over whether already existing scheduled meetings can be booked

over or not. This setting determines if new meetings can be scheduled during overlapping time slots.

- You can configure overlap settings on a per-meeting basis within the **Activities** section in OnceHub.
- If your account uses the **Two-Way Sync** integration with a connected calendar, status updates (such as marking an event as Free or Busy) will be automatically synced to OnceHub.

Note: This feature only works with one-on-one Meetings.

How to Allow for Meeting Overlaps from Within OnceHub

You can easily allow for meeting overlaps directly in OnceHub through the following steps:

Navigating to the Meeting

1. Click on **Activities** in the left-hand navigation menu.
2. Select the meeting you want to reschedule from your list of activities.

Setting the Overlap Meeting preference

Use the **Meeting Overlap** feature within the meeting's details pane to choose if the overlap is allowed.

- **Not Allowed:** Disallow meetings from overlapping with the existing meeting.
- **Allowed:** Allow new meetings to be scheduled even if they overlap with the existing meeting.

How to Allow for Meeting Overlaps from Your Connected Calendar Application

If you are using the Two-Way Sync feature found within **User Integrations** in your account, you can allow for overlaps directly from within your connected calendar.

Toggling on Two-Way Sync in OnceHub

1. Click on the gear icon in the top-right.
2. Select **User Integrations** from the dropdown.
3. Click on your primary calendar integration tile.
4. In the **Two-Way Sync** section, toggle on **Updating the meeting in [calendar application] updates the meeting in OnceHub**.

Updating the Event in Your Calendar Application

1. Open your calendar application.
2. Locate the scheduled event for the meeting.
3. Change the event's status to update the meeting.
   - **Busy:** Disallow meetings to overlap with the existing meeting.
   - **Free:** Allow new meetings to be scheduled even if they overlap with the existing meeting.

The change will sync automatically with OnceHub.

Note: This feature is not available for hosts that make use of iCloud Calendars.

Planned Overbooking with Concurrent Sessions

If you want to allow multiple guests to book for the same time slot with the same host(s) automatically without manual intervention, you can use **Concurrent Sessions**.

This feature is ideal for high-volume teams who want to maximize calendar efficiency by planning for potential no-shows or managing queues.