

Mapping Booking Calendar Questions to Custom Fields [New]

In this guide, you will learn how to efficiently map questions in your Booking Calendar to save data in custom fields, as well as pre-fill your Booking Calendar with guest information using booking links.

For information on creating custom Contact Fields, please take a look at our Fields Library article.

Understanding Field Types

When mapping questions in your Booking Calendar, it's crucial to determine whether the data should be stored in a **Meeting field** or a **Contact field**. Here's how they differ and when to use each:

Meeting Fields

Use Meeting Fields for information that is unique to a specific meeting, such as:

- Details about the purpose or context of the meeting.
- Mapping data to Salesforce Event and Case fields.
- Mapping data to **Hubspot Meeting** fields.

Contact Fields

Use Contact Fields for information that identifies or describes the individual, such as:

- Personal details, like name and email.
- Mapping data to Salesforce Contact or Lead fields.



• Mapping data to **Hubspot Contact** fields.

How to Map a Question to a Field

Each Booking Calendar allows you to configure which Questions will be saved into a custom field using the following steps:

- 1. Open the **Booking Form Tab** of the Booking Calendar.
- 2. Select the **Question** you want to save to a custom field.
- 3. Select the field you want to map to using the Field Mapping dropdown in the pane on the right.
- 4. Click on Save.

Once completed, the responses to the mapped questions will be automatically saved in OnceHub and can be included in integrations with tools like Salesforce, Hubspot, or Zapier.

Pre-filling Information in Your Booking Calendar

After mapping your questions to fields, you can create customized booking links to pre-fill your guests' details. Pre-filled booking forms save time and reduce errors by avoiding the need for manual data entry. Within OnceHubyou have 2 options for how to pre-fill Booking Calendars for your guests:

- For a specific guest: Manually enter guest information into the booking link. Use this option if you already have the guest details available.
- **Via third party tool:** Toggle on placeholders for specific fields in the booking link. Then, use a mail merge or similar feature in your third-party tool (e.g., a CRM or email platform) to dynamically insert guest details.

Please take a look at our **Pre-filling Guest Information in Your Booking Calendar article** for a detailed guide.