Mapping Booking Calendar Questions to Global Fields [New]

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

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

Understanding Global 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 Global Field

Each Booking Calendar allows you to configure which Questions will be saved into a Global 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 Global 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 Global 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. Here's how to set this up:

Enabling Personalization and Tracking

1. Click on **Booking Calendars** in the lefthand navigation menu.
2. Click on **Share** next to the Booking calendar you want get a link for.
3. Check **Personalization and Tracking** in the popup.

Adding Tracking (Optional)

Under **UTM parameters** you can add your various UTMs that you use for tracking.

Configuring your pre-fill options

Under **Booking Form URL Parameters** you have 2 options for how you would like to pre-fill the booking form:

- **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.

Finalizing the Link:

- Once you have configured the parameters, click **Copy & Close** to generate and copy your pre-filled booking link.

You can now use this personalized link in emails, campaigns, or other communication channels to streamline the booking process for your guests.