

How to Block Availability for One-Time Events in OnceHub [New]

There may be situations when you need to block off your usual meeting availability. For instance, you might be traveling for business or taking personal time off.

With Booking Calendars, you can easily block availability directly within OnceHub in just a few steps:

Step 1: Determine Your Availability Level

First, determine whether your Booking Calendar is using your profile availability or whether availability is set directly on the Booking Calendar.

Follow these steps to identify where your availability is configured:

1. Open **Booking Calendars** from the left-hand menu.
2. Select the specific **Booking Calendar** you want to modify.
3. Locate the **Availability and Location** section under the **Booking Settings** tab.
(This will indicate whether the Booking Calendar retrieves availability from the user profile settings or its own customized availability.)

Step 2: Access Date-Specific Overrides and Remove Availability

Once you've identified where your availability is retrieved from, you can remove availability for specific dates using the Date-Specific Overrides feature.

If your availability is set at the Booking Calendar level:

1. Click on the **Date-Specific Overrides** tab.
2. Click **Add date override**.
3. Adjust your availability using the popup window.
(This allows you to override specific times for the chosen dates.)
4. Click **Apply** to save and close the popup.
5. Click **Save** at the bottom of the Booking Calendar to save your changes.

If your availability is retrieved from the user profile settings:

Access the Date-Specific Overrides feature by following these steps:

1. Click on your **profile picture** in the top-right corner of your screen.
2. Select **Scheduled Meeting Availability** from the dropdown menu.

From here, the process for removing availability is the same as when managing it at the Booking Calendar level.

Note: To completely remove all availability for a specific day, simply remove all time slots.

Additional Help

If you need more detailed instructions for managing or changing availability settings, refer to our [**Availability for Booking Calendars article**](#) for further guidance.
