

Setting Up a Zap for Booking Calendars Using Meeting Fields [New]

In this guide, you will learn how to automate guest information transfer from Booking Calendar Meeting fields to your preferred applications via a Zap.

For information on how to capture guest data in Meeting Fields, please take a look at our [Mapping Booking Calendar Questions to Custom Fields article](#).

Setting up the Zap

After mapping your data in OnceHub, follow these steps to create a Zap that retrieves the correct contact when a guest interacts with you.

Step 1: Opening the Zapier pop-up

1. Navigating to Zapier Settings:

- Click the gear icon located in the top-right corner of the page.
- Select **Account Integrations** from the dropdown menu.
- Filter for **Automation**.
- Click on the **Zapier** tile.

2. Initiating Zap Creation:

- Go to the **Add Zaps** section.
- Search for the application with which you want to create a Zap.

Step 2: Choosing a Template

1. A list of Zapier templates will appear below. Select the one that best fits your needs.
2. Click **Add Zap** to use your chosen template.

Step 3: Configuring the Trigger Step

1. Confirm the **Trigger event** and OnceHub account that should be used.
 - For example, you can use the **Booking Lifecycle Event** trigger to have the Zap trigger whenever a change to a booking is made.
2. Complete the test step to ensure the trigger functions correctly.

Step 4: Mapping Data to Your Application

1. In the Action for the destination application, proceed to its **Configure** step.

2. Add values to required fields by clicking the **+** to insert data.
 - Meeting fields that you created will be labeled as **Custom Fields** and at the bottom of the list in the pop-up.
3. Click **Continue** once you are done mapping data to your application.
4. Complete the test step to ensure the data is successfully sent to your application.

Step 5: Publishing the Zap

Once you are happy with your configuration, click on **Publish** to turn on the Zap.
