# 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 **Zapier** from the dropdown menu.

#### 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.

# **OnceHub** Help Article

- 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.