How to Group Booking Calendars with Booking Hubs [New]

A Booking Hub is a dedicated page designed to combine and organize multiple Booking Calendars under a customizable navigational structure, making it easier for your guests to find and book services.

Navigating to the Booking Hub Lobby

1. Click on **Booking Hubs** in the left-hand side menu.

How to Create a New Booking Hub

Creating the Booking Hub

1. Click on **Create booking hub** in the top right of the Booking hubs lobby.
2. Give the Booking Hub a name and select the Owner.
3. Click on **Create**.

Selecting the Booking Calendars to Group in the Booking Hub

1. Select which Booking calendars should be included in the Booking hub using the checkboxes.
2. Click on **Apply**.

How to Manage Booking Calendars

Adding and Removing Booking Calendars

1. Click on **Add booking calendar** at the bottom of the page.
2. Select which Booking calendars should be included in the Booking hub using the checkboxes.
3. Click on **Apply**.

You can also click on the three dots of a specific Booking Calendar, and then select Remove item.

Changing the Order of Booking Calendars

1. Hover your mouse over the Booking Calendar you want to reorder.
2. Click on the up/down arrow to change its position.

Organize Your Booking Hub with Categories

Categories help you structure your Booking Hub into a **multi-step hierarchy**, making it easier for guests to find and book the services they need.

For example, you can organize by service type:

- Guests first selects Consultations (Category) >> then they choose the specific type of consultation (Booking Calendar) they want to schedule.

Want to add more detail? Use **multi-layered setups** by nesting **Categories**. For instance, you can organize by location:

- Guests pick their State (Category) >> then their County (Category) >> followed by Town (Category) >> finally, they will see a list of Users (Booking Calendars) offering their services in that town.

Adding Categories

1. Click on **Add category** at the bottom of the page.
2. Provide a **Category Title**.
3. Click on **Add**.

Moving Items Into Categories

1. Hover over the Booking Calendar or Category you want to move.
2. Click on the folder icon.
3. Select **Move to Category**.
4. Select which Category you want to move it to.

You can also quickly move Items back to the root level of the Booking Hub by selecting **Move to root** instead.

Removing Categories From the Booking Hub

It is important to note that when you remove a Category, it will also remove all sub-categories and Booking Calendars within.

To remove a Category:

1. Hover your mouse over the Item you want to move.
2. Click on the 3 dots.
3. Select **Delete**.
4. Click on **Remove item** in the pop-up.

Customize the Appearance of Booking Hub Items

Customization helps create an engaging, visually appealing Booking Hub.

Changing the Appearance of the Booking Hub Items (Optional)

1. Click on the Item you want to customize.
2. Click on **Choose image** in the pane on the right to add an image.
3. Provide a **Description** in the text box at the bottom of the pane.

4. Click on **Save** to apply the changes.

Modifying the Step Title

To modify the text that appears at the top of the Booking Pane for guests:

1. Click on the **Select an option** Item.
2. Change the text of the **Step Title** in the pane on the right.
3. Click on **Save** to apply the changes.

Once you are ready to use your Booking Hub, please take a look at **this article** to see how you can share it with your guests.