

How Payment Transaction Details are Sent to Your Guests [New]

When a paid meeting is scheduled, guests can receive the payment transaction details in two ways:

1. Via an invoice sent by Stripe.
2. Via transaction details added to the guest notification.

Invoice Sent by Stripe

When a paid meeting is scheduled, an invoice is automatically emailed to your guests through Stripe.

Adding the Transaction Details to Guest Notifications

To ensure that guests receive a complete record of the meeting and the transaction in one place, we recommend adding the transaction details to the guest notifications sent by OnceHub using the following steps:

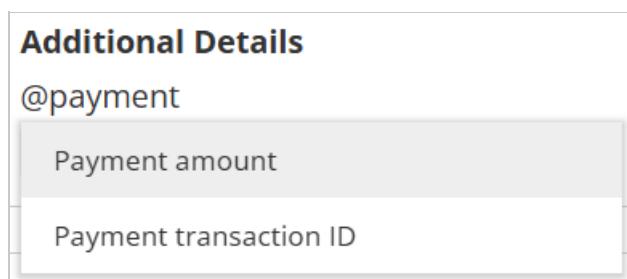
Navigating to the Guest Notification Template

1. Click the gear icon in the top-right corner.

2. Select **Guest Notifications** from the dropdown.
3. Select the template that you are using on your Booking Calendar.

Adding the Transaction Details to the Guest Notification Template

1. Click **Customize email** to expand the email editor.
2. Left click where you want to add the transaction details.
3. Type @ to bring up the list of variables you can add.
4. Add the **Payment amount** and **Payment transaction ID** variables as shown in the image below.



5. Click **Save** to confirm the changes.

For more detailed guide on guest notifications, please read [Booking Calendar Guest Notifications](#).