

How to Quickly Create Ad Hoc Multi-Host Meetings [New]

You can quickly add **co-hosts** to your **Booking Calendar** link without altering your default settings.

This method is **ideal** when you need to include additional co-hosts to a meeting instantly.

How Availability Works

The availability for the added co-hosts is determined by two factors:

1. From where the **Booking Calendar** retrieves **Availability**:
 - **The hosts' profile settings.**
 - **Within the specific Booking Calendar.**
2. Any **busy time** marked in the co-host's connected calendar.

Example: This feature is useful if, for instance, a hiring manager needs a senior team member to join a technical interview. It allows the manager to **instantly create a once-off panel booking link**. This link includes both the host and the required co-host, without the overhead of setting up a separate Booking Calendar.

Prerequisite

Before you begin, ensure that the co-host's email address belongs to a user with an assigned seat/ license on the same OnceHub account.

How to Quickly Add Co-Hosts to Your Booking Link

Follow the steps below to add co-host(s) by modifying the Booking Calendar link.

Step 1: Get the Base Booking Calendar Link

1. Click **Booking Calendars** from the left-navigation menu.
2. Click the **Share** button to the right of the desired calendar.
3. Click **Copy & close** in the pop-up window to copy the base booking link.

Step 2: Modify the Booking Calendar Link

1. Paste the booking link into a browser or text editor.
2. Add the following parameter at the end of the link:
?co_hosts=
3. You can include one or more co-hosts:
 - **Single Co-host:** To add one co-host, append the co-host's email address after the parameter.

Example:

```
https://oncehub.com/bookwithgreg?co_hosts=stacy@example.com
```

- **Multiple Co-hosts:** To add more than one co-host, append multiple email addresses, separated by commas, after the parameter.

Example:

```
https://oncehub.com/bookwithgreg?co_hosts=stacy@example.com,john@example.com
```

Step 3: Share the Updated Booking Calendar Link

1. Copy the modified booking link.
2. Share this link with your guests using the same method as a regular Booking Calendar link.

Frequently Asked Questions

Q: What happens if I include an invalid or unauthorized email address in the ?co_hosts= parameter?

- **A:** OnceHub will **automatically ignore** the invalid or unauthorized email address. The Booking Calendar will still **load successfully**, but only include the valid co-hosts.

Q: Do ad hoc co-hosts remain on a meeting when it is rescheduled?

- **A:** Yes, when a meeting is rescheduled, all **ad hoc co-hosts remain** on the rescheduled meeting.
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