# Jan 15 2026: Scale Using Booking Calendar Templates, Concurrent Sessions, Multiple Physical Locations per Time Block and More....
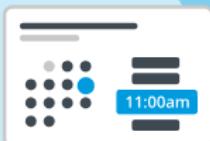
Standardize and Scale Your Scheduling with Booking Calendar Templates

Booking Calendar Templates are **pre-configured blueprints** that allow organizations to standardize configurations and manage Booking Calendars at scale. These templates serve as reusable collections of default settings that bundle booking settings, booking forms, notifications and brand controls such as colors, logos, and footers into a single starting point.

Instead of building every Booking Calendar from scratch, Administrators can now create templates to ensure brand consistency, speed up onboarding and maintain strict governance across the entire team.

Why Use Booking Calendar Templates?

As teams grow, maintaining a consistent brand image and ensuring every user follows company standards can become a manual burden. Templates solve this by centralizing control.

- **Getting started quickly:** Eliminate the need to configure Booking Calendars from scratch. This reduces setup time and helps users get started in seconds.
- **Centralized control with automatic updates:** Administrators can lock key settings to ensure a uniform brand image. Once centralized control is enabled, template changes are **automatically pushed** to all linked Booking Calendars without manual intervention.
- **Enforced template usage:** Account Owners can use a new toggle in **Account Permissions** settings that mandates all new Booking Calendars to be created exclusively using templates.

Who Can Access It

- **Schedule Plan:** Users can create Booking Calendars using Templates.
- **Route Plan & Higher:** The complete feature set is available, including Centralized Control and account wide Template Enforcement.

To learn more about how templates can transform your team's workflow, visit our **Introduction to Booking Calendar Templates** article.

Maximize Your Bookings with Concurrent Sessions

Concurrent Sessions allow multiple guests to book the same time slot with a single host. Instead of a time slot becoming unavailable after one booking, it remains open until a specified limit is reached. This feature automates scheduling for high-volume environments and ensures available time is used efficiently.

Environments Where Concurrent Sessions are Valuable

This feature is especially beneficial in high-volume environments where maximizing time and resources is essential for success. It provides significant value in the following environments:

- **Sales Team Optimization:** In **setter** and **closer** workflows, multiple prospects can book the same slot. This ensures closers remain fully utilized even if some leads fail to show up.
- **Structured Queuing for Education and Healthcare:** For professionals like **college advisors** or **doctors**, multiple individuals can book within a fixed window. This creates a virtual queue for a single physical room or office, where patients are seen sequentially.
- **Flexible Staffing For Interviews:** Businesses conducting high volumes of interviews can allow multiple candidates to book the same slot. This allows the business to see the total volume first and then assign the necessary number of available interviewers to conduct the interviews.

Who Can Access It

Plan: Available on **Route plan** and higher.

To know more, please read the **Booking Calendar Concurrent Sessions** article.

Offering Multiple In-Person Locations For The Same Time Block

You can now offer **multiple physical meeting locations as selectable options** for the **same time block**. This eliminates the need to create separate Booking Calendars or use a Booking Hub to manage different physical addresses with overlapping availability.

Why It Matters

This enhancement simplifies setup by allowing multiple locations to be configured within **one time block**. It addresses previous limitations where offering multiple locations simultaneously within the same time block was not supported.

Redesigned Notifications Tab and Calendar Event UX Improvement

The **Notifications** tab in Booking Calendars and Booking Calendars Template has been reorganized into three clear sections **Calendar Events**, **Host Notifications**, and **Guest Notifications** to improve visibility and streamline configuration.

NOTE: Your existing notification logic remains the same. This UX enhancement has been implemented to support better discoverability.

To learn more, see our **Booking Calendar Guest Notifications** and **Calendar Events in Booking Calendars** articles.

Reassign Meetings on Mobile

You can now **Reassign Meetings** directly through the OnceHub Mobile interface.
This enhancement provides the flexibility to manage your schedule from anywhere, without needing a desktop computer.
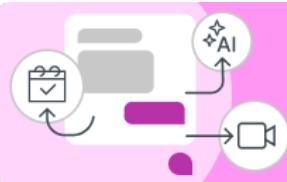
Chatbot Updates

Remove Assignment From Automatic Reach Out

We have removed the **Assignment** setting from Automatic Reachout to simplify chatbot setup. Going forward, the **Assignment** setting configured within each individual chatbot will be used exclusively, regardless of how visitors engage with the chatbot.

Any account affected by this change has already been notified via email regarding the next steps required for their unique setups.