Booking Calendar Group Sessions [New]

Group Sessions allow multiple guests to book seats in the same time slot with the same host for a meeting held at a single, **shared location**.
Instead of managing individual one-on-one meetings, you can host a single shared event and allow guests to book seats until your capacity is reached.

Group Sessions are ideal for events where all attendees join the same meeting link or gather at a single physical location.

For more advanced team configurations, check our **Group Sessions in Team Scheduling Scenarios** article.

Key Features of Group Sessions

- **Capacity Management:** You define the maximum number of guests permitted per group session. Once this booking limit is reached, availability **for that specific time slot** is automatically removed from the host's **Booking Calendar** to prevent overbooking.

- **Host Calendar View:** When multiple guests book a single shared session, the host will see **multiple separate calendar events** in their connected calendar (one for each guest who books). This ensures that each guest's unique booking data and contact details are preserved within the host's calendar.

- **Unified Meeting Link:** All participants join the same session via a unified meeting link or physical address. For virtual meetings, OnceHub generates a **single meeting link** (Zoom, Google Meet, etc.) upon the first booking and **locks it** for all subsequent guests.

- **First-Guest Location Locking:** When multiple location options are offered, the first guest to book the session determines the meeting location. This selection is then automatically locked and applied to all subsequent bookings **for the same time slot** and **the same host**, ensuring all attendees arrive at the same place.

Use Case Scenarios

Group Sessions are ideal for the following use cases:

- **Webinars:** Host a single session where multiple guests join the same video meeting link for presentations or announcements.

- **Workshops:** Run structured training sessions where participants book available seats in a shared time slot.

- **Group Interviews or Information Sessions:** Invite multiple candidates to book into the same time slot for hiring briefings or *meet the team* events.

- **Customer Onboarding Sessions:** Allow new customers to book into shared orientation sessions instead of scheduling individual onboarding calls.

How to Configure Group Sessions

1. Go to **Booking Calendars** from the left-hand menu.

2. Select the Booking Calendar you want to edit.

3. Expand the **Session Type** section and select **Group Sessions**.

4. Enter the **Maximum guests per group session** you wish to allow (between 2 and 500).

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

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IMPORTANT: Changing Settings After Bookings Have Been Made: To maintain data integrity, if you modify your Booking Calendar settings (such as changing duration or capacity etc.), any existing time slots that are already partially booked will be unavailable for new attendees. This prevents conflicts between your old and new configurations. Future slots will follow your new settings.

Frequently Asked Questions (FAQs)

What happens to the meeting link if the host disconnects their video integration?
To ensure your meeting remains consistent, the link generated for the first booking remains active. It will continue to be sent to all subsequent attendees even if the host's video integration (like Zoom or Google Meet) is disconnected after the initial booking is made.