
OnceHub MCP: How To Connect OnceHub To Your AI Assistant [New]

The **OnceHub MCP (Model Context Protocol)** is a secure bridge that allows AI assistants like **ChatGPT** (via the ChatGPT App Store) or **Claude** to interact directly with your OnceHub scheduling data.

This connection provides a conversational interface, empowering your AI assistant to perform actions on your behalf such as manage meetings, fetch booking links, and update your availability **using natural language**, all without switching apps. To explore what your AI assistant can do, have a look at the [List Of Supported Tools](#) article.



NOTE: This is a **user-level** integration. It connects to your individual profile and does not support admin-wide management or Role-Based Access Control (RBAC) for other team members.

Prerequisites

Before you begin, ensure you are using any supported MCP AI client, such as:

- **ChatGPT:** Works on all plans including the Free plan.
- **Claude:** No special administrative permissions are required to add custom connectors.

How to Setup the Connection

Follow the specific configuration steps for your chosen AI clients, then complete the verification process.

Step 1: Configuration

For ChatGPT

You can connect OnceHub to ChatGPT using either the official ChatGPT Apps Store integration or by configuring a custom MCP URL via Developer Mode. Choose the method that best matches your preferences:

Via the ChatGPT Apps:

1. Click on **Apps** in the left-hand sidebar menu.
2. Use the search bar to search for **OnceHub**.
3. Select the OnceHub app and click the **Connect** button.
4. A **OnceHub login** window will appear; **sign in** via OAuth to grant access.
5. Return to the **ChatGPT chat window**. The OnceHub connection is now active and ready to use.

Via Custom MCP Server URL (Developer Mode):

1. Open ChatGPT and go to **Profile > Settings**.
2. Navigate to **Apps > Advanced Settings** and toggle the **Developer mode** ON.
3. Click Create app at the top of the page.
4. Enter the following details:
 - **Name:** <OnceHub MCP (or your preferred name)>
 - **Description:** <Your preferred description>
 - **MCP Server URL Connection:** <https://my-mcp.oncehub.com>
5. Click **Create**. A **OnceHub login** window will appear; **sign in** via OAuth to grant access.
6. Once authorized, return to the **ChatGPT chat window** and click the + (**Plus**) icon.
7. Select your **new app <name you assigned>** to **activate the connector** for the current chat session.
8. Verify that the active app tag now appears inside your chat box, confirming it is ready to use.

For Claude

A **video tutorial** accompanying these steps is available here: [How to Connect OnceHub MCP to Claude Desktop](#)

1. Open **Claude** and click **Customize > Connectors** in the left sidebar.
2. Click the + (**Plus**) icon and select Add custom connector.
3. Enter the following details:
 - **Name:** <OnceHub MCP (or your preferred name)>
 - **Remote MCP Server URL:** <https://my-mcp.oncehub.com>
4. Click **Add**. Select the **OnceHub MCP** connector from the list and click **Connect** from the right panel.
5. **Sign in** via the OAuth to grant access.

6. Return to the **Claude chat window**, click the **+ (Plus)** icon, and select **Connectors**.
7. Confirm that the OnceHub MCP connector is **enabled** and active.

Step 2: Verification & Testing

To verify that your connection is working on either platform:

1. Type **Show my upcoming meetings** into the chat.
2. If successful, the AI assistant will retrieve and display your live OnceHub scheduling data directly in the conversation thread.



NOTE: Navigation labels, menu locations, and UI elements may vary slightly depending on your specific software version or platform.

Frequently Asked Questions (FAQs)

Q: Why did the OnceHub login window fail to appear?

A: This is usually caused by pop-up blockers. Ensure your browser or desktop application allows pop-up windows from ChatGPT or Claude, then click the connection button again.

Q: What should I do if my Google or Microsoft sign-in fails?

A: Please refresh your browser and attempt the login once more. The SSO connection often requires a quick refresh to resolve the handshake and usually succeeds on the second try.

Q: My connector is active, but why is it not returning any meeting data?

A: If the connection is active but no data appears, please verify the following:

- **Correct Account:** Ensure you signed into the specific OnceHub account that contains your scheduling data.
- **Active Data:** Confirm you have upcoming meetings or active booking links in your OnceHub profile.
- **Session Status:** Check that the app/connector is still toggled ON or active in your current chat window (via the + menu).

Q: Do I need to install any additional software?

A: No. You do not need to install plugins or additional software.

- **For ChatGPT:** You simply search for and activate OnceHub directly from the built-in **Apps** menu.
- **For Claude:** You add the OnceHub MCP Server URL as a custom connector within your Claude settings.

Q: Is this connection secure?

A: Yes. The connection runs securely using OAuth authentication and industry-standard encryption. For Claude, the integration connects via OnceHub's secure MCP Server URL, while ChatGPT uses a direct, authenticated app

store integration. Under both platforms, sensitive actions require your explicit confirmation before any scheduling changes are executed.

Q: Does the AI have access to my entire OnceHub account history?

A: No. Data access is request-based and tool-specific. The AI only retrieves the information needed to complete your current request. For example, if you ask to see upcoming meetings, it retrieves only your upcoming meeting data.

Q: Can the AI automate workflows across other apps like HubSpot?

A: Yes. If you have both OnceHub and your CRM (like HubSpot) connected to your AI assistant, you can prompt it to: Summarize my OnceHub meeting and save it to HubSpot. The AI assistant acts as a bridge between the two tools. Just ensure you have authorized the AI assistant to access both apps separately.

Q: Can the AI see my teammates' Booking Calendars or manage someone else's schedule?

A: No. The AI assistant operates strictly at the individual user level. Even if you are an Administrator in OnceHub, the **OnceHub app or MCP connection** only has permission to act as you. It cannot access Booking Calendars of other team members or perform actions on their behalf.

To explore example prompts, visit our [Manage Scheduling with AI Prompts](#) article.
