

OnceHub MCP: Manage Scheduling with AI Prompts [New]

Once your **OnceHub account is connected to an AI assistant** and you have reviewed the **list of supported tools**, you can use natural language to manage your schedule directly within ChatGPT or Claude.

The following prompts demonstrate how to translate technical functions into your daily workflows.

Example AI Prompts

Use these prompts within your AI assistant to **execute scheduling actions** without leaving the conversation.

Managing your Meetings

Goal	Example Prompt
View schedule	What does my schedule look like for the rest of the week?
Cancel a meeting	I can't attend my meeting with Jacob tomorrow. Please cancel it.
Ask guest to reschedule	Send a reschedule request to Sarah for our call this afternoon.
Mark no-shows	Olivia didn't attend our last three sessions. Mark them as no-shows.

Sharing your Booking Links

Goal	Example Prompt
Get booking link	Give me my booking link to share with a lead.
Find specific Booking Calendar	Find the link for my Financial Goals Booking Calendar.
Create a one-time link	Create a one-time booking link for Sarah so she can book a quick check-in.
List all Booking Calendars	Show me a list of all my available Booking Calendars and Booking Hubs.

Updating your Availability

Goal	Example Prompt
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Block full days	I'm attending a summit next Thursday and Friday. Mark me as unavailable for both days.
Set specific hours	For the week of May 25th, only show me as available between 8:00 AM and 10:00 AM.
Check current working hours	What does my availability look like for the next 7 days?

Advanced Workflow Prompts

When used alongside other connected apps in your AI Assistant, OnceHub supports powerful, multi-step automated workflows

Workflow Type	Example Prompt	Connected Apps
Reschedule & follow-up	Lydia messaged saying she can't make our meeting on May 15. Cancel that meeting and draft a polite follow-up email with a new one-time booking link for my Financial Goals calendar.	OnceHub + Email
Meeting preparation	I have a meeting with Sean in 10 minutes. Summarize our last OnceHub meeting and include any recent CRM notes if my CRM is connected.	OnceHub + CRM
Attendance tracking	Who was marked as a no-show last week? Draft a follow-up email for each attendee.	OnceHub + Email
VIP scheduling	Create a one-time booking link for my Financial Review Booking Calendar for a VIP client and send via email.	OnceHub + Email
Follow-up	I just finished a call with Jacob. Get my booking link and draft a professional email thanking him and inviting him to schedule our next deep dive.	OnceHub + Email
LinkedIn outreach	I am chatting with a prospect on LinkedIn. Get my Financial Goals booking link and draft a short professional message to send directly on LinkedIn.	OnceHub + LinkedIn
Availability sharing	Check my working hours for tomorrow and share my open slots in the team-sync Slack channel so we can find a time to connect.	OnceHub + Slack