

## Booking With Approval [New]

**Booking with Approval** allows you to receive meeting requests from guests for specific time slots instead of letting them schedule immediately.

This workflow ensures that you maintain full control over your schedule and only meet with the right people.

### Key Features of Booking with Approval

- **Meeting Request Mechanism:** Guests request a time slot for when they wish to meet with a host rather than booking directly.
- **Time Slot Reservation:** The requested time slot is automatically removed from the host's availability on all Booking Calendars to prevent double-booking while the request is pending. No standard calendar event is created in your connected calendar during this initial request phase.
- **Request Notifications:** Alongside the default notification types available to all meeting types, Booking with Approval has 3 **additional notification types that can be customized** to keep the guest informed about the status of their meeting request when it is submitted, approved, or declined.
- **Request Management:** Meeting requests can be reviewed, approved, or declined within the **Activities** or **Scheduled Meetings** section of your account using either a desktop or mobile web browser.

### Use Case Scenarios

Use **Booking with Approval** to protect your time and add flexibility to your availability in these common scenarios:

#### Managing an Unpredictable Schedule

A host might want to keep their booking link active to capture client interest but cannot always guarantee that every picked slot will align with their real-world availability. Requiring approval gives them a safety net to review requests before committing.

#### Filtering Out Unqualified Requests

A host who frequently receives an unpredictable mix of meeting requests, including automated spam or unqualified leads, can use Booking with Approval as an intentional filter to screen participants before finalizing the meeting.

### How to Configure Booking with Approval

Follow these steps to enable Booking with Approval for your Booking Calendar:

1. Click **Booking Calendars** in the left-hand navigation menu.
  2. Select the Booking Calendar you wish to edit.
  3. Expand the **Session Type** section and select **Single Session**.
  4. Enable **Approval Required**.
  5. Click **Save** to apply the changes.
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## How to Approve or Decline Meeting Requests

You can approve or decline meeting requests by using the following steps:

1. Click **Scheduled Meetings** in the top navigation menu.
2. Select **Pending Meeting Requests** in the left-hand menu.
3. Select the meeting you wish to manage.
4. Click **Approve** or **Decline**.

Once a meeting has been approved or declined, notifications will be sent based on the **Notification settings** configured for that specific Booking Calendar.

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## Frequently Asked Questions (FAQs)

**Q:** Who can approve or decline meeting requests?

**A:** Meeting requests can only be approved or declined by:

- The meeting host
- The host's team managers
- Administrators

**Q:** Can I approve or decline meeting requests made with me from my phone?

**A:** Yes, you can approve or decline meeting requests made with me directly from your phone by accessing OnceHub through your mobile web browser. These options can be found under the Meetings menu.

**Q:** As an Administrator, can I approve or decline meeting requests made with other hosts from my phone?

**A:** No, you can only approve or decline meeting requests made with other hosts by accessing those requests via a desktop browser.

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