**ScheduleOnce Sign-Up Instructions**

1. Check your email for your OnceHub Mailer email welcoming you to the team!



1. Click the Sign in to your account button:



1. Create your password:



1. Click on the link to Go to ScheduleOnce



**To Connect to an Exisiting Calendar (Google, iCal, Exchange, etc.)**

1. Click on the cirlce icon with your initials in the top right corner of the page and then click on Calendar Connection.



1. Select the calendar type that you use by clicking Connect:



1. Follow the step-by-step instructions to finish the calendar connection.
2. Once the calendar is connected, click on Continue Setup next to ScheduleOnce:



1. Click the plus sign to the right of the Booking Pages



1. Enter your information into the boxes (choose your name for the Owner), Be sure to Select the 15-Minutes Welcome Call for the Event Type, and then Save & Edit:



1. Then select Recurring Availability or Date Specific Availability to setup your schedule.



1. Once you setup your availability, select Save.

**For Those Not Connecting a Personal Calendar – Follow these Steps:**

1. Click on Setup



1. Click the plus sign to the right of the Booking Pages



1. Enter your information into the boxes (choose your name for the Owner), Be sure to Select the 15-Minutes Welcome Call for the Event Type, and then Save & Edit:



1. Then select Recurring Availability or Date Specific Availability to setup your schedule.



1. Once you setup your availability, select Save.