

CITK

One Time Link



One Time Link Print

<https://youtu.be/mC2nQZ1oH5c>

https://youtu.be/zSpu_5q566Q

[https://youtu.be/9n-jlgJYwps?
si=3mb22zUyMqGuLM8u%EF%BF%BCdotcomquest1@gmail.com](https://youtu.be/9n-jlgJYwps?si=3mb22zUyMqGuLM8u%EF%BF%BCdotcomquest1@gmail.com)

<https://youtu.be/LfjRdGikkLO>

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What is a One Time Link?

A One Time Link is a unique scheduling link to your calendar, designed to automatically expire once an appointment has been scheduled. Unlike the permanent link or the scheduling link, a One Time Link offers a one time access to your calendar.

Why are One Time Links important?

- One Time Links are valuable across businesses, particularly for individuals who prefer not to share their entire calendar.
- These links automatically expire after each booking, giving you more control over your availability and preventing unwanted bookings.
- Once someone uses the link to book time with you, they can't do it again unless you give them a new link.
- This also prevents attendees from sharing your availability with people you don't know.

To share a one time link to your calendar:

- Navigate to **Calendar Settings > Calendars**.
- Click on the three dots next to your calendar and select **"Share."**

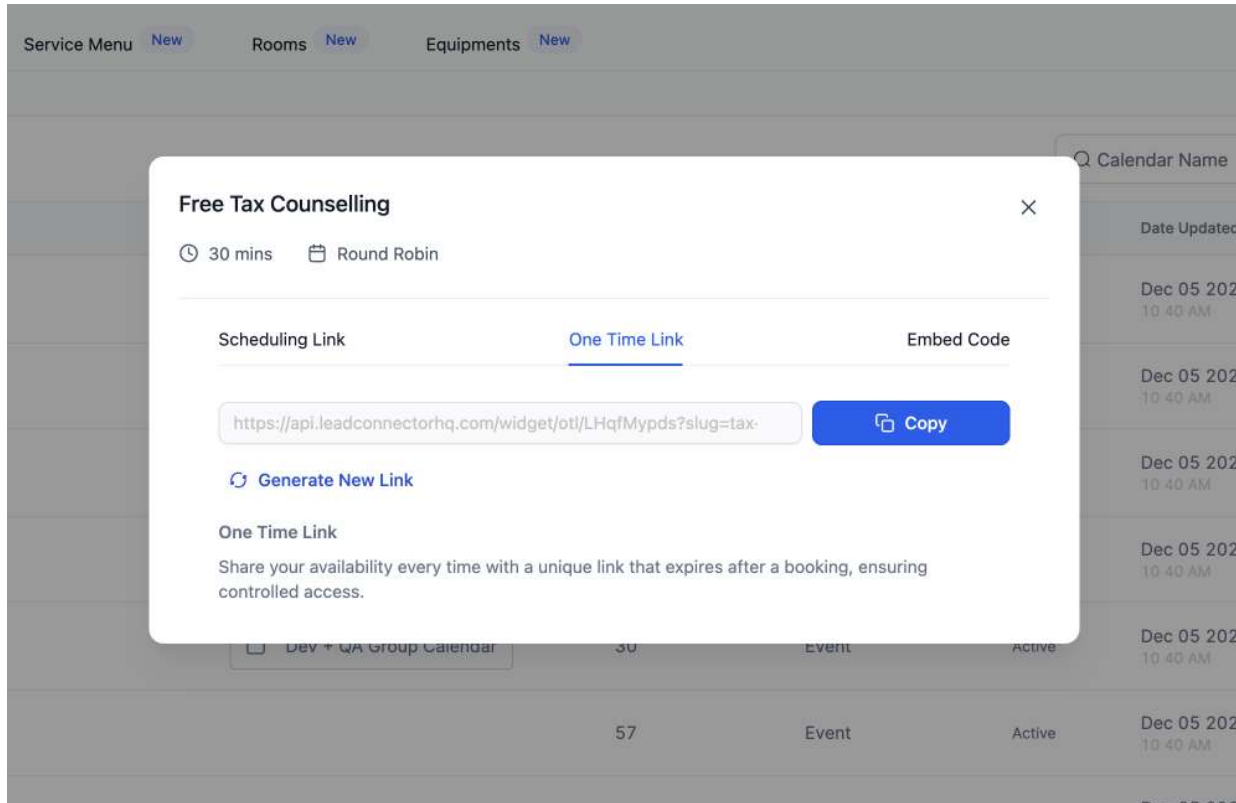
Note: You can now access the Scheduling Link, Permanent Link, One Time Link and Embed Code from the "Share" option in Calendar Settings.

The screenshot shows the 'Calendar Settings' page with a table of calendars. The table has columns for Calendar Name, Group, Duration (mins), Calendar Type, Status, Date Updated, and Action Dropdown. The 'Free Tax Counselling' calendar is selected, and its action dropdown menu is open, showing options: Edit, Duplicate, Share (highlighted with a red box), Deactivate Calendar, Move to Group, and Delete Calendar.

Calendar Name	Group	Duration (mins)	Calendar Type	Status	Date Updated	Action Dropdown
Free Tax Counselling	Tax Meetings	30	Round Robin	Active	Dec 05 2023 10:40 AM	⋮
Morning Yoga Class		30	Class Booking	Active	Dec 05 202 10:40 AM	⋮
Onboarding Call	Dev + QA Group Calendar	30	Event	Active	Dec 05 202 10:40 AM	⋮
Round Robin Cal - SB		30	Round Robin	Active	Dec 05 202 10:40 AM	⋮
New Calendar Creation	Dev + QA Group Calendar	30	Event	Active	Dec 05 2023 10:40 AM	⋮
Test Recurring Calendar		57	Event	Active	Dec 05 2023 10:40 AM	⋮

In the sharing options, locate the "One Time Link" tab.

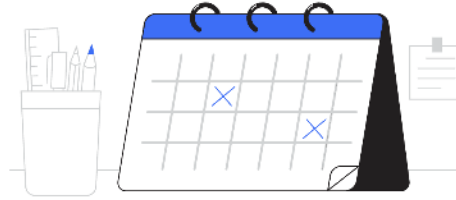
One Time Link : CITK



- Click on "Copy" to easily copy & paste the One Time Link wherever needed.
- To create a new link, click on the "Generate New Link" option to obtain a fresh URL.

What Happens After Booking

When a booking is made and the link expires, if someone attempts to schedule another appointment using the same link, they will be prompted to contact the owner as the link has already expired. This ensures that only valid and current links are used for scheduling purposes.



Uh-oh! The link is no longer active.

Please reach out to the event owner for a new link.