UDIO TRAINING

GETTING STARTED WITH ZAPIER

Connect Udio to hundreds of other apps with Zapier

[Zapier](#) lets you connect Udio to 2,000+ other web services. Automated connections called Zaps, set up in minutes with no coding, can automate your day-to-day tasks and build workflows between apps that otherwise wouldn't be possible.

Each Zap has one app as the **Trigger**, where your information comes from and which causes one or more **Actions** in other apps, where your data gets sent automatically.

How do I connect Udio to Zapier?

Our integration is currently private, so you need an invitation to add it to your Zapier account.

[Click here to automatically add Udio app to your Zapier account.](#)

Getting started with Zapier

1. Log in to your Zapier account or create a new account

2. Navigate to "My Apps" from the top menu bar
3. Now click on "Connect a new account..." and search for "Udio" (if you can't find Udio [use invite link to add it to your account](#))
4. Enter your Udio account address or URL (e.g. my-school.ud.io) to connect your Udio account to Zapier
5. Click 'Authorize' to allow Zapier access to Udio
6. Once that's done you can start creating an automation! Creating a Zap requires no coding knowledge and you'll be walked step-by-step through the setup
7. Check out examples for what can be done

Zapier fields

When creating Zaps in Zapier, Udio provides a large number of fields. Some of them are self explanatory, but some require some clarification.

Bill Payer	First person marked as a Bill Payer on Billing Account will be sent in this field. If no one is marked as a bill payer, the first person on the billing account will be sent instead.
Person 1-10	Those are details for every person (up to 10) on the billing account in the order they were created. Usually when billing account is created by using 'Add Family' view, the first person will be number 1. But this is not always the case.
Person (for this event)	This field is provided for events (new regular booking, regular booking cancelled, etc). Those are details of the person this event is about so you do not have to guess which person has a new booking.
Person Number (for this event)	This is the number of the person on the billing account this event is about. For example billing account has John (Person 1), Martha (Person 2) and Timmy (Person 3). If Timmy has cancelled a booking 'Person Number' for event about that will be '3'.