Booth Rental Manager: Owner & Manager Getting Started Guide

Booth Rental Manager · https://haircutnow.com/docs/booth-rental-manager-owner-manager-getting-started-guide/

Booth Rental Manager helps your business track chair and booth rent, record received payments, and give renters access to their own balances.

1. Open your business

Sign in to Haircut Now Shops and choose **Manage booth rentals** on Home or open **Booth Rent**. Your business needs an active plan that includes this product.

If you are creating a new business after checkout, enter your business details, address, and business time zone. Device location is not required for business creation. Booth rent accounting does not require a walk-in kiosk or daily rotation check-in.

2. Add your first renter

Under **Add a renter**, choose recurring rent or a one-time chair rental. Enter the renter’s name, contact details, and amount. For recurring rent, select the frequency, due day, and actual start date.

You can import an eligible Walk-In Manager team member’s details, but rent terms are configured separately.

3. Import the current balance

For recurring rent, choose a **Balance as of** date and whether the renter is paid up, owes money, or has a credit. New recurring charges begin after this date. Include amounts already owed on that date in the opening balance.

4. Set optional rent terms

Add a move-in special if needed. Choose whether recurring rent continues indefinitely, ends on a date, or stops after a number of charges.

5. Connect renter access

Enter the renter’s account email and enable **Give this renter access to My Booth Rent**. No invitation email is automatically sent by this option. Tell the renter to sign in with that email and open My Booth Rent.

6. Record payments and review reports

Use **Record payment** only for money actually received. Review renter-submitted payments under **Reported payments** before they affect the balance.

7. Review your records

Check the current balance and last payment received. Use **Recent ledger** for the last 30 days and PDF or CSV downloads for annual records.

8. Grant manager access if needed

Use **Account → Manage managers → Manage Booth Rental managers**. Choose BRM management or reports-only access for each manager; permissions for WIM and Booking are separate. See manager administration.

Routine workflow

Review balances, record receipts, resolve reported payments, and queue manual push reminders when needed. A queued reminder is not confirmed delivery. Automatic scheduled rent reminders are not currently implemented. Recurring charges create accounting entries; they do not automatically collect money from renters.

Related guides

- How to Add Renters and Set Up Recurring or One-Time Rent
- How to Import Existing Booth Rent Balances
- How to Set Move-In Specials and Change Recurring Rent
- How to Record Booth Rent Payments and Partial Payments
- How to Review Payments Reported by Renters
- How to Add Late Fees and Correct Booth Rent Records
- How to Give Renters Access to My Booth Rent
- How to Manage Booth Rental Manager Access
- How to Send Booth Rent Reminders
- How to End Recurring Rent or Remove a Renter
- Understanding Booth Rental Manager Balances, Ledger, and Downloads
- My Booth Rent: Renter Getting Started Guide
- Booth Rental Manager Access, Payments, and Reminder Troubleshooting

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