How to Access Shop Bookings with Shop Complete

Shop Bookings · https://haircutnow.com/docs/how-to-access-shop-bookings-with-shop-complete/

Package requirement: Shop Bookings is included only with **Shop Complete**.

Use this guide if you cannot open the shop’s booking management area.

Open the booking tools

1. Sign in to Haircut Now Shops.
2. Open **Booking**.
3. Confirm the shop name shown.
4. Choose **Appointments**, **Services**, **Team**, **Customers**, or **Settings**.

Getting started with Shop Complete

After activating Shop Complete, sign in to Haircut Now Shops with the owner account. Open **Products** and the existing **Shop Complete** setup. Connect or claim the correct shop listing and finish any ownership checks. Keep your existing shop and account rather than creating duplicates.

Once the connection is ready, open **Booking** or **Home → Manage booking**. Add or link team members, enable their booking, assign services, set weekly hours and time off, and review the public booking page. Use the Shop Bookings getting-started guide for the full sequence.

Shop Complete also includes WIM and BRM. Complete the Walk-In Manager and Booth Rental Manager setup steps for the tools you will use. Kiosk pairing is optional when choosing QR check-in.

Who can manage bookings?

The business owner can manage Shop Bookings. A manager must have **Booking management** permission. Access to Walk-In Manager or Booth Rental Manager does not by itself grant booking

management access.

A team member’s own appointment access is separate from permission to manage the whole shop.

If Booking is unavailable

Confirm that you are using the correct account and that the business has Shop Complete. If you are a manager, ask the owner to check your booking permission.

If the package is active but you see a setup or ownership message, the shop’s booking connection may still need attention. Contact support with the shop name, account email, and exact message. Do not purchase another package simply to work around a setup error.