How to Add, Reschedule, or Cancel Marketplace Appointments in Biz

Haircut Now Biz App · https://haircutnow.com/docs/how-to-add-reschedule-or-cancel-marketplace-appointments-in-biz/

These steps apply to the connected Marketplace calendar, not the separate Same-Day request flow. Actions appear only when your account has the required booking permissions.

Add an appointment

1. Open **Schedule**.
2. Choose **Add appointment**.
3. Select an existing customer or enter a new customer’s details.
4. Choose an available service when the service selector is shown.
5. Set the date and time, checking AM/PM and the displayed time zone.
6. Complete the other required fields.
7. Select **Save appointment**.
8. Confirm the saved appointment appears correctly.

Availability is checked when saving. A date entered in the form is not a confirmed appointment until the save succeeds.

Reschedule

Open the appointment and choose **Edit or reschedule** when available. Update the required details, save, and reopen the record to verify the result.

Coordinate the new time with the client before changing their booking.

Cancel

Open the appointment, choose **Cancel appointment**, and confirm. The appointment history is retained.

If the action is unavailable, review the appointment status and your account permissions.

Private notes

Use **Edit private notes** where available, then save. These notes are separate from the same-day request process.

Website settings

Some advanced settings open on the Haircut Now website. Complete any requested sign-in and use the same connected account. Do not create a second booking record because a browser handoff was interrupted.