How to Manage Premium Listing Appointments on the Website

Premium Listings – Online Booking · https://haircutnow.com/docs/how-to-manage-premium-listing-appointments-on-the-website/

Premium individual listing owners can manage online and manually entered appointments from My Appointments.

Add a manual appointment

1. Sign in with the account that owns your listing.
2. Open **Appointments** and find **Manage Appointments**.
3. Choose the option to add an appointment.
4. Select an existing client or enter a new client’s details.
5. Choose the service, date, and time.
6. Check the displayed time zone and save.
7. Confirm the booking appears with the intended details.

Manual scheduling checks working hours, breaks, time off, and overlapping active appointments. Entering a time does not reserve it until saving succeeds.

Reschedule or update

Open the appointment’s **Manage** action. Update the available fields and save. Reopen the record to confirm the new details.

Agree on a new time with the client before moving their appointment. If there is a conflict, choose an available time rather than creating a second record.

Cancel

Open the existing appointment and use its cancellation action. Review any confirmation presented and check the resulting status. Appointment history is retained.

Appointment messages

Paid manual create, reschedule, and cancellation actions use the configured immediate email/SMS notifications. Delivery depends on the enabled messages and usable contact information.

If a customer reports a missing message, verify the appointment in your dashboard and confirm the details with them directly.