How to Set Weekly Hours for Shop Booking Team Members

Shop Bookings · https://haircutnow.com/docs/how-to-set-weekly-hours-for-shop-booking-team-members/

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

Weekly hours define a provider’s regular appointment schedule.

Save weekly hours

1. Open **Booking → Settings**.
2. Select the correct **Team member**.
3. Check the time zone displayed for the selected team member.
4. Find the provider’s **weekly hours** form.
5. Enable the working days and enter each day’s start and end times.
6. Disable days when the provider does not work.
7. Select **Save weekly hours** and wait for **Saved.**

Rows use weekday names. Mark working days available, set opening and closing times, and add breaks where needed. A day marked off will not offer appointments.

Check the result

Open the public booking page and review availability on the intended weekdays. Repeat setup for each provider.

Services, booking status, and time off also affect availability. Weekly hours alone do not guarantee that every time is bookable.

One-time absences

Use **Add time off** for full days or part of one day away. Keep weekly hours for the provider’s normal recurring schedule.