How to Set Your Appointment Availability

Managing Your Appointments · https://haircutnow.com/docs/how-to-set-your-appointment-availability/

Your saved booking schedule determines when clients can reserve appointments.

Set regular hours

1. Sign in to My Appointments.
2. Open **Availability**.
3. Check the business/provider time zone.
4. Select working days and enter start and end times.
5. Add recurring breaks.
6. Save the schedule.

Use the business’s time zone, particularly if your device is currently in another zone.

Temporary changes

For vacations or specific hours away, use **Time Off / Block Time**. Review existing appointments first; a block that overlaps an existing booking may be rejected.

Time off can affect the provider’s other Haircut Now booking profiles. It does not cancel appointments or send a customer message.

Verify available times

Open the public listing, select a service, and check the slots offered. Service duration, breaks, existing appointments, and time off all affect availability.

For full instructions, see Premium booking hours, breaks, and time off.